Honorary Treasurer
Helen Bamber Foundation

Candidate Brief
October 2019
Dear Applicant,

Thank you for your interest in the position of Honorary Treasurer at the Helen Bamber Foundation (“HBF” or the “Foundation”).

We are a London-based charity which supports people who have experienced extreme human cruelty, such as torture or human trafficking, and who are refugees and asylum seekers. We work to meet the complex needs of some of the most vulnerable people in the world.

We are looking to find a new inspirational Honorary Treasurer to dedicate the time, knowledge and vision on a voluntary basis to help protect the long-term financial sustainability of the charity; guide our growth strategy and ensure strong financial management. The person would provide strategic guidance as well as work closely with the CEO and Finance team to deliver the operational commercial functions.

We are a committed team of staff (30), volunteers (100+) trustees (9) and numerous patrons and supporters who are all committed to build on the Foundation’s legacy. It is a special place – in the services it offers, the culture it promotes and the people it supports. Our clients are at the centre of all we do. Our success as an organisation is a testament to our clients’ resilience and bravery and we hope that you too will be inspired by their stories and will want to join us to help make a positive impact.

Charlotte Seymour-Smith
Chair of the Board of Trustees

Rebecca Hirst
Chair of HBF’s Finance & Fundraising Committee

http://www.helenbamber.org/
About the Foundation

“Our society will be judged by how we respond to those to whom we owe nothing.”

Helen Bamber OBE

The Helen Bamber Foundation (HBF) is a London-based charity which supports people who have experienced extreme cruelty, such as torture or human trafficking, and who are refugees and asylum seekers. We are a human rights charity with clinical and legal expertise and deliver a specialist Model of Integrated Care (MoIC) to meet the complex needs of some of the most vulnerable people in the world. HBF’s experts deliver this MoIC tailored to each client which includes:

- Clinical: specialist psychological care; medical advisory services and physical rehabilitation therapies
- Legal protection and medico-legal assessment and documentation
- Safeguarding and prevention of social deprivation
- Community integration through life, employment and creative skills

We support the most marginalized people in our society to secure their needs and rebuild their lives. We amplify the impact of our work to benefit survivors more widely through advocating for policy change, research, and dissemination of best practice.

How we are governed

We employ the full-time equivalent of almost 30 members of staff and work with over 100 volunteers among them doctors, therapists, barristers, solicitors, administrators, artists, musicians and other specialists. The day-to-day management of the charity is by a Management Group made up of the Chief Executive, two Directors (Medical/Research & Fundraising) and Heads of Departments. Kerry Smith took up the role of CEO in May 2018. A Finance and Fundraising Committee comprising of Trustees and Directors meets at least quarterly to ensure the smooth running of the charity.

HBF is governed by a Board of Trustees, led by the Chair, which provides strong strategic oversight and governance. The Board currently comprises 9 Trustees, The Honorary Treasurer is stepping down in March 2020 (following approval of the annual accounts). There are several committees led by Trustees and attended by Members of the Management Group such as a Research Committee and a Volunteers Committee.

HBF is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as it’s important that our trustees, staff, ambassadors and volunteers reflect the communities we serve at every level within the organisation.

http://www.helenbamber.org/accounts/
Helen Bamber OBE, Founder
Helen worked tirelessly in the human rights field for more than 60 years, helping thousands of survivors worldwide, starting in the former German concentration camp of Bergen-Belsen after WW11. She was an early member of Amnesty International and in 1985 established The Medical Foundation for the Care of Victims of Torture (which became Freedom from Torture), where she was a guiding light until early 2005. Helen began HBF in 2005 because she recognised that people who have suffered proloner inter-personal violence - whether from human trafficking, slavery, war, community, domestic, gender or sexuality-based violence – present with similar physical and psychological symptoms to torture survivors. The Foundation extends the model of care that Helen had developed over decades for survivors of state torture, to include a wider range of people who previously lacked such specialist support. Helen passed away on 21st August 2014 at the age of 89.

