



CANDIDATE PACK

VICE CHAIR

WELCOME

Dear Applicant,

Thank you for your interest in becoming our next Vice Chair at Forces in Mind Trust (FiMT).

Every year around 15,000 people leave the UK Armed Forces. For the vast majority, transition into the civilian world is successful, their lives having been enormously enriched by their time in service. However, some need additional support, and it is these service personnel, veterans and their families that Forces in Mind Trust exists to help.

Our mission is to enable successful and sustainable transition from service to civilian life, which we deliver by funding research and evidence to better understand issues, identify and share what works, and working collaboratively to convene and catalyse change. In an increasingly complex and competitive space, FiMT has the well-earned international reputation for delivery of this mission by bringing evidence and independence into informing policy making and service delivery.

We are seeking an experienced Vice Chair to support our Chair, Directors, and the FiMT team to maximise impact during our final years of operation. This is a crucial leadership role, at an important time in FiMT's life. The applicant will be a senior executive with a proven track record in leading complex organisations, a deep understanding of commercial dynamics, and the ability to provide strategic guidance as a trusted advisor and critical friend to the Chair, Chief Executive, and fellow directors. Knowledge of the Armed Forces sector is not essential, and we are particularly interested in candidates with senior leadership experience in both commercial and non-charity organisations, who can bring fresh perspectives and quickly integrate into a closely knit team.

This is a fantastic opportunity to help lead a respected and influential charity that is making a difference to the lives of those who have served their country. If you share our commitment to ensuring all ex-Service personnel and their families lead fulfilled civilian lives, we look forward to hearing from you.

Jim Macleod CB CVO
Chair of the Board of Directors



ABOUT US

Forces in Mind Trust (FiMT) is an independent charity, founded by a £35 million endowment from the National Lottery Community Fund in 2011 and dedicated to ensuring that all Service personnel and families make a successful transition to civilian life. FiMT was established a 20 year “spend out” Trust and is due to cease operation by the end of 2031.

Whilst the vast majority of people who leave the Armed Forces transition successfully and go onto lead fulfilling lives outside of service, we recognise that some face additional challenges or need further support, and Forces in Mind Trust exists to improve their transition into civilian life.

We achieve this by:

- funding research and evidence generation to better understand the issues, and to identify and share what works;
- taking a collaborative approach to convening and catalysing change, working with decision makers across the United Kingdom;
- equipping those with the power to change policy and practice with the knowledge and understanding required to improve the experiences of Service leavers and families.

Our effectiveness is underpinned by:

- **Independence:** we are able to fund under researched areas and consider projects of varying sizes, forms and from a wide range of institutions
- **Collaboration:** we look to drive change by bringing together policy makers, service providers, academics and experts to gain insights, identify challenges and discuss solutions. We work collaboratively with stakeholders in order to raise awareness of the importance of a successful transition and to improve the process for Service leavers and families.
- **Drive for Impact:** we want our work to have a lasting impact for future generations of the Armed Forces community. We focus our funding and activities on projects that can inform practice and policy to help our Service community in a changing future.

Over the last decade, Forces in Mind Trust has funded 202 projects across our seven programme areas: Housing, Employment, Health, Finance, Relationships, Criminal Justice System, and our Enabler Programme. Our recent Impact Report shows how these projects have helped to achieve our mission to enable successful and sustainable transition to civilian life.

To read more, please [click here](#).

HOW WE ARE RUN

We have a single corporate Trustee, known as FIM Trustee Limited, with a Board of Directors (who are in effect Trustees) of around 10 members, supported by a Protector to represent the Founder (the National Lottery Community Fund). Please [click here](#) to find out more about our Board of Directors.

The Board has one sub-committee, the Audit & Risk Committee (ARC), which meets quarterly in advance of the Board in a hybrid mode. The ARC is responsible for reviewing the establishment and maintenance of an effective system of integrated governance, risk management and internal controls (including management of the endowment).

A small team of 10 full-time employees, led by a Chief Executive, is responsible for the operational delivery of our mission. To find out more about our Executive team, please [click here](#).

