



ADD INTERNATIONAL SEEKING NEW TRUSTEES

ADD International is seeking up to four new Trustees, including a new Treasurer and Safeguarding Focal person, to serve on its Board as existing Trustees step down after serving their full terms. This is a very exciting opportunity for new Trustees to join us and be part of the next steps in a transformational phase of ADD's work.

About ADD International

ADD is an International INGO that is committed to transforming into a participatory grant-maker for disability justice. We work in solidarity with disability justice movements. We use our position and our networks to make sure resources and opportunities flow to disability justice movements in Africa and Asia.

We focus on disability justice activists who are oppressed in multiple intersecting ways including, but not limited to, those who are women, young people and those with disabilities that receive less attention and support. We will continue to support them through the challenges caused by climate change in the coming decade.

ADD works with organisations led by people with lived experience of disability and we seek to centre that lived experience in everything we do.

We support disability justice organisations and activists with funding and nurture their lived-experience leadership to build powerful movements for change.

ADD also works with several other partners and funders to inspire and influence them to change. We see a role for ADD as a changemaker in the ecosystem.

ADD was created in 1985 to disrupt the way that disabled people were viewed and treated by international organisations.

In 2024, our organisation adopted a bold new strategic framework for ten years. With our Mtiririko strategy, we are getting back to our roots as a disrupter; boldly challenging ourselves, and others, to do better to support disability justice movements to thrive.

The Framework consolidates the strategic changes we have made as part of a transformation process our Trustees initiated in 2021 and explains how we will embed all the changes that ADD International is making over the coming years and [can be found here](#).

Structure and Governance

ADD International is a UK registered charity and currently has offices in Bangladesh, Cambodia, Sudan, Tanzania, Uganda and the UK. We have shifted over the past 3 years from a model in which we thought about ourselves as being ‘headquartered’ in the UK to one in which we operate with a global footprint and in which most jobs can be recruited for anywhere across our offices. This shift in how we think about ourselves supports our wider shift in how we operate.

As a charitable company registered in the UK, ADD International has Articles of Association which set out the rules for running the organisation. Trustees of the charity are simultaneously Directors of the (private limited) company.

Working in partnership with the Co-CEOs and Leadership Team, the Board of Trustees is ultimately accountable for effective governance and delivering the objectives of the charity. Under UK law, the Board of Trustees (Directors) shares collective responsibility for their decisions. The Board appoints Co-Chairs to lead them and also has one committee and some additional working groups which

Trustees may join depending on their availability and specialist expertise. We also have a Treasurer, Trustee Safeguarding Lead and a Trustee Inclusive Cultures Champion.

ADD international's Trustees are drawn from all over the world, with quarterly meetings taking place virtually. Trustees meet as a Board on quarterly basis with 3 meetings a year happening virtually, and the other of these meetings being a two day in person meeting for which the location varies year by year. ADD covers all Trustees expenses for attendance at these in-person meetings. A thorough training and induction programme, tailored to the individual, is offered to all new Trustees to ensure they feel comfortable with their responsibilities, and understand the work and the ethos of ADD International.

As an organisation that works with disability justice activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any reasonable accommodations 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 accommodations throughout your employment with ADD.

It is expected that Trustees familiarise themselves with the content of the Board papers in advance, in preparation for discussion at the meetings. We also have some additional Sub-committees and working groups that Trustees may join as well as regular informal catch ups with our Co-CEOs which are optional in intervening months. A commitment, therefore, of approx. 12 days a year is required.

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 do not assume that English will be your first language, at present, meetings are held in English and materials including meeting minutes that are prepared before and after the meeting 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.

The Role

Role: Trustee (including our Treasurer and Safeguarding Focal Person)

Location: Virtual, but we aim to hold one in person board meeting a year to allow deeper reflection and in-person connections to support the work we do.

Estimated Time commitment: 1-2 days a month.

Term: All our Trustees serve a 4-year term that may be renewed for an additional term of 4 years.

Remuneration: None. In line with current UK charity legislation these are voluntary roles. However reasonable expenses to undertake the role are covered and agreed on in advance.

Role Summary

ADD International is looking to recruit new Trustees for our Board to take over from current Trustees who are nearing the end of their terms. In particular we are seeking a new Treasurer and a new Safeguarding Focal Person (please see specific descriptions also included for these roles) as well as one or two more additional Trustees.

It is an exciting time for ADD International, especially with the recent launch of our new strategy on our journey of re-imagining our role and decolonising how

we work. The Board has played [an important role](#) in stewarding this journey and the new Trustees will be able to play an important role continuing to do this.

What is the role of Trustee?

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 varied perspectives, providing critical and generative thinking to the Board, the Co-chief executives, and ADD's senior leadership team
- Setting and maintaining the appropriate inclusive culture for the organisation, consistent with its values
- Providing appropriate advice, guidance and assurance 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 co-chairs 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 co-chairs, holding the Co-CEOs 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
- 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 co-chief executives
- 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 from anywhere in the world with experience of disability activism..

We aim amongst those we recruit to also find a new Treasurer and Trustee Safeguarding Focal Point.

In line with our commitment to supporting youth leadership, 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:

- 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
- Experience and understanding of Grant Making, especially participatory grant making and grant making to movements and activists
- Experience of delivering across a complex remote global organisation
- An appreciation and understanding of good governance and the role of the Board
- Understanding of organisational development and change management
- 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
- Ability to listen openly 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
- We also very much welcome applications from potential Trustees who are black, indigenous or a person of colour with lived experience of disability and from the global south

What particular skills and experience are we looking for?

- Someone willing to act as our Treasurer and with experience in this (see [additional ToR](#))
- Someone willing to act as our Safeguarding focal person and with the experience to do so (see [additional ToR](#))
- Inclusive and Participatory Governance
- Experience in HR, organisational development and organisational culture
- Participatory Grant Making knowledge and experience or experience in the flexible funding sector more generally
- Fundraising
- Broad knowledge of Global Civil Society
- Investment Management
- Experience in working with and supporting Co-leadership

How to Apply

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.*)
 - *What are the key trends in the disability and international development sectors that you think the Board at ADD will need to be aware of over the next 5 years?*
 - *How do you think a Board of Trustees can best support an organisation going through transformation and change?*
 - *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 as an audio/video file lasting no more than 5 minutes. Please use your own words rather than simply producing something with AI.
- Completed **equal opportunities form** on the ADD International website: [Equal Opportunities. | ADD International](#)

We ask that applications are in English, however we recognise 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 **12 October 2025**.

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.

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 Officers (Co-CEOs) or other members of the senior leadership team.

Timeline

- **9 Sept:** ToR circulated
- **9 Sept - 12 Oct** – Co-CEOs and Co-Chairs available to talk informally to interested candidates, as requested
- **12 Oct:** closing date for applications
- **Early November** shortlisting completed, and candidates notified of the outcome
- **Throughout the month of November:** shortlisted candidates have formal discussion with the panel
- **By end of Nov:** all shortlisted candidates will be notified of the final outcome

Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of ADD's values. Staff and board members are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

As an organisation that works with disability justice activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any reasonable accommodations 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 accommodations throughout your voluntary commitment with ADD.

Queries

If you have any queries on any aspect of the appointment process, need additional information or require reasonable accommodations to support with your application, please email; recruitment@add.org.uk **Please write in the subject line: 'ADD Trustee Recruitment.'**

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.