Emma Thompson, President
Dame Emma Thompson is one of the world’s most respected talents for her captivating brilliance in acting and screenwriting and as a steadfast campaigner for human rights. Emma met Helen Bamber as a young comedian and struck up a life-long friendship and mentorship which saw her at the forefront of the Foundation since it was established in 2005, first as Chair of Trustees and now as President. Emma co-curated “Journey,” an interactive art installation which used seven transport containers to illustrate the brutal and harrowing experiences of women sold into the sex trade. “The people that we help often arrive at our door feeling barely human. The joy of seeing someone whose needs are so acute receiving the emotional, medical and legal support they need, seeing them gradually recover their humanity in this highly compassionate environment is something I will always treasure.”

** denotes member of the Appointment Panel for Honorary Treasurer

The Directors

**Kerry Smith, Chief Executive Officer
Kerry Smith joined the Helen Bamber Foundation in May 2018. Kerry started her career at the Refugee Legal Centre and as a trainee at Bhatt Murphy Solicitors. Moving into international humanitarian work Kerry was posted in Ethiopia and Columbia for the International Committee of the Red Cross before returning to work as a Gender Adviser at Amnesty International UK focusing on trafficking. This is when she first came across the work of the Helen Bamber Foundation. She then moved to work on children in conflict at Save the Children before joining Plan International UK as Head of Girls Rights and Youth and developing a new area of work on girls rights in the UK.

Professor Cornelius Katona, Medical & Research Director
Cornelius is responsible for all clinical services provided. He is the former Dean of the Royal College of Psychiatrists, where he remains a Fellow. He is Emeritus Professor of Psychiatry at the University of Kent and is Honorary Professor in the Division of Psychiatry at University College London.
He has completed over 1,500 Medico-Legal Reports documenting the psychological impact of torture, human trafficking and other extreme human cruelty. He is an expert on the long-term and complex mental health impact following such experiences, and is published widely. He led a Royal College of Psychiatrists working group providing guidance on writing psychiatric reports in the immigration and asylum context and is a member of the Committee overall responsibility for clinical, therapy and research activities.

Gareth Holmes, Fundraising & Communications Director
Gareth has led the Fundraising and Communications Team at the Helen Bamber Foundation since 2014. He has more than ten years’ charity sector experience, specialising in corporate and organisational giving. Under Gareth’s leadership with a highly experienced team, fundraising income has grown year on year by approximately 40% and the charity’s public profile has increased considerably. Gareth has extended his role to support the development of the organisational strategy ensuring it dovetails with fundraising and communications.
The Board

Charlotte Seymour-Smith, Chair – Board of Trustees (since 2015)

A former senior civil servant, Charlotte is an experienced board member and public appointee with a strong track record in making an effective contribution at a senior level to the work of organisations, Boards and committees. Charlotte brings to HBF her experience from her long and successful career in overseas development, including posts as the Head of DFID in India and DFID’s Director Asia as well as experience as a Non-executive Director with Bournemouth and Poole NHS Teaching Primary Care Trust. Charlotte is a former Trustee and Vice-Chair of Christian Aid and current Trustee of the Weldmar Hospice Care Trust. Charlotte is motivated to help HBF meet the many new challenges it faces today, in order to carry on the legacy of Helen’s work to protect and support the most vulnerable victims of human rights abuses.

Caroline Moorehead OBE FRSL (founding Trustee)

Human rights journalist, author and biographer. In 1993, Caroline was elected as a Fellow of the Royal Society of Literature, and was awarded an OBE in 2005 for services to literature. Caroline has written six biographies, four books of history, specialising in Italy and France during WWII, and a book about refugees: Human Cargo. She has written for the Guardian, The Times Literary Supplement, New York Review of Books, Spectator and has co-produced for the BBC.

