

**ZIMBABWE LIFE PROJECT**

**TRUSTEE RECRUITMENT PACK**

Thank you for your interest in becoming a Trustee of the Zimbabwe Life Project (ZLP).

ZLP is a Charitable Incorporated Organisation (CIO) which aims to improve the lives of people with mental health problems, their families and the staff who care for them in Zimbabwe by:

* Facilitating exchange of knowledge in the areas of good clinical practice and service specification from the UK with mental health services in Zimbabwe.
* Raising funds and donations in the UK and overseeing their delivery to areas of identified need in Zimbabwe.
* Supporting research and evaluation in mental healthcare in Zimbabwe and building capacity in the local workforce to sustain this activity.

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The ZLP vision is to utilise resources of volunteers, funding and equipment to best effect in meeting the needs of both staff and users of mental health services in Zimbabwe. Further information about ZLP can be found on the website [https://zlp.org.uk/wpcontent/uploads/2023/05/ZLP\_Biographies\_Leaders-and-Trustees-v2-5.pdf](https://zlp.org.uk/wp-content/uploads/2023/05/ZLP_Biographies_Leaders-and-Trustees-v2-5.pdf)

A job description and person specification is contained at Annex A.

We need Trustees who can help us deliver our objectives and have specific skills and experience in media/ communications and/ or fundraising.

The time commitment is likely to be up to one day a month.

This pack includes:

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| --- | --- |
| Annex A | Job Description and Person Specification |
| Annex B | Note on the general duties of the CIO Trustees |
| Annex C | Details of the existing Board members and CEO |
| Annex D | Form for completion and return by **30th June 2023**, together with your CV, to: |

fiona.nolan@aru.ac.uk

Candidates can expect to be contacted about their application by **7th July 2023**. We are planning to hold interviews online on **Saturday 15th July 2023**. If you wish to discuss the post informally, please email me, or any of the trustees, to arrange a conversation.

Professor Fiona Nolan Zimbabwe Life Project Registered Charity number 1189183



Chair of the Board of Trustees

# ANNEX A

**Trustee of the Zimbabwe Life Project**

**Job Description**

|  |  |  |
| --- | --- | --- |
| Remuneration: |  | The role of Trustee is not financially remunerated, although reasonable expenses for travel may be claimed. |
| Location: |  | Meetings will be held online, or at The Lodge, Lodge Approach, Wickford, Essex SS11 7XX |
| Time commitment: |  | Five Board meetings per year. Trustees may also be asked to represent the CIO at events and meetings with key stakeholders as required. |
| Reporting to |  | Chair of the Board of Trustees |

## Objective

The Board sets the strategy for the CIO and holds the Executive Team to account for the CIO’s mission and vision. The Trustee will act as an ambassador for the CIO in partnership with other Trustees and the Chief Executive.

**Principal responsibilities**

## Strategic leadership

Support the Chair of the Board of Trustees to:

* Effectively govern the CIO
* Ensure that the CIO operates within its charitable objectives.
* Provide a clear strategic direction for the CIO.
* Regularly review major risks and associated opportunities, and ensure that systems are in place to take advantage of opportunities, and manage and mitigate the risks.
* Ensure that the Board fulfils its duties to ensure sound financial health of the CIO, with systems in place to ensure financial accountability.

## Governance

* Ensure that the governance arrangements are working in the most effective way for the CIO.
* Develop their knowledge and capability as Trustees.
* Work within any agreed policies adopted by the CIO.

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## External Relations

* Act as an ambassador for the CIO.
* Maintain appropriate relationships with UK-based Zimbabwean diaspora, with health and social care providers and other charities in the UK and Zimbabwe and with Zimbabwean government and officials.
* Act as a spokesperson for the organisation when appropriate.
* Represent the CIO at external functions, meetings and events.

## Efficiency and effectiveness

* Contribute constructively to meetings of the Board of Trustees, bringing impartiality and objectivity to the decision making process.
* Contributing to decisions that are taken in the best, long-term interests of the CIO and taking collective ownership of decisions.
* Maintain and ensure that constructive relationships exist with and between the Trustees.

## Relationship with the Chief Executive and the wider management team

* Support the Chair to establish and build an appropriate working relationship with the Chief Executive and the wider management team.
* It is **not** the role of a trustee to provide administrative support to the CEO or others within the CIO.

## Terms

Trustees will serve a two or three year term and will be eligible for re-appointment for one additional term.

