GNDR Global Network of Civil Society Organisations for Disaster Reduction

# Recruitment pack and role description

## Trustee role

With a trustee nearing the end of their term, GNDR is now recruiting a new member to join our board. This is an exciting moment to step into the role, as we launch our new 2026–2030 global strategy. While all trustees share collective responsibility for GNDR's governance and strategic direction, we are specifically seeking professional expertise in Human Resources to strengthen the board's capacity in this area. This trustee will play a key role in supporting GNDR's organisational development, people-related governance, and long-term sustainability, alongside the full range of duties expected of all charity trustees under UK law. The post is not remunerated; i.e. it is a voluntary and unpaid position.

### About us

We are the Global Network of Civil Society Organisations for Disaster Reduction (GNDR), the world's largest global network of civil society organisations working to strengthen the resilience of people most at risk from disasters and climate change. Founded in 2007, we now bring together more than 2,000 member organisations across 130+ countries. Our secretariat of around 20 staff is based across multiple locations and supported by a UK- registered Board of Trustees and Global Board.

We believe strongly that diversity of thought, identity, and lived experience leads to better governance and better outcomes. The leadership of GNDR should reflect the diversity of our global membership and the communities most affected by disasters and climate change. We therefore actively encourage applications from individuals currently under-represented in governance roles, including people with lived experience of risk and marginalisation, people with disabilities, and those from minority ethnic backgrounds.

### Our vision

A world in which everyone works together to strengthen the resilience of people and places most at risk and prevent hazards from becoming disasters.

### Our values

- Trust and openness to listen, share and learn
- Transparency and mutual accountability
- Equity and respect for diverse identities, needs and perspectives
- Commitment to collaborative, inclusive and participatory working

## What trustees do

Trustees contribute their expertise to strengthen GNDR's governance, strategy, and organisational development. They support and constructively challenge the Executive Director and Senior Leadership Team (SLT), ensuring the charity operates effectively, ethically, and in line with its values.

Like all UK charities, GNDR relies on a committed and diverse Board of Trustees to deliver good governance. Governance includes:

- Setting the long-term direction of the charity
- Ensuring activities and policies support our charitable objectives
- Complying with legal and regulatory requirements
- Ensuring accountability to members, donors, and the communities we serve

Trustees act as a group, not as individuals, and always in the best interests of the charity.

## Key responsibilities

All trustees are expected to:

### Act in the charity's best interests

- Put GNDR's mission, beneficiaries, and members at the centre of decision-making
- Avoid conflicts of interest and act with integrity and independence

### Comply with the governing document and the law

- Ensure GNDR meets its obligations under UK charity law, safeguarding, employment law, and relevant regulations
- Ensure policies and decisions follow good governance practice

### Use resources responsibly

- Ensure GNDR's income and assets are used only to further its charitable purposes

- Oversee financial planning, budgets, and annual accounts
- Monitor financial sustainability and internal controls

### Provide strategic leadership

- Contribute to setting GNDR's strategic direction, goals, and priorities
- Monitor performance against agreed targets
- Support and challenge the Executive Director appropriately

### Ensure effective administration and risk management

- Ensure GNDR is well-managed, efficient, and compliant
- Identify and monitor key risks, including safeguarding, financial, operational, and reputational risks

### Champion equity, inclusion, and power-sharing

- Promote GNDR's commitment to localisation and community-led action
- Support inclusive decision-making and ensure diverse voices shape our work

### Support organisational leadership

- Participate in the appointment and appraisal of the Executive Director
- Provide advice and guidance based on your expertise
- Engage with staff and members when appropriate

### Promote GNDR externally

- Act as an ambassador for GNDR's mission and values
- Use your networks to support partnerships, advocacy, and fundraising where relevant

## What we're looking for

We welcome both experienced trustees and those seeking their first board role. We are particularly interested in individuals who bring global perspectives, lived experience of disaster risk, or expertise relevant to our mission.