Patricia Pank (founding Trustee)

Patricia Pank is a retired University lecturer and former clinical caseworker at The Medical Foundation For the Care of Victims of Torture, the first charity founded by Helen Bamber OBE. Patricia is a lay member of clinical governance committee UCLH Emergency Services Committee and Vice Chair of the National Research Ethics Service Committee London – Chelsea. Patricia’s motivation for becoming involved with HBF are a strong sense of injustice and an awareness of the number of people around her in London who had survived and were still suffering gross violation of their basic human rights. Patricia first met Helen in a bed lift in the hospital where she had just started The Medical Foundation and engaged her in conversation. Patricia was the Clinical Coordinator for a London Health Authority and a Senior Tutor in the School of Nursing and Helen looked her in the eye and said “You are just the person we need” and she has been involved with her work in one way or another ever since.

Hugh Richardson, Treasurer (since 2013 and retiring from the Trustee Board in March 2020)

After training as an accountant with PwC and a spell with the International Accounting Standards Board, Hugh spent 20 years in investment banking and general management with S.G. Warburg before becoming a bursar at an Oxford college and a director of finance at a leading school. He has been a trustee of many charities including those involved with the arts, urban regeneration, international development, sport, and men’s health, and remains closely involved in a range of voluntary activities. Hugh was inspired to become involved with the Foundation by Helen Bamber’s famous saying that “Our society will be judged by how we respond to those to whom we owe nothing”. Hugh sits on HBF’s Finance and Fundraising Committee.

**Rebecca Hirst (since 2013)**

Rebecca is Chief Operating Officer at freuds, overseeing the management of over 250 staff at the UK’s largest independent communications agency. Rebecca volunteered at HBF during a career sabbatical from the end of 2012 and became a Trustee in 2013. She is currently Chair of HBF’s Finance and Fundraising Committee.
Sir Nicolas Bratza (since 2015)

Sir Nicolas is the former President of the European Court of Human Rights, where he was the Judge of the Court elected in respect of the UK for 14 years. Sir Nicolas is the Chair of the Board of Trustees of the British Institute of Human Rights and sat on the Helen Bamber Foundation’s Human Rights Advisory Group before joining the Board of Trustees in 2015. Sir Nicolas’ incomparable experience is an invaluable source of advice and guidance, particularly in respect to the Foundation’s Medico-Legal Report service.

Sir Nicholas describes his motivation for joining the Board of Trustees in 2015 as “It is a deeply regrettable fact that the use of torture, and other forms of inhuman and degrading treatment, and of slavery, including the pernicious trade of trafficking in human beings, continue to flourish in very many parts of the world, despite their absolute prohibition in international law. No organisation has done more to protect and care for victims of these gross violations of human rights than the Helen Bamber Foundation. The work done by the Foundation in the ten years of its existence has been both vital and inspirational. It was, therefore, an immense honour to have been invited to join the Board of an organisation which, as one for long concerned with the protection of human rights, I hold in the very highest regard.”

Professor Ian Watt (since 2016)

Ian trained in medicine at the Universities of St Andrews and Manchester. Following qualification, he specialised in general practice and public health and has worked in a number of different settings both in the UK and abroad. He works at the University of York as Professor of Primary Care in the Hull York Medical School (HYMS) and the Department of Health Sciences. His research interests include various aspects of communication in health, in particular issues concerned with the involvement of patients in their own healthcare. In addition to his University posts, Ian is an Honorary Consultant in Public Health Medicine currently with Public Health England and he is also a general practitioner but has recently stepped down from clinical practice.


Nina Kowalska is an experienced campaigner and capacity builder. Nina was a founding member of the United Nations Environment Programme on Sustainable Consumption and is a former Director at the Amazon Rainforest Foundation, which operated social enterprises in the Brazilian Amazon, and co-founded 38 Degrees, the UK’s first progressive online campaigning group. Nina sits on HBF’s Finance and Fundraising Committee.

