

## **External Adviser to the RCN Foundation Appointments Panel Role Description and Person Specification**

### **Background**

External Advisers bring their skills and knowledge to the committee on which they sit to ensure it is able to make informed decisions in line with best practice and to oversee the development and delivery of the Foundation's strategic objectives. They are appointed through an open recruitment process.

The Foundation is seeking an experienced individual to join its Appointments Panel as an External Adviser. The Appointments Panel oversees the Foundation's appointment of Trustees and External Advisers, and therefore someone with a background in HR and recruitment is being sought.

### **Time Commitment**

- Estimated 6 to 10 days per year – this will vary and could be less depending on any recruitment of new Trustees or Advisers that is taking place.
- The time will be spent attending meetings of the Appointments Panel, reviewing papers and taking part in recruitment exercises that may take place.
- There is also an opportunity to take part in Foundation events during the year should they wish to, such as our Annual Impact Awards and Dinner.

### **Committee meetings per year**

- Two Committee meetings per year, usually from 4pm to 5pm, in London. There is an opportunity to attend meetings electronically.

### **Remuneration**

- The role of an External Adviser is a voluntary position and not accompanied by any financial remuneration. However, reasonable out of pocket expenses such as travel costs will be reimbursed.

### **Terms of Office**

- External Advisers normally serve a minimum term of four years, which can be renewed for a second four-year term.

- The maximum is a total of two terms.

### **Role Description**

1. To provide independent and objective specialist advice to the RCN Foundation's Appointments Panel.
2. To support the development of, and oversee, the appointments process for Trustees, External Advisers and Committee Chairs.
3. To ensure that the Panel is aware of best practice.
4. To take full part in the work of the Panel, including reading papers for each meeting so that effective contributions can be made.
5. To provide advice and guidance to the RCN Foundation Director and relevant staff members on wider issues within your area/s of expertise.
6. To enable the charity to achieve its strategic objectives.
7. To support the charity to ensure that the necessary succession planning is in place at a governance level.

### **Person Specification**

External Advisers should have the following knowledge, skills, experience and qualities:

1. Knowledge of, and commitment to, the charitable objects, mission and priorities of the Foundation.
2. An understanding of good governance in charities.
3. Willingness to act in the best interests of the charity and comply with the Nolan Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership).
4. Experience of, and a background in, HR, recruitment and development.
5. The ability to work well as a member of the team.
6. An ability to commit the necessary time to be an effective member of the Panel.
7. Experience of making objective, evidenced based decisions.
8. A strong commitment to equality, diversity and inclusion.

9. Experience of selection processes and conducting interviews.
10. Sound analytical skills and good judgement.

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