While all trustees share collective responsibility for GNDR's governance and to ensure our Board maintains a balanced and robust mix of skills in line with our Governance Manual, we are **specifically seeking candidates with the following professional expertise** to strengthen the board's capacity in **Human Resources**, specifically :

- Experience supporting culture, workforce planning, or people-related risk
- Ability to contribute to HR governance and organisational development
- Understanding of safeguarding and employment law

### Essential qualities for all trustees

- Commitment to GNDR's mission and values
- Willingness to devote the necessary time and effort
- Strategic thinking and sound, independent judgement
- Ability to work collaboratively as part of a team
- Understanding of the responsibilities and liabilities of trusteeship
- Strong communication skills and willingness to contribute to discussion
- Commitment to equity, diversity, inclusion, and power-sharing

### Desirable experience

- Governance, leadership, or management in the non-profit or public sectors
- Policy, advocacy, or international programme experience
- Fundraising, partnerships, or external engagement
- Experience working with global networks or diverse international teams

## What you'll gain as a trustee

- A full induction and ongoing training
- Opportunities to shape strategy and influence a dynamic global network
- Experience in governance and leadership
- The chance to contribute to innovative, community-led resilience work
- Connections with professionals and civil society leaders worldwide
- Personal fulfilment from contributing to a mission that matters

## Representation and eligibility

We are particularly keen to hear from individuals who bring:

- Lived experience of disaster risk, climate impacts, marginalisation, or community-led resilience
- Experience supporting or being part of communities most at risk
- Perspectives from regions or groups under-represented in global governance spaces

Trustees must be eligible under UK charity law to serve as charity trustees and company directors.

## Summary conditions of appointment

| | |
|---|---|
| Remuneration | The post is not remunerated; i.e. it is a voluntary and unpaid position. |
| Expenses | All out-of-pocket expenses will be reimbursed; this will include reimbursement of travel costs to all meetings, mobile or home telephone calls on trustee business, printing and photocopying costs at home on trustee business and all other reasonable costs incurred whilst carrying out the duties of being a GNDR trustee.<br><br>Trustees may, at their discretion and without setting any precedent for future activities, choose not to claim expenses if they wish to support the charity in this way.<br><br>GNDR will also pay for Trustee indemnity insurance. |
| Terms of office | The term of office is for three years. Trustees may serve additional terms of office, subject to agreement from the Board of Trustees. |
| Time Commitment | The time commitment for this post is expected to be approximately 6 days per annum plus preparation time, including attendance at all Board of trustee meetings (a half day, quarterly), attendance at global board meetings (1/4 day each, four meetings per annum). Optionally attend at bi-annual network meeting (two days plus international travel), at trustee training events (circa one day per annum) and other one-off events, meetings and planning days as required. |
| Training and development | GNDR will provide a robust induction programme including relevant training for all new trustees, as well as an opportunity to meet secretariat staff. |

## Information for applicants

| | |
|---|---|
| How to apply | To be considered for this role, please submit an up-to-date copy of your CV (max. two A4 pages) and a cover letter (max. one A4 page) by email to HR[at]gndr.org<br><br>Please include in the subject of the email, the following: **"Application for the trustees role"**<br><br>**Please note:** we are unable to accept incomplete applications.<br><br>The recruitment process will include an initial assessment and shortlisting stage, followed by an interview comprising a series of panel questions with our Executive Director and other members of the Board of Trustees.<br><br>If you have any questions or need to discuss any adjustments to the recruitment process, please contact our recruitment team at HR[at]gndr.org |
| Additional resources and information | For more information about our governance frameworks, please visit our website<br><br>Please also check our Governance Manual |
| Our commitment to equal opportunities and accessibility | We are dedicated to creating a team that embodies the rich diversity of the society and communities we serve. Our commitment lies in cultivating an inclusive environment, where everyone has the opportunity to thrive.<br><br>We strongly encourage applications from individuals of diverse backgrounds, including those from underrepresented ethnicities, nationalities, socioeconomic circumstances, LGBTQIA+ and individuals with disabilities. We celebrate the unique experiences and perspectives that every candidate brings and are dedicated to ensuring fair and equitable opportunities for all.<br><br>We're committed to making our recruitment process as accessible and inclusive as possible for individuals of all needs and abilities. If you require any adjustments at any stage of our recruitment process, please contact us at HR[at]gndr.org. |