Sam Peter (Since 2019 –)

Sam Peter is currently the Head of the Global Education Marketing team at Google where she is passionate about improving education through technology and making a difference in the lives of teachers and students around the world. Sam and her team have created, promoted and executed dozens of large and small scale programs to help advance innovative thinking in the education space over the years. One of Sam’s most notable achievements includes co-creating the internationally acclaimed Google Science Fair, an online science competition for teenagers that encourages them to dream big and change the world through scientific inquiry and invention. Sam was also responsible for bringing to market GSuite for Education (formerly Google Apps for Education), a communication and collaboration suite now used by over 90 million students and teachers globally. Prior to joining Google, Sam spent 7 years at Bloomberg L.P. a leading Financial Services provider. At Bloomberg, Sam managed the sales teams that covered Switzerland and Monaco.
Role Profile

Job Title
Honorary Treasurer

Responsible to
Board of Trustees

Role
To monitor the financial administration of the charity and report to the board of trustees at regular intervals on its stage of financial health, in line with best practice, and in compliance with the governing document and legal requirements. Dedicate the time, knowledge and vision on a voluntary basis to help protect the long-term financial sustainability of the charity; guide our growth strategy and ensure strong financial management. Provide strategic guidance as well as work closely with the CEO and Finance team to deliver the operational commercial functions.

Responsibilities, skills, experience and knowledge
- The Honorary Treasurer would, ideally be a qualified and experienced accountant and good communicator with previous charitable accounting and Honorary Treasurer experience
- A demonstrable commitment to HBF’s aims, values and work
- An ability to contribute significantly to the work of the Trustees
- Understanding of the role of a Trustee and ability to interact with HBF’s Management Team to best effect
- Experience of strategic development gained at board level or leadership and management of organisations and networks
- Ability to support the board with strategic financial planning and financial expertise when required
- Proven experience of supervising day to day financial management eg finance team, record keeping, accounting, budgeting and reporting
- Charity oversight experience ensuring financial management and control functions are suitable and compliant with Charity Commission requirements
- Good coaching and mentoring skills to provide guidance and support to the Chief Executive and Management team in commercial matters
- Monitor fundraising sufficient for expenditure requirements and reserves policy
- Understanding of providing appropriate accountability to donors
- Provide supervision of monthly financial updates for the board with executive summary
- Supervise annual accounts preparation and external audit process
- Attend Board Meetings (in London) and Finance & Financial Committee Meetings (in London)

Time Commitment
Envisaged as follows
- Quarterly Board Meetings (to date: A Thursday afternoon 2pm – 5:30pm)
- Quarterly Finance & Fundraising Meetings (to date: Two weeks prior to Board Meetings 11am – 1pm on a Thursday)
- Monthly correspondence (meeting or via phone & email) with the Finance Manager to review management accounts and financial controls
- Annual oversight of the year end accounts preparation and audit process
- Ad hoc requirements
How to Apply

To apply for this role, please submit the following:

- An up to date, detailed CV.
- A supporting statement
- Details of two referees who we may contact at shortlist stage.
- Please let us know if you are not able to attend interview on the dates given in the Recruitment Timetable and/or if you would like to speak to someone from the Appointment Panel prior to submitting an application.

The closing date for applications is **Friday 22nd November 2019.**
Submit to this email: lailaamarneh@helenbamber.org

Recruitment Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing Date for Applications</td>
<td>Friday 22nd November 2019</td>
</tr>
<tr>
<td>Longlist agreed by Appointment Panel and candidates notified</td>
<td>Friday 29th November 2019</td>
</tr>
<tr>
<td>Interviews with longlisted candidates</td>
<td>Wednesday 4th December 2019: 9:30am – 12:30pm</td>
</tr>
<tr>
<td></td>
<td>Thursday 5th December 2019: 10am – 12 noon</td>
</tr>
<tr>
<td>Shortlist agreed by Appointment Panel and candidates notified</td>
<td>Friday 6th December 2019</td>
</tr>
<tr>
<td>Final interviews with Appointment Panel</td>
<td>Wednesday 11th December 2019: 9am – 12 noon</td>
</tr>
<tr>
<td></td>
<td>Friday 13th December 2019: 9am – 11am</td>
</tr>
<tr>
<td>Inaugural Board Meeting and signing 2018 Annual Accounts</td>
<td>Thursday 2nd April 2020 at 2pm – 5pm.</td>
</tr>
</tbody>
</table>