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## Person specification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Personal Qualities** | **Essential** | **Desirable** | **To be demonstrated at** | |
| **Application** | **Interview** |
| **1** | Demonstrate a strong passion and commitment to the CIO, its strategic objectives and cause. | **X** |  | **X** | **X** |
| **2** | Demonstrate knowledge and awareness of Zimbabwean culture, of mental health care provision and the needs of people with mental health problems in Zimbabwe. | **X** |  | **X** | **X** |
| **3** | Demonstrate tact and diplomacy, with the ability to listen and engage effectively. | **X** |  |  | **X** |
| **4** | Good networking capabilities that can be utilised for the benefit of the CIO. |  | **X** | **X** | **X** |
| **5** | Ability to foster and promote a collaborative team environment. | **X** |  | **X** | **X** |
| **6** | Ability to commit time to conduct the role well. | **X** |  | **X** | **X** |
|  | **Experience** |  |  |  |  |
| **7** | Operating at executive or at minimum senior strategic leadership level within a medium or large organisation | **X** |  | **X** |  |
| **8** | Successful track record of achievement through their career. | **X** |  | **X** |  |
| **9** | CIO governance and working with or as part of a Board of Trustees. |  | **X** | **X** |  |
| **10** | Development and implementation of fundraising strategies |  | **X** |  |  |
| **11** | Development and implementation of communication strategies and/or working with media |  | **X** |  |  |
| **12** | Qualified lawyer/barrister and/or work in legal departments in voluntary sector organisation |  | **X** |  |  |

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# ANNEX B – GENERAL RESPONSIBILITIES OF A CIO TRUSTEE

The overriding duty of all CIO trustees is to advance the purposes of their CIO and in doing so they have the following basic responsibilities.

## 1. Trustees are responsible for the proper administration of their CIO

Trustees must make sure that the CIO’s assets and resources are used only for the purpose of the CIO. They must make sure that the CIO is run in accordance with its constitution, CIO law and all other laws and regulations that affect its activities.

**2. Trustees must accept ultimate responsibility for everything their CIO does**

The trustees are responsible for the vision, mission and managerial oversight of the CIO.

## 3. Trustees have to act responsibly and prudently in all matters relating to the CIO

The law imposes a duty of care on the trustees of charities. The duty will be greater if the trustee has any special knowledge or experience, or if their business or profession means they can be reasonably expected to have special knowledge or experience.

**4. Trustees must safeguard and protect the assets of their CIO**

A CIO’s assets include its investments, cash, land, intellectual property, staff and reputation.

## 5. Trustees have a duty to act collectively

Decisions and responsibilities are shared, so all trustees should take an active role. Trustees can act by majority (unless their governing document says otherwise), but all trustees are collectively responsible for decisions made by their board.

## 6. Trustees must act in the best interest of their CIO

The interests of the CIO are paramount. Trustees should not allow their personal interests or views to override these: They must exercise independent judgement.

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## THE ROLE OF A TRUSTEE BOARD

Becoming a trustee provides the opportunity to apply the skills and experience you have gained to a new environment and context. Many trustees find working as part of a team hugely energising and satisfying.

The National Council of Voluntary Organisations (NCVO) regards the following as the twelve

essential roles of a trustee board.

* Set and maintain vision, mission and values
* Develop strategy
* Establish and monitor policies
* Set up employment procedures
* Ensure compliance with the governing document • Ensure accountability

* Ensure compliance with the law
* Maintain proper fiscal oversight
* Select, manage and support the chief executive
* Respect the role of staff
* Maintain effective board performance
* Promote the organisation

# ANNEX C - CURRENT BOARD OF TRUSTEES + CEO

## A) BOARD OF TRUSTEES

**Professor Fiona Nolan**: Fiona is Chair of the Zimbabwe Life Project CIO. She is Clinical Professor of Mental Health Nursing at Anglia Ruskin University in Essex, UK. She has a strong clinical background, combining senior roles in the NHS with an academic career in which she had led large scale national and international research programmes. She has experience of working in low income countries to improve standards in mental health care, most recently heading an EU funded project to introduce specialist nurse training in Mongolia. She is chair of Mental Health Nurse Academics UK and a steering committee member of the National Mental Health Nurse Directors Forum. Fiona is visiting professor at the Mongolian National University of Medical Sciences and La Trobe University, Melbourne. She speaks regularly at international conferences, has published widely and is an active mentor for healthcare leaders.

