



CANDIDATE PACK

INDEPENDENT COMMITTEE MEMBER



WELCOME

Thank you for your interest in joining us as our new Independent Committee Member.

The Royal British Legion (RBL) is here to support our Armed Forces community and give everyone a voice as the largest military charity in the UK. Our mission, scale and the values we live by make RBL a special organisation and a fulfilling place to work, as does the support and passion of our some 200,000 members, 110,000 volunteers and network of partners across the UK and beyond. Employing c1,800 people across the country and with c2,500 branches across the UK and overseas, RBL is recognised as the custodian of Remembrance and also runs the annual Poppy Appeal and the UK Team's participation The Invictus Games. In total last year, £124.5m was raised through all fundraising activities to safeguard the welfare, interests and memory of those who are serving, or who have served, in the Armed Forces.

We're looking for a talented new independent committee member, to join our Finance Committee, and Investment Sub-committee. Our independent committee members play a key role alongside Trustees on our sub-committees, acting as valued subject matter experts, contributing to committee discussions and decisions and, as a member of our Finance and Investment Committee, you will provide a critical guiding mind, supporting and advising on matters relating to our finances and investments.

We're an organisation of significant scale and complexity and keen to hear from senior leaders who hold (or have held) accountability for financial management across an organisation of substantial scale or large division. Ideally, we are looking for someone with knowledge and experience that embraces a broad remit including pensions – a priority for us as this is currently a gap on the committee - finance, investment, property and technology transformation. We're open to the sector your experience is in but, whatever your professional background, you will be someone with the highest level of personal integrity and maturity of judgement with strong analytical skills and the ability to work as part of a team.

RBL is committed to creating a diverse and inclusive organisation, reflecting the diversity of the Armed Forces community and of wider society. We welcome and encourage applications from people of all backgrounds.

If you believe you bring the skills we are looking for and are motivated by the impact of our work, I hope you will read on to find out more.

Jason Coward, Chair of the Board of Trustees



ABOUT US

The Royal British Legion is at the heart of a national network that supports our Armed Forces community.

We're here through thick and thin – ensuring their unique contribution is never forgotten. We've been here since 1921 and we'll be here as long as they need us.

We are the country's largest Armed Forces charity, with 180,000 members, 110,000 volunteers and a network of partners and charities; helping us give support wherever and whenever it's needed.

We provide lifelong support to serving and ex-serving personnel and their families.

Our support starts after one day of service and continues through life, long after service is over.

From providing expert advice and guidance, to recovery and rehabilitation, through to transitioning to civilian life – we can be by their side every step of the way. And it's not just members of the Armed Forces but their families too.

If there is ever a reason we can't help, our vast network will mean that we know someone who can.

RBL works with politicians and officials at all levels to represent the interests of the Armed Forces community.

Through our research and campaigning, we challenge myths about serving and ex-serving personnel.

Our manifestos outline key actions we think the government should take to improve the health, finances and wellbeing of the Armed Forces, veterans and their families.

Every year we lead the nation in commemorating and honouring those who have served and sacrificed.

We remember those who lost their lives on active service in all conflicts; from the beginning of the First World War right up to the present day, as well as all those who have served and their families.

Every year in November, we distribute our paper poppies to raise vital funds to help today's Armed Forces community. And it wouldn't be possible without our incredible supporters.

For more information on the Royal British Legion, please click here: [Who We Are](#) | [Armed Forces Charity](#) | [Royal British Legion](#)

And to view our most recent Annual Report, please [click here](#).

DIVERSITY, EQUALITY AND INCLUSION

We are committed to building a truly inclusive organisation and launched our first charity-wide D&I Action Plan in 2022 with a clear set of DE&I commitments, supported at every level of our organisation, to help us realise this ambition.

DE&I is integral to all we do here at RBL and we are driving forward to make sure that diversity and inclusion becomes part of our everyday. We want to support everyone to contribute their best, no matter their background or personal characteristics, as we know we get the best out of our people when they all feel included, respected, and treated fairly. We welcome applications from people of all backgrounds and identities.

As a Disability Confident employer, we have a Guaranteed Interview Scheme for those who declare a disability and meet the Essential criteria for the role. As an Armed Forces Covenant Gold Award Holder, we also have a Guaranteed Interview Scheme for applicants from the Armed Forces community who meet the Essential criteria.

