

TRUSTEE RECRUITMENT INFORMATION PACK

A MESSAGE FROM OUR CHAIR



**President and Chair
of the Board,
Anne Whitcombe**

Thank you for your interest in joining the Board of the Institute of Health Promotion and Education (IHPE), the only organisation in the UK that is entirely focussed on health promotion and education.

As a Trustee you will become actively involved in the strategic direction, governance, and activities of IHPE. You will join a team that is committed to championing the important, and undervalued, role of health promotion and education in sustaining good health and the reduction of inequalities.

Members of the Board work collaboratively together and with other organisations to achieve our objectives. We welcome input of experience and expertise, through our Trustees, to all aspects of our work and in developing our strategic approach to help shape and contribute to our future role and impacts.

Whether you have experience as a charitable trustee, or are considering your first such appointment, we would love to hear from you.

A handwritten signature in blue ink that reads "Anne Whitcombe". The signature is written in a cursive, flowing style.

ABOUT THE INSTITUTE OF HEALTH PROMOTION AND EDUCATION

The Institute of Health Promotion and Education is a registered charity operating under Charity Commission guidance and is a company limited by guarantee. Board members are both charitable trustees and directors of the Institute. We are a recognised professional association offering Full, Fellow or Student membership to those engaged in building understanding and awareness of the principles of Health Promotion and Health Education and their application in practice.

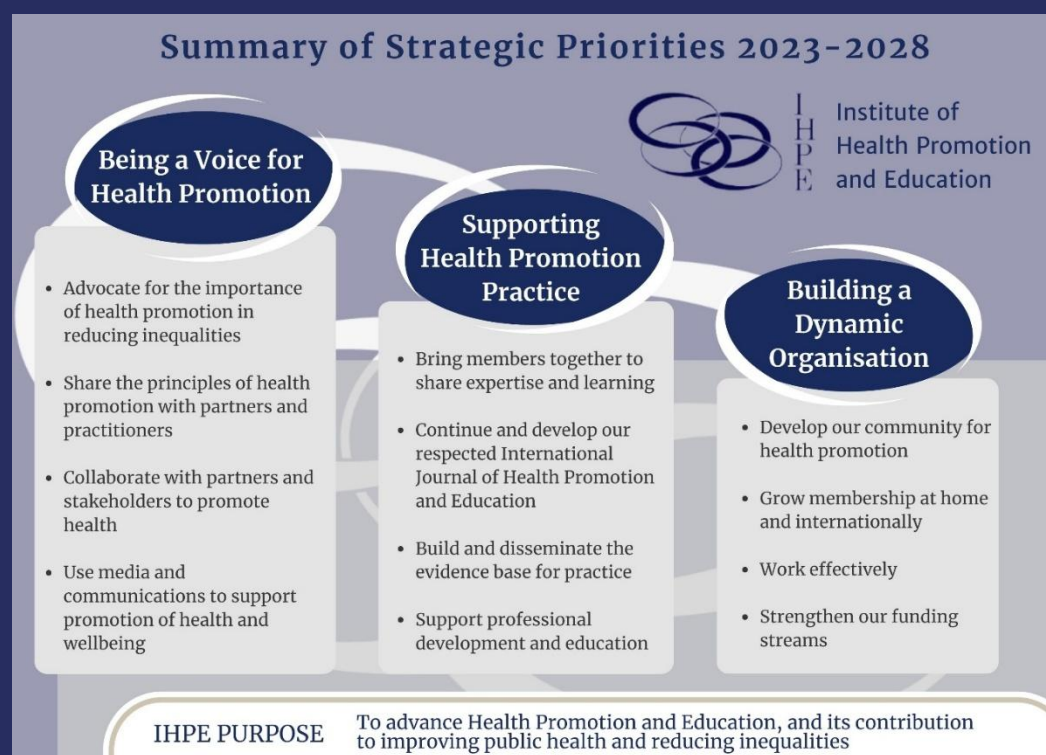
Through a range of activities, we provide support for research, teaching and practice and seek to have a strong and well recognised voice, advocating for health promotion action to address the wider determinants of health. As an international organisation we recognise the value in sharing learning, evidence and good practice across regions of the world.

We continue to build the evidence base for health promotion and publish our respected and peer reviewed academic journal, the International Journal of Health Promotion and Education. This is now in its 64th edition and attracts submissions from across the globe, while its usage is also increasing yearly worldwide.

More information on our activities can be found [here](#).

STRATEGIC DIRECTION

The purpose of IHPE is to advance Health Promotion and Education and its contribution to improving public health and reducing inequalities.



