



Could you help The Thyroid Trust achieve its aims?

The Thyroid Trust is a small but growing charity with ambitions to grow further. We are looking for Trustees to join our board and to help us achieve the aims outlined in our new five-year strategy.

We want Trustees who share our vision [of a world where people affected by thyroid disease are taken seriously, treated well and are better understood] and who will actively contribute and share responsibility for the good governance of the charity with the other Trustees and the Director.

We are a values-based, patient-led organisation and applicants will be those who share our values, who act with honesty, integrity and kindness, and are committed to sharing reliable, trustworthy information on all thyroid conditions.

We are keen that our board comprises a broad mix of skills and backgrounds and personal experience or knowledge of thyroid disease is helpful but not essential for the role.

To discuss the role or register your interest, please send an email to: chair@thyroidtrust.org

*The closing date for applications is **5th January 2025**.*

For more information about The Thyroid Trust please visit our [website](#).





Trustee Role Description

Role title Trustee, The Thyroid Trust

Reports to The Chair of Trustees of The Thyroid Trust

Location Home, with occasional visits to London and elsewhere in the UK. The Charity's registered office is in Westminster and trustee meetings are held either here or online.

Background

The Thyroid Trust (charity number 1183292; registered May 2019) works to make things better for people affected by thyroid disease, by providing information and support, as well as awareness raising and advocacy work.

We are a patient-lead charity and work closely with medical professionals and others working to improve treatment of thyroid disease.

We run regular support and information events in Central London, often with expert speakers. We also hold online talks and discussion groups in order to raise awareness and share information about thyroid disease. We produce films of our information talks and these are made available on our YouTube channel.

At a strategic level we work with other charities, politicians and policy-makers in order to improve approaches to research, treatment and awareness around thyroid conditions. We actively collaborate with relevant bodies such as NICE, MHRA, the Department of Health and other professional bodies in order to influence government policy around management of thyroid conditions.

The Charity has two paid positions - the Director and an Operations Officer - both of these positions are part-time freelance roles. The Director of the Thyroid Trust is the principal executive officer responsible for carrying out the policies set out by the Trustees of the charity in accordance with the agreed strategic plan. The Director is supported by the Operations Officer who is a part-time administrative assistant. We rely heavily on support from our pool of volunteers.

We are a values-based organisation - we seek to recruit people who act with honesty, integrity and kindness, and are committed to sharing comprehensive, medically approved, patient literature on all thyroid conditions.

Our Trustee board includes thyroid patients, leading medics and supporters. The Trustees of the Charity are responsible for defining its strategic direction and are expected to carry out some of its activities themselves. administrative functions

We use a small number of online tools and social media platforms to support our administrative functions and to manage our communications and events. In-house training will be provided for those unfamiliar with these tools.

We are seeking new Trustees to take shared responsibility for good governance of the charity as part of the Board, working closely with the other Trustees and paid staff.

The role and responsibilities of the Trustees include: -

1. Ensuring that The Thyroid Trust complies with charity law and other relevant legislation or statutory requirements;
2. To contribute to the Board of Trustees' role in giving direction, setting policy, goals and targets and evaluating performance. This includes contributing to development and implementation of The Thyroid Trust's Strategic Plan and ensuring that resources are applied effectively in meeting operational objectives;
3. To ensure the effective and efficient administration of the charity, contributing to the development of the Thyroid Trust as an organisation; contributing to drafting of documents such as the Strategy and Operational Plan; reviewing policies, documents and other material relating to the charity's activities as required;
4. Working with the Treasurer and other Trustees to help ensure the financial stability of the charity through effective oversight of the charity's finances;
5. Providing support and guidance to enable the Director to carry out their role; provide oversight of their activities and contribute to performance monitoring through constructive feedback, helping to identify skills gaps or performance issues that need to be addressed;
6. Positively promote the charity and ensure that its reputation is preserved through effective communication;
7. Contributing to raising awareness of the Thyroid Trust's activities through social media and other channels;
8. Help identify sources of additional financial support and contribute towards fundraising activity where possible;
9. Keep abreast of developments in the treatment of thyroid conditions, including practices within the National Health Service;
10. Help to maintain positive working relationship with other thyroid charities;
11. Sharing 'good practice', information and ideas in order to strengthen and develop the organisation;

12. Helping to identify training opportunities and any external opportunities that may help achieve the Trust's aims;

Skills and Experience

We aim to have a diverse range of relevant experience and skills on our Board - with people who have lived experience of thyroid disease, as well as those who don't, but who can bring relevant experience from other charities, the health sector, business or other sectors. Experience of the charity sector, particularly health charities, would be ideal.

We want Trustees who share our values and support what the Thyroid Trust is trying to achieve. The role requires good communication skills as well as understanding and compassion when dealing with others, particularly those who may be unwell.

Trustees are expected to undergo appropriate training in connection with their trustee responsibilities and to keep up-to-date with information from the Charity Commission.

Time commitment

Trustees must be prepared to be an active member of the Board, giving sufficient time to the effective administration of the charity, contributing to development of strategy, policy and relevant documentation. Being a Trustee requires attendance at four board meetings a year, either online or at our offices in Westminster.

Expenses

The Thyroid Trust will meet all reasonable travel and other relevant expenses incurred while carrying out duties directly for the benefit of the charity on completion of, and in compliance with, the policy on expenses. It is expected that Trustees will use the cheapest possible means when travelling.

Length of Tenure

Trustees will normally serve for an initial three years, with possibility of extension.

Notice Terms

Trustees may step down at any time, giving 2 months' notice in writing, to the Chair of Trustees.