



# GEORGE HOUSE TRUST

HIV POSITIVE LIVING

CHAIR OF THE BOARD OF TRUSTEES  
CANDIDATE PACK

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# A Word From The Current Chair

## Thank you for your interest in the role of Chair of The Board Of Trustees of George House Trust.

I have had the privilege of being Chair at George House Trust for almost six years.

I am constantly amazed by the impact we have on the lives of people living with HIV - all of which comes from the passion of the people who work and volunteer for us. I share this with you because I think it's important to understand just how incredible George House Trust is. I hope the new Chair shares my passion and enthusiasm for an organisation that truly makes a difference to the lives of people living with HIV.

This position is a unique opportunity to lead an organisation that is truly special. Deciding to apply was one of the best decisions I have ever made, and I was truly honoured and will be forever grateful to be George House Trust's first co-opted Chair. George House Trust has been a huge part of my life over these years, and I consider myself lucky to have played a small part in some amazing things we have achieved:

- Award-winning writer and producer Russell T. Davies agreeing to be our patron.
- Thanks to George House Trust's advocacy work, every tattooist in Greater Manchester being reminded it's illegal to refuse to tattoo someone due to their HIV status.
- HIV positive mothers across Greater Manchester being offered free formula milk for their babies.
- George House Trust joining the U=U (U=Undetectable=Untransmittable) campaign, which helps to tackle HIV stigma and discrimination.

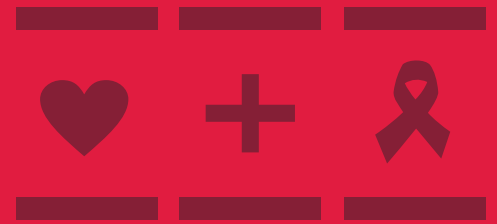
Most of all, I am humbled to say that as Chair of George House Trust, I have stood on the shoulders of giants. I am so proud to be handing on the baton to someone equally as passionate who will see George House Trust grow and develop as it moves into the future and beyond.



**Jo Hancock**  
Chair, Trustee Board



# About George House Trust



At George House Trust our vision is for all people living with HIV to live healthy lives, free from stigma and discrimination and for everyone to know their HIV status.

Founded in 1985, we have achieved many remarkable outcomes to enable people living with HIV to live fulfilled, healthy lives. Back in 1985, we would never have believed that, through advances in medical research, people living with HIV, on effective treatment and with an undetectable viral load, cannot pass the virus to anyone else.

We are excited about the Greater Manchester Fast Track City initiative and are a leading force in both this work in and the ambition to end HIV transmissions in a generation across the region. We currently work closely with partners, BHA for Equality and LGBT Foundation, to deliver the Passionate about Sexual Health (PaSH) contract across Greater Manchester, our main funding contract. We also have independent funding streams to deliver specific projects supporting people living with HIV.

Our work and vision are led by a dynamic Board of Trustees and an experienced Chief Executive, supported by a team of dedicated staff and a diverse cohort of volunteers. The Board of Trustees is looking for an experienced individual who is as exceptional as George House Trust, and who can lead and inspire our organisation through a period of change and transformation.

You will be joining a supportive, committed Board that works in a spirit of constructive challenge. This is a particularly exciting time to join us as we plan new initiatives, adapt to a post-Covid world and seek out new and exciting

partnerships to build on our achievements, making a real difference to the lives of people who are living with and impacted by HIV.

## George House Trust's Covid Response

Throughout Covid, we ensured that all our one-to-one services and support activity was maintained with no changes to our front-line delivery team. Most staff worked from home and we adapted our offer, ensuring our service users could access the support they needed over the phone, online and digitally.

Some volunteer roles were paused to ensure safety and we maintained volunteer roles around food and formula milk distribution, and destitution support for some of our most vulnerable service users. We also established a whole new service called Telephone Buddies to support those service users who were lonely, isolated or just wanted someone to talk to.

