



Trustee Recruitment Pack

September 2026

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A message from our CEO



Hello,

Thank you for your interest in becoming a Brigstowe trustee. This pack contains information about Brigstowe and the role of a trustee on the Board of Trustees. It also includes some links to further support on trusteeship.

Please read the contents thoroughly, and if you have any questions, don't hesitate to get in touch with me on **0117 955 5038** or via email at rami.ghali@brigstowe.org.

Completed applications should be sent to info@brigstowe.org – you can find all the details on how to apply on the recruitment page on our website. We look forward to receiving your application.

Best wishes,

Rami Ghali,
CEO

<https://www.brigstowe.org/>

About Brigstowe

Since 1995, Brigstowe has been providing advice, information and support services for people living with HIV. The global HIV epidemic remains one of the most important public health crises faced in modern times. Despite many years of campaigning and providing information, and despite all the advances in clinical care, there is still a great deal of ignorance about HIV, and life for people living with HIV can be difficult. For too many people, HIV remains a condition that attracts stigma and prejudice and that has negative consequences across every aspect of daily life. Ending this stigma requires tackling public misperceptions about HIV.

We provide a range of support services to enhance the quality of life for people living with HIV. We work with over 250 beneficiaries each year, and our services are person-centred, designed with and for the communities we work with. We also tackle HIV stigma through public campaigns and educating service providers, employers and community groups about HIV.

Within Brigstowe, we have two independently branded projects that build on our 30 years of experience and apply it to the current context of long-term health conditions and health inequalities. **Common Ambition Bristol** is a community-powered co-production project that aims to increase testing, reduce stigma and improve sexual health for people from African and Caribbean heritage communities, who are disproportionately affected by HIV. We are constantly developing this service to reach even more of the community and address the inequalities they face. **The Peer Partnership** provides consultancy, training and service delivery to influence the growth and adoption of peer support as an effective and desirable intervention for a range of long-term physical and mental health conditions and protected characteristics. We have implemented programmes for people with diabetes and long COVID, stroke survivors, and those identifying as trans and non-binary, amongst others.

Brigstowe is also part of **Yuno**, an integrated sexual and reproductive health service launched in Bristol, North Somerset and South Gloucestershire on 1st April 2025. Yuno offers a clinically supported, easy-to-use website providing convenient and confidential ways to get expert advice, contraception, STI testing and treatment. In-person clinical services are provided by Bristol NHS Foundation Trust, and Brook, a sexual health and wellbeing charity, provides specialist services for under-25s. Brigstowe is subcontracted to Brook to deliver a range of targeted, community-based interventions to support those who face greater sexual health inequalities.

Our vision

We believe that everyone has the right to live without fear or prejudice regardless of HIV status, race, age, gender, disability, sexual orientation, social class, religion and belief. We drive change within our organisation and beyond, whilst always ensuring that our beneficiaries remain at the heart of our thinking and decision-making.

Our values are to:

- be non-judgmental
- regard people as individuals with abilities and not disabilities
- respect and protect people's right to choose if and when to disclose information about themselves
- support people to use their strengths and overcome their weaknesses
- involve clients in the design, delivery and development of relevant, high-quality services

Our objectives are to:

- help people increase and maintain their independence through responsive and relevant services
- meet the changing needs of people living with HIV and other long-term health conditions
- educate people about HIV and challenge stigma and discrimination
- ensure Brigstowe's strength and sustainability into the future

Brigstowe aims to achieve the following outcomes:

- improved emotional and physical wellbeing
- improved independence and confidence
- improved uptake of entitlements, rights, grants and services
- reduced stigma and increased knowledge of HIV among professionals, community groups and the general public

You can find our latest **Annual Highlights** on our website here:

<https://www.brigstowe.org/category/reports>

Trustee role description

Our trustees play a vital role in making sure that Brigstowe achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Brigstowe has a clear strategy and that our work and goals align with our vision. Just as importantly, they support and challenge the executive team to enable Brigstowe to grow and thrive, and through this, enhance the quality of life for people living with HIV and other long-term health conditions.

Board members have a collective responsibility and are jointly and severally (i.e. equally) responsible for the overall governance of the charity. This means that trustees always act as a group and not as individuals. Trustees should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity. As a body of trustees, the board also works closely with a variety of stakeholders as set out in the Trustees' Charter.

