

# Recruitment Pack: Trustee, Jubilee Debt Campaign

(April 2019)



## Overview

Jubilee Debt Campaign is seeking new thoughtful, passionate and committed Trustees to join our Board and help strengthen our work tackling poverty caused by unjust debt. In particular, we aim to bring on board more female and Black, Asian and Minority Ethnic (BAME) trustees, and people with significant skills and experience of the following areas:

- NGO leadership and strategy development
- Policy / research in financing for development / international political economy

## About Us

### Vision, Mission & Values

Jubilee Debt Campaign is a UK charity working to end poverty, inequality and exploitation caused by unjust debt. We do this through research, education, and campaigning, based around the principles of solidarity and partnership. We seek to strengthen the global movement for economic justice through everything we do.

Our vision is of a world that is just and sustainable, where everyone has their basic needs met, their human rights respected, and the opportunity to flourish, live a dignified life, and contribute to their community and to society as a whole. This is a world where finance and the banks serve the public interest, and where no-one is exploited, oppressed or driven into poverty by unjust debt.

We have a small, highly-skilled team with an agile, creative and flexible approach, a network of local activists across the UK, a growing community of online activists, and a strong network of allies in the UK and around the world. All of this adds up to a big impact, relative to our size. Key victories in recent years include:

- \$130 billion of debt cancellation for developing countries as part of the Jubilee 2000 campaign
- An Act of Parliament to protect 40 poor countries from being sued by vulture funds in UK courts
- \$100 million of debt cancellation for Ebola-affected countries: Liberia, Sierra Leone and Guinea
- Creation of a new global network to tackle the dangerous new debt-creating mechanism 'Public Private Partnerships, currently comprising 150 campaigners in 45 countries

In 2015 we revised our charitable purpose to enable us to bring our expertise and experience of working on debt crises in developing countries to bear on the debt problems and opportunities facing the UK economy. We're now in the process of finalising a new strategy which is setting ambitious goals to guide the next 3-5 years of our work. Our priority campaigns for at least the next 1-2 years are focused on:

1. **The New Global South Debt Crisis:** Sounding the alarm on the new wave of debt crises hitting impoverished countries in the global South, and campaigning to tackle irresponsible lending from the City of London and the repeated bailing out of these lenders by the World Bank and IMF.
2. **The Great British Debt Trap:** Working with partners in the End the Debt Trap coalition to secure government action to tackle Britain's spiralling household debt crisis and find solutions for the 3 million households who are now severely indebted.
3. **The Climate Debt Spiral:** Campaigning to secure debt relief for heavily-indebted small island states on the frontline of climate change, like the Caribbean islands, and for grants not loans for disaster recovery and reconstruction.

## About the Role

### Summary:

- The Board is responsible for the governance and strategic direction of Jubilee Debt Campaign. Trustees have collective legal responsibility, along with the other Board members, for Jubilee Debt Campaign's management and administration.
- You will need to be able to attend three Board meetings per year in London.

**Accountable to:** Board of Trustees of Jubilee Debt Campaign

### Statutory duties:

- Ensuring that Jubilee Debt Campaign pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. the memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Ensuring proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Director

### Additional duties:

- Scrutinising board papers
- Applying any skills, knowledge or experience to help the Board of trustees reach sound decisions
- Participation in Board meetings
- Helping with fundraising (such as by providing contacts and making approaches as appropriate)
- Sitting on Board committees, as required
- Sitting on recruitment and disciplinary panels, as required

## Who we are looking for

Jubilee Debt Campaign has recently undertaken a major review of our governance arrangements and is prioritising bringing on board more female and Black Asian and Minority Ethnic (BAME) trustees, as we believe that strengthening diversity in our governance is critical in ensuring that we become more effective in achieving our aims. We welcome all applications from eligible candidates, but particularly encourage applications from women, and from BAME candidates.

## Person specification

### Essential:

- Commitment to the vision, mission and values of Jubilee Debt Campaign
- Strategic vision
- Good, independent judgement
- Willingness and ability to devote the necessary time and effort to carrying out the trustee role effectively, including participating in Board meetings and conference calls in between meetings, scrutinising Board papers, and responding promptly to Board email discussions
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, especially those set out in:
  - The Charity Commission's guidance *The Essential Trustee* (CC3): [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/617828/CC3.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/617828/CC3.pdf)
  - Jubilee Debt Campaign's Memorandum & Articles of Association: <https://jubileedebt.org.uk/wp-content/uploads/2017/08/150702-Mem-Arts.pdf>
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Ability to think creatively
- Willingness to speak one's mind
- Ability to work effectively as a member of a team
- Commitment to ongoing training and development as a trustee

### Desirable:

- Significant skills and experience in at least one of the following areas:
  - Policy / research in financing for development / international political economy or UK social justice
  - NGO leadership and strategy development

### **Eligibility**

Please note that some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:

- Anyone who has an unspent conviction for an offence involving deception or dishonesty
- Anyone who is an undischarged bankrupt
- Anyone who has been removed from trusteeship of a charity by the Court or the commission for misconduct or mismanagement
- Anyone under a disqualification order under the Company Directors Disqualification Act 1986
- Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.

### **Remuneration**

This is a voluntary, unpaid position. Travel expenses are provided, and funds are also available to support childcare arrangements if needed.

## How to apply

To apply for the role please submit your CV with a letter of interest of no more than 2 pages demonstrating how you meet the requirements in the person specification and confirming that you are eligible to act as a charity trustee.

Please send the CV and cover letter to [matt@jubileedebt.org.uk](mailto:matt@jubileedebt.org.uk) by **9am on Monday 20 May**.

The Chair and Vice-chair of Jubilee Debt Campaign's Board are available to answer any questions about the role. If you would like to arrange a telephone conversation, please contact Matt Gardner on 020 7324 4722.

Interviews will take place on Tuesday 28 May, and candidates who are interviewed can claim reasonable expenses for travel to and from the interview. We will also provide funds for childcare if this is needed to enable candidates to attend an interview.

Thank you for your interest.