



ADD INTERNATIONAL

SEEKING NEW TRUSTEES

ADD International¹ is seeking new Trustees, including a new Chair or Co-Chairs, to serve on its Board. This is a very exciting opportunity for new Trustees to help to shape a transformational phase of ADD's work.

Following a thorough and inclusive organisational review and reimagination process with partners from disability movements in Africa and Asia, ADD is undertaking a transformation process to shift the focus of decision-making power from the global north to our partners and people with disabilities² in the global south.

In line with this commitment, ADD is intent on demonstrating its commitment to its values and strengthening the effectiveness of its Board membership to reflect this, including increasing the representation of disabled activists from the global south. These opportunities are therefore reserved for disabled, black, indigenous or people of colour from the global south.

ADD guarantees to interview all disabled candidates who meet the minimum criteria. We want to see you at your best and so please let us know if there are any adjustments at all that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make adjustments throughout your time with ADD.

Who is ADD International?

We are a disability rights non-government organisation with 35 years of experience. We fight for independence, equality and opportunity for disabled people living in poverty in Africa and Asia. We believe it is not the impairment, but the barriers in society, that limit people from reaching their full potential. We work in areas of extreme poverty alongside disabled people's organisations run by disability activists at a local and national level, supporting them with the tools and resources to build powerful movements for change. ADD is an ally to the global disability movement and we partner with disabled people's

¹ Also often referred to as ADD

² In line with many countries in the global south and the language used in the UNCRPD we do also use the terms people with disabilities and organisations of persons with disabilities (OPDs)

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 www.addinternational.org

 info@add.org.uk

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organisations and disability activists in Africa and Asia to help them access the tools, resources and support they need to build powerful movements for change. Movements that will achieve a vision of a world where all disabled people are free from discrimination and oppression and have full equality within an inclusive society.

We want to shift resources and decision making to disability activists in the South and our offices, teams, partners there. We want to decolonise how we work and forge a better, more sustainable and equitable role for ourselves in the global movement for disabled people's rights and equality into the future.

Our Trustees have agreed upon a clear direction of travel that will see us focusing on the ways in which we can strengthen disability movements and actors through a participatory funding mechanism and other means of collaboration led by the needs they identify themselves. To reflect this, ADD's Board seeks to become more dynamic and representative in terms of its membership, culture and decision-making approach, and to engage more effectively with the international disability movement.

Currently ADD has offices in Sudan, Uganda, Tanzania, Bangladesh, Cambodia and the UK, with a staff team of approximately 75 people and a current turnover of £3m. Further information on ADD can be obtained by visiting the website at www.add.org.uk

What is the role of Trustees?

Trustees will contribute to the development of ADD International through:

- Shaping, sustaining and reviewing ADD's aims and strategies and ensuring they remain relevant to the vision, purpose and values of the organisation throughout the transformation process, and beyond
- Offering disability and global south perspective, providing critical and generative thinking to the Board, the chief executive/chief transformation officer, and ADD's senior management team
- Setting and maintaining the appropriate inclusive culture for the organisation, consistent with its values
- Providing appropriate advice and guidance on the operational/delivery implications of policies (including safeguarding) that will guide the shift of power in ADD's participatory grant making procedures and grant management
- Attending Board meetings, convened by the chair of the Board of Trustees
- Providing independent support, guidance and challenging the performance, progress and implementation of ADD's operational and financial management, and transformation process
- Through the chair, holding the chief executive/chief transformation officer to account for the management of the organisation and the transformation process
- Acting as a guardian of the charity's assets, both tangible and intangible
- Ensuring that ADD complies with all legal, fiduciary and regulatory requirements

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- Ensuring ADD's governance is of the highest standard as outlined by the [UK charity commission's standards of good governance](#)
- Participating in tasks such as fundraising, policy advocacy, recruitment panels and advice to the chief executive/chief transformation officer
- Adhering to the [Seven Principles of Public Life](#)

What are we looking for in potential Trustees?

ADD is seeking candidates with lived experience of disability in the global south and with experience of disability activism in the global south.

While, as emphasised, ADD is seeking Trustees with lived experience of disability from the global south, **it does not expect all candidates to embody all the desirable attributes outlined below**, but would welcome applications where individuals can offer the essential requirements with a knowledge of at least two of the desirable requirements:

We aim amongst those we recruit to also find a new Chair or pair of Co-Chairs.

In line with our new Young Leaders Programme, ADD would also welcome some of our new Trustees being young people to broaden the lived experience we can draw on.