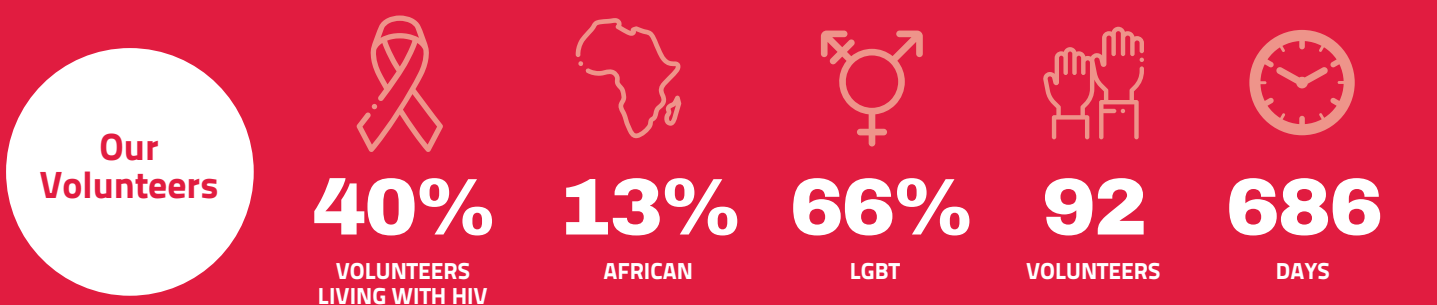
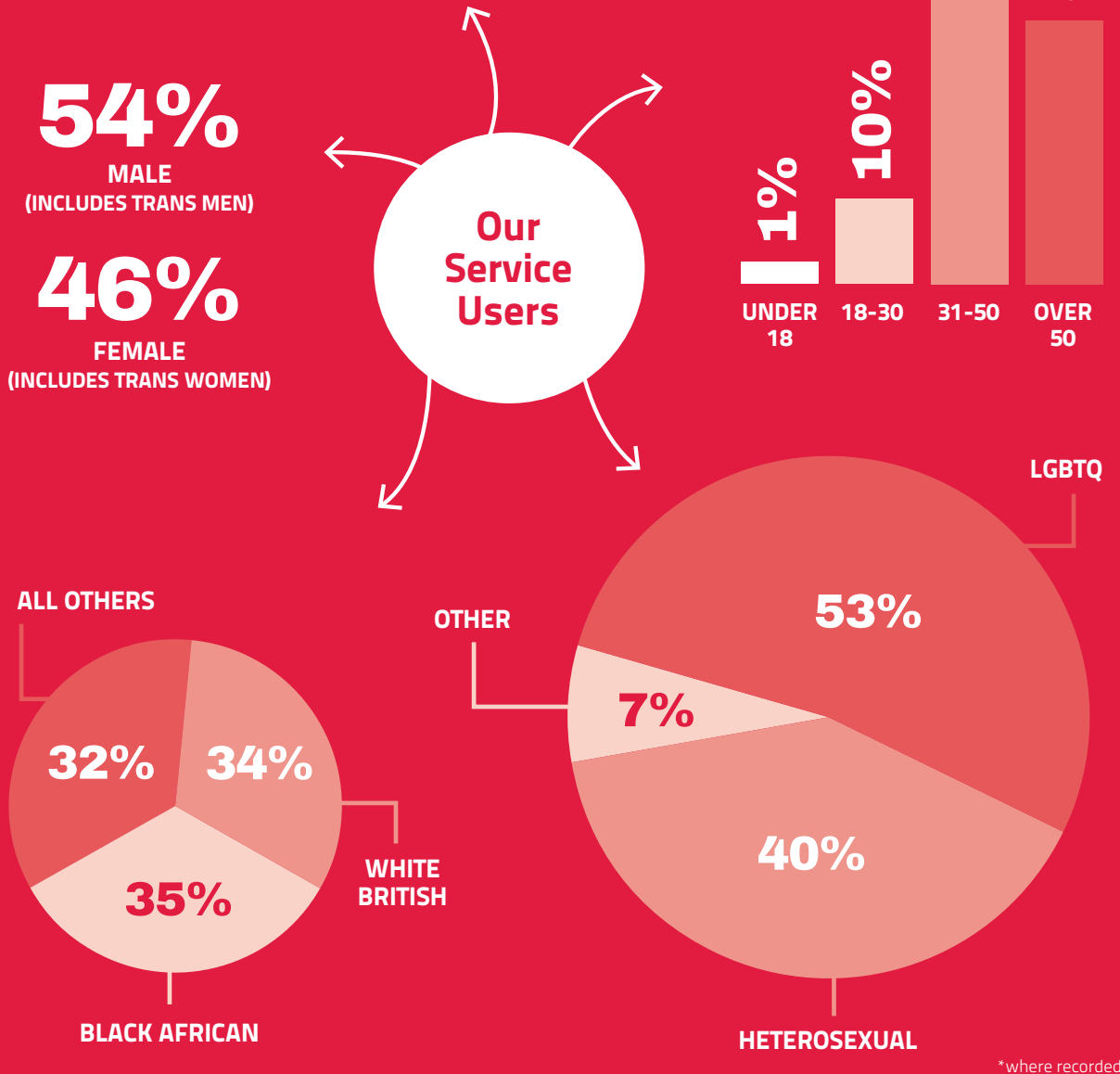
We held our first ever online World AIDS Day Vigil instead of the usual in-person event which received fantastic feedback and also an online Q&A event with 'It's A Sin' writer and our Patron Russell T. Davies, with around 300 attendees.