**Professor Neil Brimblecombe**: Neil is Professor of Mental Health at London South Bank

University. He has held executive roles as Director of Nursing, most recently in South

London and Maudsley NHS Foundation Trust, where he was also a board member of

Maudsley International charity. Neil has worked as Director of Mental Health Nursing at the Department of Health and 2018 was named as one of the top 70 nurse leaders in the history of the NHS.

**Kudzai Munyavi**: Kudzai is currently the Chief Financial Officer of Jibu, a consumer goods company with operations in East Africa serving essential products whilst working with local entrepreneurs. He has more than 15 years of experience spanning FMCG manufacturing and financial services; holding key roles in finance, strategy, fundraising and corporate finance. Kudzai is a Chartered Accountant, Chartered Financial Analyst and holds a Masters in Leadership and Strategy from London Business School.

**Linda Braddick:** Linda is part owner and Managing Director of an advertising and communications agency, Grace Communications Ltd in the UK. Linda was born in Zimbabwe and holds a BA hons degree with majors in English, French and Journalism from Rhodes University in South Africa. She has worked in marketing and communications for over 20 years in both writing and strategic roles.

## B) CHIEF EXECUTIVE OFFICER (CEO AND FOUNDER OF ZLP)

**Lucia Vambe:** Lucia is the CEO and founder of Zimbabwe Life Project. Shewas born in Zimbabwe and came to the United Kingdom over 30 years ago where she obtained professional qualifications in Mental Health Nursing as well as Education and Training. Currently, Lucia works for East London NHS Foundation Trust, UK as Corporate Matron for Education and Development and in her role, she also links with University of Bedfordshire where she supports student nurses learning and assessments. Previously, Lucia held different roles within Essex Partnership University NHS Trust, UK where she worked for 20 years with vast experience in mental health nursing, writing clinical policies, leading on Trust-wide implementation of clinical practice improvement programmes including delivery of mandatory clinical risk training and suicide prevention training. She also has experience in serious investigations and family liaison duties.

Lucia is a Trustee for Zimbabwe Diaspora Health Alliance, UK and a trustee for the Zimbabwe Midwives and Nurses Association UK.

**Obi McKay:** Obi is a Deputy CEO of Zimbabwe Life Project. She has been a Registered General Nurse (Level 1) for 40 years. Also, a BSc qualified Community Practice Specialist Teacher with twelve years School Nursing and Children’s Health Service experience with a Masters Qualification (MSc) in Public health practice. From 2014 she worked as an Associate Director for mental health services with vast experience in bidding for funding and managing large projects, budgets, and services. Post retirement from January 2020 – February 2021 Obi supported a new child health Trust in South London as a Clinical Director to strategically develop their full governance agenda. Embedding national guidance to enable clinical effectiveness and safe practice. Since 2022 on an ad hoc basis, she has supported funding applicants through CWB in an advisory capacity. She has also carried out stakeholder surveys with recommendations for CWB.

**Muriel Gutu:** Murielis a Deputy CEO of Zimbabwe Life Project. She holds an MSc in Public health, BA, Graduate certificate in education, Higher diploma in Mental health, Nurse prescribing certificate and Leadership certificate. She started her career in the Zimbabwe ministry of education and has been working as a nurse in the UK for over 20 years. In her nursing career she specialised in mental health and substance misuse, and has worked in various NHS Trusts and voluntary organisations. Currently, she is the Group Clinical Lead for a Charitable organisation that works with people who have mental and substance misuse problems. She is also a Trustee for UK Hope World Wide, member and project lead for Zimbabwe Life Project charity.

# ANNEX D – APPLICATION FORM

**Please complete the following sections:**

## Contact Details

|  |  |
| --- | --- |
| **NAME** |  |
| **ADDRESS** |  |
| **TELEPHONE** |  |
| **EMAIL** |  |

## CURRENT OCCUPATION/JOB TITLE

|  |
| --- |
|  |

## BOARD EXPERIENCE e.g. NON-EXECUTIVE, CHARITY ROLES/INVOLVEMENT

1. **CURRENT ROLES**

1. **PAST ROLES:**

## STATEMENT

Please state briefly why you would like to become a Trustee of the Zimbabwe Life Project CIO; setting out what relevant experience and skills you feel that you could bring to helping the CIO to achieve its mission and goals. (500 words maximum)

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