JOIN OUR BOARD

Our work is not possible without the skills, knowledge, experience, and input of each of our Board Members. The Board is comprised of up to 15 trustees who have a duty of care to IHPE and must act in the best interests of the charity. They together guide the strategic direction of the Institute, safeguard its assets and ensure it complies with its governing articles, charitable and legal requirements.



Introductory information about our current Board members can be found [here](#). There are currently no paid employees and administrative support is provided by an external organisation.

IHPE Board of Trustees ensure that IHPE

- sets a long-term strategic plan and business plan.
- maximises its support for health promotion.
- adopts policies and practices that support its vision and strategic priorities.
- operates in line with its founding principles and complies with relevant legal and regulatory guidelines.
- makes appropriate use of funds to further charitable aims and provides accountability to its beneficiaries, supporters and the public.
- manages operational, financial and reputational risks and the safeguarding of beneficiaries and volunteers.
- evaluates organisational performance and that of the board itself.

The Articles of Association of the Institute of Health Promotion and Education can be accessed on our website [here](#).

PERSON SPECIFICATION

The board includes some specific roles for officers of the institute (currently Honorary Secretary, Treasurer, Communications Officer, Journal Editor) and new roles may be created. Other trustees play a broader role. Relevant skills and experience sought will be outlined in the person specification. Aspects might include for example, health promotion, health education or public health expertise, or experience of communications, governance and legal, or funding and finance.

TIME COMMITMENT

All trustees are required to

- attend three, two-hour Board meetings held online during the working day or early evening, and one face to face meeting held in Birmingham, each year.
- be actively involved in at least one area of IHPE's activities and contribute to the work of the relevant subcommittees. This is 'hands on' input and may involve a meeting each quarter together with some preparatory or follow up activity.
- build productive working relationships with other trustees and with people and organisations with which we collaborate, communicating IHPE news and information.

Trustees with an officer role will have responsibilities which may involve some additional time commitments.

TERMS

Trustees who are appointed must hold Full membership of IHPE and must declare their willingness to comply with the governance policies of the organisation.

Trustees are required to declare any conflict of interest and must remain eligible for the role under the regulations of the Charities Act 2011.

This is a voluntary position (reasonable travel and out-of-pocket expenses reimbursed).

Trustees are appointed for a term of three years and are eligible for reappointment for a second term.

A role as officer is held for a term of five years and may be extended for a further term.

TRUSTEE ONBOARDING

Board Members are welcomed to the organisation with an induction process during an initial probationary period. Access will be given to guidance, documentation, possible development opportunities and the support of the board and the administrative team.

APPLICATION PROCESS

Role profile and performance objectives will be made available for specific recruitment opportunities, on our website, through our regular newsletter and via social media channels.

To apply, please submit your CV and a covering letter outlining your suitability for the role, together with contacts for two referees.

- Applications and any queries should be sent to admin@ihpe.org.uk
- All applications will be treated in the strictest confidence.
- References will not be taken up without your prior approval.
- An informal call with our Chair can be arranged on request.
- Applications must be received within application deadline dates that may be set.
- For information about the interview and decision process, view recruitment details.
- The organisation aims to provide for flexible/accessible working.
- IHPE is committed to principles of diversity, equity and inclusion and will encourage applications from underrepresented groups.

Current opportunities to join the Board of IHPE are appended below.

THANK YOU for your interest in the Institute of Health Promotion and Education.

Why not follow us on social media



@InstituteHPE



@ institute-of-health-promotion-and-education

IHPE Board Member: Finance Officer

Role description

This is a voluntary role and is required to be a member of the board of trustees of IHPE. The position is recognised as Honorary Treasurer of the Institute and is governed by the Articles of Association and the Governance Rules of the organisation.

The Treasurer maintains strategic oversight of the charity's financial management and monitoring in line with regulatory governance. The role focuses on financial planning, budgetary management, and reporting to the board.

You will work closely with IHPE's administration team and a bookkeeper, who maintains the income and expenditure records.