As we prepare for the next phase of easing of restrictions, we've already opened our building back up for service user appointments, the staff team are back on site and we're offering a truly blended digital and in-person offer to our service users which we will continue as that's what service users have asked for.

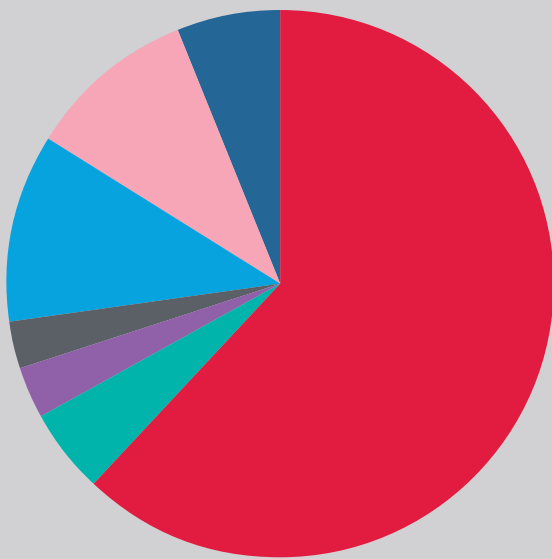
# Our Annual Statistics 2019/2020

## 2081

PEOPLE ENGAGED WITH OUR SERVICES IN THE LAST 12 MONTHS (THROUGH 1-1 APPOINTMENTS, EMAIL, TEXTS AND PHONE CALLS)

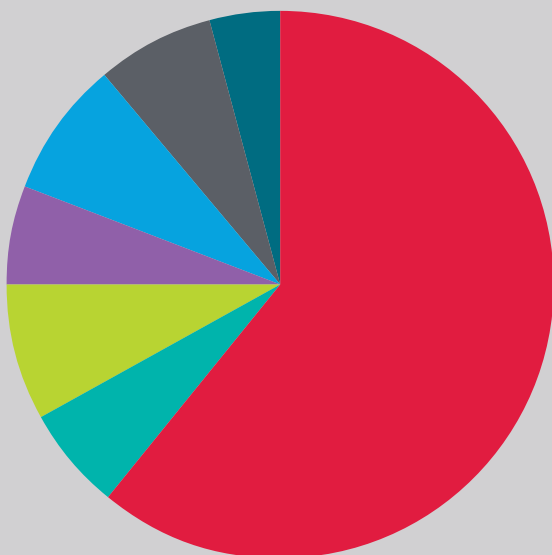


# Income and Expenditure 2019/2020



## Income £638,139

Statutory Funding	£396,346	62%
MACAIDS	£29,175	5%
Manchester Pride	£0	0%
North Manchester General	£18,500	3%
ViiV Healthcare	£15,795	3%
Big Lottery (Better Together)	£72,130	11%
Other Bodies	£1,591	0%
Donations and Fundraising	£64,609	10%
Other Generated Income	£39,993	6%



## Expenditure £684,197

Staff Costs	£414,360	61%
Service User Expenses	£44,500	6%
Other Costs	£53,717	8%
Welfare Grants	£42,953	6%
Building Costs	£52,336	8%
Office Costs	£44,816	7%
Volunteer Expenses	£27,811	4%
Publicity	£3,704	0%

# Roles and Responsibilities

This role description outlines the key responsibilities of the Chair of the Board of Trustees at George House Trust. The role of the Chair is ultimately to take the lead on ensuring that trustees comply with their duties and the charity is well governed. The Chair also provides leadership and development support to the Chief Executive. We estimate a commitment of around half a day each month for this role.