Duties

- Support and provide advice on Brigstowe's purpose, vision, goals and activities, following legal and regulatory guidelines
- Approve operational strategies/policies and monitor/evaluate their implementation
- Review and approve Brigstowe's financial statements
- Oversee Brigstowe's financial plans/budgets and monitor/evaluate progress to ensure the financial health of the charity is maintained
- Protect and manage the property of the organisation, ensure the proper investment of the organisation's funds, and ensure the organisation is properly insured against all reasonable liabilities
- Ensure the effective and efficient administration of the organisation
- Ensure that key risks are being identified, monitored and controlled effectively
- To appoint and provide support and challenge to Brigstowe's CEO in the exercise of their delegated authority and affairs
- Keep abreast of changes in Brigstowe's operating environment
- Contribute to regular reviews of Brigstowe's governance
- Attend board meetings, adequately prepared to contribute to discussions
- Use independent judgement, acting legally and in good faith to promote and protect Brigstowe's interests, to the exclusion of their personal or any third-party interests
- Contribute to the broader promotion of Brigstowe's objects, aims and reputation by applying skills, expertise, knowledge and contacts
- Safeguard the good name and values of the organisation
- Represent the organisation at functions and meetings as appropriate
- Declare any conflict of interest while carrying out the duties of a trustee
- Abide by Brigstowe's Equity, Diversity and Inclusion policy

As a small charity, there will be times when the trustees will need to be actively involved beyond board meetings. This may involve scrutinising board papers, leading discussions, helping with recruitment, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role and who will broaden the diversity of thinking on our board. You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Commitment to the organisation and its objects
- Enthusiasm for our vision and mission
- Willingness to lead according to our values (*see above*)
- Willingness to devote the necessary time and effort to their duties as a trustee
- Willingness and ability to understand and accept their legal duties, responsibilities and liabilities as a trustee and to act in the best interests of the organisation
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Effective communication skills and willingness to participate actively in discussion
- A strong personal commitment to equity, diversity and inclusion
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Desirable skills and qualities

We seek to foster a broad range of skills and experiences to enrich decision-making on our board of trustees. We therefore welcome any trustees who can help build our collective expertise in any of the following areas:

- Marketing strategy including business development
- Financial planning, budgeting and accounting
- Public relations
- Digital strategy and leadership including cyber security
- Fundraising and income generation
- Change management and service improvement
- Legal sector experience

Terms of appointment

Terms of office

- Trustees are encouraged to serve a full term of 3 years
- Trustees may be re-elected to the board for a further term up to a total of 2 consecutive terms
- If a trustee wishes to serve for more than 2 consecutive terms, this must be subject to a governance review by the board and endorsed by members at the Annual General Meeting (AGM) through the election of trustees
- To ensure equality of opportunity, Trustees may claim reasonable expenses incurred in the fulfilment of their duties provided they have the prior approval of the Treasurer or Chair and that the expenses are properly and promptly receipted (examples of permitted expenses are parking fees, mileage costs, bus/train tickets)

Time commitment

- The board meets at least 8 times a year and it is expected that trustees attend at least 7 board meetings:
 - Board meetings currently take place on a Wednesday evening
 - 1 in 3 meetings are 2 hours in length and are held in person at our office in Easton (Bristol BS5), with the first half-hour held for staff to attend and update the board on service developments
 - All other meetings last 1.5 hours and are held remotely (Teams)
- In addition to board meetings, we ask for a minimum time commitment of 4 hours per month to allow time to review papers in advance of board meetings as well as time for other necessary contact (by email or telephone) to seek approval or input on matters of governance
- Attendance is required at our annual AGM and Development Day (combined event), which is usually held on a Saturday in January, and where possible, attendance at occasional events, like our annual World AIDS Day Celebration in December, is appreciated but not mandatory

Sub-committee membership

- In addition to Board meetings, we expect trustees to join a sub-committee. We currently have three sub-committees to the board; HR, Finance, and the Peer Partnership Steering Committee
- Each committee meets quarterly for 1-1.5 hours. We would expect a maximum additional time commitment of 3 hours per quarter for sub-committee engagement. There may be occasions when extra time is required to provide ad hoc support on urgent matters or when sub-committee meetings need to be more frequent.

Trustees' charter

As the Board of Trustees of Brigstowe, we will work together in the interests of our beneficiaries by:

- Understanding the role of a trustee as distinct from the role of staff and respecting that boundary
- Holding the staff and ourselves to account
- Recognising and supporting equity, diversity and inclusion
- Giving honest feedback positively and responsibly
- Bringing to our roles positive energy and enthusiasm and enjoying our involvement
- Employing our skills and being prepared to learn new ones
- Preparing for and attending our meetings/events
- Keeping each other informed of changes in our availability
- Being inclusive and supporting each other
- Valuing each other's contributions and respecting each other's views
- Publicly supporting board decisions
- Keeping information confidential where it would otherwise be inappropriate to disclose it
- Representing the organisation at events and meetings
- Promoting the work of the organisation through attendance at events, publicity, and the use of networks and social media
- Working collaboratively with a variety of stakeholders to enable effective and transparent governance. These stakeholders may include:
 - Members
 - Beneficiaries
 - Funders
 - Staff
 - The Charity Commission
 - Other regulators, such as Companies House
 - The general public

Support and guidance

The Charity Commission defines a trustee as follows:

"Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. They may be known by other titles, such as directors, board members, governors, or committee members.

*Whatever they are called, **trustees are the people who lead the charity and decide how it is run.***"

You can find support and guidance on trusteeship via the following links:

- <https://reachvolunteering.org.uk/guide/become-trustee>
- <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>