JOB DESCRIPTION

Job title: Independent Committee Member

ROLE PURPOSE:

Contribute to the Committees discussions and decisions and to act as a Subject Matter Expert and to act as a guiding mind, supporting and advising on matters pertaining to the Legions finances and investments, ensuring insight, challenge and assurance is provided on all Committee matters.

Independent Committee members are valued for their support, challenge and the advice they can provide to the executive management team and as such understand the roles of Trustees and Executive.

MAIN RESPONSIBILITIES:

- As relevant to the Committee they are a member of, collaborate with the Legions Executive team and Trustees committee members to develop and review the legions strategic goals, plans and initiatives, appertaining to the Committee on which they sit.
- Supports the Committee to ensure that the legion complies with all laws, legislation and corporate governance standards.
- Review and approve corporate policies and procedures relevant to the Committee.
- Be assured on the integrity of financial information and that financial controls and systems of risk management and robust and defensible
- Assess and monitor the Legions risk profile, including financial operational, legal and reputational risks and provide insight in risk mitigation strategies.
- Engage with relevant stakeholders, including staff, members, external agencies and partners to promote the Legions purpose, where appropriate
- Promote ethical behaviour including diversity of the legion's communities, uphold the legions values and promote the standards of behaviours the Legion expects of all its colleagues.
- Participate in collective responsibility and decision making, alongside a understanding of the requirement to unite behind Committee decisions and accept this as binding.
- Act appropriately in relation to perceived/real conflicts of interest and declare any conflicts of interest
- To uphold confidentiality, remain independent and act in a personal capacity and not as the member of a community or organisation.



PERSON SPECIFICATION

As a member of our Finance Committee, and Investment Sub-committee, candidates will need to meet the following criteria:

- Has held a senior position with accountability for financial management across an organisation or large division.
- Has an understanding of the financial responsibilities and requirements of organisations that operate as a charity.
- Has a strong understanding and knowledge of company pensions, their regulation and performance.
- Has experience in the management and oversight of investment portfolios
- Experience of property investment and management.
- Experience of overseeing budgeting and financial performance and contributing to the financial resilience.
- Able to contribute to the selection of appropriate financial & non-financial KPIs and performance measures to monitor performance.
- Understanding of Investment and working capital management and experience of working with Investment management firms in overseeing performance.
- Understanding of Pension schemes, ideally both DB and DC schemes from both an accounting and a liability management perspective.
- Knowledge of Property as an asset class and experience of overseeing a property portfolio.
- Technology and transformation experience - particularly as relevant to approving business cases and overseeing Technology investment strategy.

It is also desirable for the post holder to possess a finance qualification.

In addition to this specific criteria, we are looking for candidates who demonstrate the following skills and experiences:

- Must be able to demonstrate an understanding of good corporate governance in the charity sector.
- Must be aware of relevant knowledge of the law and the fiduciary duties that an Independent Committee member is required to draw upon in their role.
- Able to read and explain a set of accounts and have an understanding of organisational data and metrics.
- Would have the interest and commitment to develop a basic understanding of the types of RBL welfare service provisions, their scope and their impact.
- Demonstrates being able to focus on strategy and is able to distinguish and articulate the strategic from operational issues.
- Has experience of working in a senior team, is able to digest and understand board papers, and can understand a brief around a complex issue.
- Demonstrates strong listening skills and is able to contribute relevant points crisply and succinctly to discussion.
- Able to demonstrate strong influencing skills, well developed interpersonal skills and good powers of judgement, insight and vision.
- Has experience and knowledge of organisational transformation and understands the need for ambiguity and uncertainty during such periods.
- Has a strong commitment to the ED & I agenda with demonstrable examples of where they have personally contributed to drive positive change.

TERMS OF APPOINTMENT

TIME COMMITMENT

The appointed Independent Committee Member will be required to sit on two committees,

1. Finance
2. Investment Sub-committee.

Each committee meet every quarter for approximately 2-3 hours, typically in person at Haig House, and an estimated 1-2 hours preparation is required prior to the meetings.

SALARY

This role is unremunerated.

LOCATION

Haig House, London

HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact katy.giddens@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/rbl-icm/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Monday 29th July 2024

Final Panel interviews: w/c Monday 5th August 2024