Our Directors are, first and foremost, fully committed to our Values:

- Collaborative, not competitive
- Empathetic with the Armed Forces
- Evidence driven, and evidence seeking
- Approachable, straightforward and efficient
- Intelligently bold, and boldly innovative.

ROLE DESCRIPTION

Role title Vice Chair

Key relationships Chair, Board of Directors, Chief Executive

ROLE PURPOSE

The Vice Chair will support the Chair to lead the Board effectively and efficiently to ensure FiMT can deliver against its mission and support the successful transition of former Service personnel and their families. The role will provide resilience and continuity in the leadership of the Board.

MAIN RESPONSIBILITIES

In addition to the general responsibilities of a director, the duties of the Vice Chair will include:

- To collaborate with the Chair in leading the Board and providing strategic direction to the charity.
- To act as the Chair in the event of the Chair's absence from Board meetings, or a sudden extended and unexpected incapacity.
- To provide support and assistance to the Chair in carrying out their responsibilities and to act as a 'sounding board' and 'critical friend' to the Chair and Chief Executive.
- To support the Chair in ensuring the Board operates effectively and in adherence with governance principles.
- To support the Chair in the development of directors, including induction, training, appraisal and succession planning.
- To support the Chair and Chief Executive with the planning and delivery of the annual Board cycle, including agendas, meeting requirements and away days.
- To provide an alternative route for other trustees to raise issues or concerns if they are unable to do so with the Chair.
- To represent the Board at events on behalf of the Chair and directors.



PERSON SPECIFICATION

PART ONE

KNOWLEDGE AND EXPERIENCE

- A track record of operating at a senior, strategic level.
- Demonstrable experience of managing and effectively coaching staff, with a focus on bringing the best out of colleagues.
- An understanding of the role of a non-executive, with prior experience as a Board Member and of chairing Sub-Committees.
- A successful track record within business / commercially focused roles.

PART TWO

SKILLS AND ABILITIES

- Strong leadership skills, and an ability to motivate Board members and staff, and bring people together.
- Aptitude for leading and facilitating meetings and processes.
- Understanding of risk management and charity governance.

PART THREE

LEADERSHIP STYLE AND BEHAVIOURS

- Drive to improve outcomes for former Service personnel and their families, and to support FiMT to achieve its vision and mission.
- Able to demonstrate tact and diplomacy, with the ability and willingness to listen and understand others' perspectives but to challenge and criticise constructively.
- Good, independent judgment, impartiality, fairness and the ability to think creatively.
- Strong interpersonal skills and be comfortable in a leadership role.
- Commitment to fostering and promoting a collaborative team environment and respect the confidences of colleagues.

FiMT's work covers the whole United Kingdom and we would welcome candidates from Scotland, Wales and Northern Ireland. We encourage applications from individuals of all backgrounds, including women, members of the LGBTQ+ community, individuals from ethnic minority communities or those with additional needs.



TERMS OF APPOINTMENT

REMUNERATION

Directors are not remunerated but are paid reasonable travel and subsistence expenses, including childcare costs when required.

LOCATION

Most of the Directors' work takes place in FiMT's offices at Elizabeth Street, London SW1W 9RB, which are fully accessible. Subcommittees may meet virtually or in person.

TIME COMMITMENT

Directors are expected to attend quarterly Board ½ day meetings in person, and an annual awayday, which usually take place near FiMT's offices in London. As Vice Chair, you would also be a member of the Audit and Risk Committee, which entails four two-hour meetings per year.

TERM OF APPOINTMENT

Directors are appointed for an initial term of 3 years, which may be renewed once.

HOW TO APPLY

To make an application, please go to <https://starfishsearch.com/jobs/fimt-vc/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A covering letter that sets out your motivation for the role and describes the specific experience you can bring to the appointment.

We would also be grateful if you would also 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.

RECRUITMENT TIMETABLE

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| Closing date: | Monday 24th February 2025 |
| Preliminary interviews: | w/c 3rd or 10th March 2025 |
| Final Panel interviews: | Wednesday 26th March 2025 |