Activities in this role include:

- **Statutory compliance** Supporting the Board to comply with the statutory requirements of the Companies Act and of the Charities Act as to keeping records, the audit or independent examination of accounts and the preparation of annual returns and statements of account.
- **Financial Planning and Oversight:** Oversee the charity's financial records and accounts to ensure long-term sustainability. Prepare budgeting and cashflow for approval and review in line with financial controls, reserves policy and risk register.
- **Financial reporting** Accounting to the Board of Trustees including a Treasurer's Report to each ordinary Board meeting
- **Annual financial report** Preparation of Statement of annual account prepared for the Institute's Annual General Meeting.
- **Membership subscription payments** Management and monitoring of membership subscriptions and their payment, working with our admin team
- **Journal publishing contract** Management of the contract with the publishers of our academic journal. This will include leading on any renewal of the publishing contract, working with our Journal editorial team.
- **General Trusteeship:** Meet all legal duties of a charity trustee, ensuring collective responsibility for governance, financial viability, and public benefit.

As an Honorary Officer of the Institute, the term of office is five years.

Finance Officer

Knowledge and skills

Skills requirements for this role include

Essential Experience & Knowledge

- **Financial Literacy:** Proven background in finance, accounting, bookkeeping, or managing budgets within a business or voluntary setting.
- **Governance Awareness:** Experience of long term financial planning and routine transaction processing.
- **Regulatory Knowledge:** Basic understanding of charity accounting practices (SORP) or a commitment to undergo training on Charity Commission financial guidelines.

Skills & Abilities

- **Financial Translation:** Ability to explain complex financial data clearly to non-financial fellow trustees.
- **Administrative Oversight:** Skills to supervise minimal administrative support tasked with data entry, invoicing, and transactional processing.
- **Strategic Thinking:** Ability to look beyond immediate figures to evaluate the long-term financial implications of board decisions.

Personal Attributes

- **Integrity:** Absolute honesty and commitment to upholding the highest standards of financial ethics and confidentiality.
- **Analytical Mindset:** Meticulous attention to detail combined with an objective approach to assessing financial risks.
- **Collaborative:** Works effectively with others to monitor income streams and resource allocations.
- **Realistic & Patient:** Comfortable with the pace of a volunteer-led environment and the long timelines of corporate decision-making.

IHPE Board Member: Funding and Development Officer

Role description

The Funding and Development Officer is a voluntary role and is required to be a member of the board of trustees of IHPE. The position is governed by the Articles of Association and the Governance Rules of the organisation.

This is a new role for IHPE.

The work will focus on identifying sustainable funding streams and establishing frameworks for corporate partnerships and sponsorship, to sustain and grow the IHPE's core services and activities and help secure the charity's long-term future.

You will work closely with IHPE's administration team and the Finance Officer, who maintains strategic oversight of the charity's financial management and monitoring.

Activities in this role include:

- **Strategic Income Oversight:** Develop a realistic, ethical sponsorship and fundraising strategy for the board's approval.
- **Funding opportunities** Identification and research of charitable trusts, National Lottery programmes, and statutory grant providers whose criteria align with the IHPE's objectives.
- **Development of partnerships and sponsorships:** Cultivate and maintain high-level relationships with key corporate partners, employers, and trusts. Create corporate sponsorship and partnership packages for events, webinars, or projects
- **Grant applications** Production of high quality grant application and bids for funding
- **Management and monitoring** Working with the Finance officer to prepare accurate budgets and costings for all funding proposals. Reporting of external funding made available for the work of the Institute and its use.
- **External reporting** Track any project specific funds to ensure compliance with provider requirements, working closely with the Finance Officer and produce any necessary reporting for funders.
- **Board reporting** Regular updates to the Board of Trustees in relation to funding opportunities and outcomes.
- **General Trusteeship:** Meet all legal duties of a charity trustee, ensuring collective responsibility for governance, financial health, and public benefit.

As an Honorary Officer of the Institute, the term of office is five years.

Funding and Development Officer

Knowledge and skills

Skills requirements for this role include

Essential Experience & Knowledge

- **Strategic Partnerships:** Background in business development, corporate relations, or fundraising.
- **Charity Context:** Understanding of ethical fundraising practices or a willingness to learn Charity Commission guidelines on corporate partnerships.
- **Practical experience:** Grant-writing experience, charity experience

Skills & Abilities

- **Relationship Cultivation:** Exceptional interpersonal skills with the credibility to engage corporate decision-makers and senior stakeholders.
- **Administrative:** Ability to lead and collaborate with minimal administrative support to handle operational tasks.
- **Pragmatism:** Ability to design realistic fundraising goals tailored to a small charity environment.

Personal Attributes

- **Purpose-led:** Deeply committed to the charity's core values, using this passion to inspire potential external partners.
- **Collaborative:** Works seamlessly with fellow trustees to align development goals.
- **Realistic & Patient:** Comfortable with the pace of a volunteer-led environment and the long timelines of corporate decision-making.