## 1. Trustees and the board

### *1.1 Management responsibility*

- To hold a key leadership role in developing and driving the strategy for George House Trust, upholding the organisation's aims and values.
- To chair meetings of the Board of Trustees, ensuring that the board functions effectively and carries out its duties.
- In collaboration with the Chief Executive and Deputy Chair, agree an annual calendar of meetings of the Trustees and major events for the organisation.
- To work with the Chief Executive in ensuring effective relationship management across all internal stakeholder groups including staff, volunteers and members.

### *1.2 Leadership, Governance and strategic planning*

- To ensure that the Trustees set overall strategy and policy objectives.
- Work with the Chief Executive in making recommendations on the composition of the Trustee body and future nominated officers of the trustee body.
- To work with the Chief Executive and Deputy Chair to recruit Trustees and co-optees with the required skills and expertise.
- To ensure that the Trustee body annually reviews its structure, role, relationship to staff and implements agreed changes.
- To ensure that the Trustees develop a long-term strategy for the organisation together with the Chief Executive and management team, with clear objectives.
- To work with the Chief Executive to set the governance committee work programme for the year and to ensure that programmes of work for other committees are relevant and effective.

### *1.3 Training and development*

- Ensure that individual training needs are identified and met, where appropriate.
- To work with the Chief Executive to identify training priorities for the board of Trustees and the Senior Leadership Team.
- To ensure that an annual collective board review of contribution takes place, facilitated by an external individual and producing clear priorities for development that are followed up.
- To agree to undertake 360° reviews (or similar) in line with the approach agreed by the Board in order to identify learning and development opportunities.

## 2. Working with the Chief Executive

### *2.1 Provide effective development support to the Chief Executive:*

- Ensure that a clear annual plan and budget is agreed to measure and assess organisational performance.
- Support and review the work of the Chief Executive.
- Develop appropriate and relevant agendas for Trustee and committee meetings.
- Define and apply assessment criteria for the most senior paid managers.
- Carry out an annual review of the Chief Executive.

### *2.2 Manage and review risk:*

- Ensure that the organisational risk register is reviewed, updated and managed.
- Work with the Chief Executive to avoid, limit and mitigate reputational damage when exceptionally challenging situations arise that may require sensitive handling.

## 3. Working with staff and volunteers

### *3.1 Ensure that all appropriate procedures are in place:*

- Support the Chief Executive with the recruitment of senior staff.
- To receive regular informal progress reports of the organisation's work through the Chief Executive.
- To reflect to the trustee body any concerns staff have in regard to the role of the trustee body, its

committees or members; to relate the concerns of the trustee body and other constituencies to the Chief Executive.

## 4. Working with service users and members

### *4.1 Communication with service users and members:*

- To ensure regular communication with members and host member meetings in line with the governing document.
- To collaborate with the Chair of the Governance Committee to agree an annual calendar of members meetings and events and to produce relevant agendas and timely papers that facilitate transparent discussion.
- To listen to Members and to communicate any concerns and complaints to the Trustee body and ensure effective follow-up.
- To develop membership and Member involvement.
- To identify ways in which the transition from Member to Trustee can be improved, facilitating training and workshops where appropriate.
- To work with the Chief Executive to ensure that George House Trust retains service user experience at its heart.
- To attend feedback sessions with service user representative as required.
- To participate in opportunities for service users to feedback directly to the Chair and Chief Executive.
- To work with the Chief Executive to ensure that all qualitative and quantitative data received from service user representatives is communicated to Trustees, staff, members and service users and that practical action plans are produced and acted upon.

## 5. External leadership

### *5.1 Championing the organisation*

- To serve as a spokesperson for and promoter of the organisation.
- To promote the organisation to a wider audience of potential donors and beneficiaries.
- To attend relevant networking events as required and to build strong relationships on behalf of the organisation.