We would like new Trustees to have the following:

- Being black, indigenous or a person of colour with lived experience of disability and from the global south
- An understanding of the global disability movement, disability rights, the respect and dignity of persons with disabilities, and the social and human rights model of disability
- An appreciation and understanding of good governance and the role of the Board
- Knowledge of the disability movement in one of ADD's main countries is particularly welcome (Cambodia, Bangladesh, Sudan, Uganda or Tanzania);
- Understanding of organisational development and change management
- Experience in the disability movement, sector or organisation dedicated to fighting poverty and social exclusion
- Appropriate personal motivation to act as a trustee, sensitivity to the nature of the responsibilities, and understanding/empathy with the values and aspirations of ADD
- Ability to question intelligently, think strategically, debate and dialogue constructively, challenge rigorously, bring independence of thought and decide dispassionately

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- Ability to listen sensitively to the views of others, inside and outside the Board, to work well with difference, be a team player and gain the trust and respect of other Board and senior management team members
- Openness to reflect and learn as a Trustee
- Willingness to devote time, enthusiasm and effort to the duties and responsibilities of a trustee

Skills and technical experience we would particularly like to see

- Financial management expertise and understanding of the strategic implications of financial planning
- Strategic fundraising and communications skills in a UK and/or international context
- Advocacy and policy skills
- Experience of fundraising in the corporate sector/or corporate social responsibility
- Human Resources

What commitment will Trustees have to make?

Trustees may serve for up to two terms of four years each.

Trustees meet as a Board on a two-monthly basis virtually, usually for 4-5 hrs, and documents are shared electronically. It is expected that Trustees familiarise themselves with the content of the Board papers in advance, in preparation for discussion at the meetings. On alternative months, a Board officers meeting takes place, and all non-officer Trustees can attend this meeting, but this is not a requirement. A commitment, therefore, of approx 12 days a year is required. It is possible that annual face-to-face meetings will be resumed (following COVID-19), but this is yet to be agreed.

Trustees will also be encouraged to play, where needed, an external facing ambassadorial role for the organisation, and to join the wider social and representational activities of ADD including fundraising.

Please note that whilst we assume that English will not be your first language, at present, meetings are held in English and papers that are prepared in advance are also in English, so Trustees will need to feel comfortable to engage in this language; however, we are very conscious in facilitating the meetings and in discussion that for some Trustees English will be a second language.

What is the remuneration?

There is no remuneration for this voluntary role, but reasonable expenses are covered including travel, when/if required.



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What is the application process?

We strongly encourage applicants to notify ADD if there are any adjustments that can be made to the recruitment process to ensure that it works for all. ADD is also committed to ensuring a continued review of requirements is in place throughout the term of all Trustees on the Board.

Interested applicants should send the following attachments by email:

- A CV of no more than 2 pages, including names and contact details of two referees (*that we will only contact after asking permission*).
- Answers to the following questions. (*It is important to note that these will be anonymised and reviewed before the shortlisting panel looks at the CVs of candidates, so it is requested that applicants do not include their name on these responses.*)
 - *ADD International supports the Social and Human Rights Models of Disability. Please explain what this means to you and what it will mean for the role.*
 - *What are the key trends in the disability sector or international development sector that you think the Board at ADD will need to be aware of over the next 5 years?*
 - *What assets, experiences and skills would you bring to the ADD Board?*
- These questions can either be answered in written form, of no more than 900 words or by voice, as a sound file. If doing it by voice, please take no more than 5 minutes.
- Completed equal opportunities form on the ADD International website: [Equal Opportunities. | ADD International](#)

We ask that applications are in English, however we recognize and will take into account the fact that for most people this will be a second language.

These should be sent to recruitment@add.org.uk and the deadline for submitting applications is **30 May 2022**

A recruitment panel will shortlist applicants based on our criteria and shortlisted applicants will be invited to a discussion with the panel (this will be an on-line meeting).

On the basis of the discussions, the recruitment panel will then form their decisions and their final recommendations will be put to the Board for approval.



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Wherever possible, shortlisted candidates will be offered the opportunity to learn more about ADD International at first hand through an informal discussion with Trustees, Co-Chief Executive & Transformation Officers (Co-CETOs) or other members of the senior leadership team.

Timetable

- **5 May:** ToR circulated
- **9-30 May:** Co-CETO and Board members available to talk informally to interested candidates, as requested
- **30 May:** closing date for applications
- **17 June:** shortlisting completed, and candidates notified of the outcome
- **Week beginning 27 June:** shortlisted candidates have formal discussion with the panel
- **11 July:** all shortlisted candidates will be notified of the final outcome

What are our safeguarding policies?

The nature of ADD's work is as an ally to the global disability movement promoting the rights of all people with disabilities. It does mean that our staff, consultants, Trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, Trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially. For more information on this please see the [safeguarding pages](#) on our website.

What are our data protection policies?

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our '[Job Applicant Privacy Notice](#)'.

Due to the nature of our roles, interacting with staff in our different country programmes, staff from our overseas offices are often involved in the recruitment process. This requires us to send applications (and therefore personal data) outside of the EU. By applying for this role, you are indicating your permission for ADD to send your personal data outside the EU.



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