# Person Specification

**As we look to the future of the organisation I have outlined some key attributes which will be essential for the role:**

## Commitment To Our People

Our people are the heart of George House Trust, especially in the governance structure, where the majority of Trustees are Members. Membership has always been open to all people living with, or affected by HIV, and our volunteers. During my time as Chair we have also opened up membership to include all supporters, allies and ambassadors, thus improving the breadth and depth of experience we can draw on.

Whether a co-opted or member trustee, we are all accountable to the Members, the people who use our services, staff and our volunteers. These are the people who know what it means to live with HIV; who know what they need from George House Trust; who can tell us where we are getting it right, or wrong; who make George House Trust such an amazing organisation; and these are the people who need to be heard.

## Embracing Change

Over the years George House Trust has evolved and adapted to meet the changing needs of our service users, but the determination to challenge the stigma, fear and uncertainty that people living with HIV have to deal with every day and the determination to ensure that no-one has to face HIV alone is still constant. When the political environment is unstable and the need for services continues to evolve, change is constant and necessary.

During the last six years we have seen staff come and go, funding has been won and lost, relationships have changed, and the service need has changed and developed. During the last twelve months the world has referred to COVID as "the first global pandemic in memory" – we know it to be the second and have responded as such. The Chair has to have the ability to react, to evolve and to lead through whatever comes your way!

## Doing Diversity Differently

Take a superficial look at our Board or staff team and we don't look diverse or representative of the people we support. What you won't see is our commitment to doing diversity differently.

For us diversity isn't a "tick box exercise", it is about ensuring that unconscious bias is recognised and challenged on a daily basis; understanding how intersectionality affects the lives of people we support on a daily basis; recognising that we all "bring something to the table"; acknowledging the challenges we have all faced in our lives, and using this experience to benefit the people we support.

The new Chair will need to understand the current demographic of the Board, and to have the ability to challenge this constructively.

## Income Generation

This will be an important aspect of the role for the new Chair. Long gone are the days when Trusts and Foundations could be relied upon for organisational income.

George House Trust has great income generation potential – we just need to unleash it. The recent recruitment of a Trustee with expertise in this area enables us to do this, and as the new Chair you will have the joy of helping to develop this. You will also need the ability to "sell" the organisation and what we do. I have loved this part of my role - when you are representing a charity you are passionate about, any opportunity to talk about its impact is a joy.



Jo Hancock

# Meet The Board's Officers

**In addition to the Chair, there are currently two co-opted positions (HR and Income Generation & Marketing), three Officers and three other Trustees positions. Here are the Board's Officers:**



## Deputy Chair, Andrew Sloan

Andrew chairs the Governance and Risk Committee and is an experienced HR Practitioner. Co-opted as the HR Trustee two years ago, he holds a Master's degree in HR from Manchester Business School and is a Member of the Chartered Institute of Personnel and Development. He's worked across Europe for brands such as MoneySupermarket, Trinity Mirror, Hilton Hotel Group, Eurostar, and Spire Healthcare.



## Treasurer, David Cartwright

David chairs the Finance and Fundraising Committee and has held the Treasurer position for three years. David worked at Marks & Spencer, where he was heavily involved with financial management and business planning. His lived experience and logical approach are some of the key skills he brings to his Trustee role at George House Trust.



## Company Secretary, Bryan Carter

Bryan has been volunteering at George House Trust since 2014 and has been involved in a number of roles in that time. His main area of work is advice support and he plays a key role in helping reduce poverty for people living with HIV.

Bryan is often on the front line of the problems that service users face, so is able to bring his knowledge and experience to make sure that the services we provide meet ever-changing needs.

# Application Process

To apply, please send an expression of interest outlining how you meet the role requirements and person specification, and why you want to be Chair of George House Trust. This should be no more than two sides of A4 and emailed to Ingrid Turner, Governance Administrator at [ingrid@ght.org.uk](mailto:ingrid@ght.org.uk).

George House Trust is committed to providing equal opportunities for everyone regardless of their background. We value diversity and acknowledge the under-representation of people from certain backgrounds, both within our organisation and across the sector.

We particularly welcome applications from candidates with diverse backgrounds.

If you would like an informal chat about the Chair role before applying, please email [ingrid@ght.org.uk](mailto:ingrid@ght.org.uk) who will set up a call with our Deputy Chair, Andrew Sloan.





## Contact us

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