

Naval Families

F E D E R A T I O N

Speaking up for Naval Service families

Appointment of Chair & Trustees

October 2017

Welcome from Anna Wright, Chief Executive

Thank you for your interest in becoming a founding member of the Board of the Naval Families Federation.

The Naval Families Federation (NFF) represents Royal Navy and Royal Marines families to give them an independent voice. Established in 2003, we also provide support and guidance on the issues affecting daily life.

We have an independent role and enjoy privileged access to Navy Command and Government. In order to give us some distance from the Royal Navy and to be a 'critical friend', the NFF has worked under the umbrella of, and is currently part of, Aggie's, a small Naval charity. This arrangement will continue until the end of March 2018, by which time the Naval Families Federation will have achieved a separate legal personality and registered with the Charities Commission. This is necessary in order for the NFF to continue to deliver the service it provides under its Grant-In-Aid arrangement with the Ministry of Defence, as well as projects funded through other sources.

In order to achieve this ambition, we're looking for a Chair and Trustees who share our passion for our important work, with the ability to provide leadership and visibility to a significant national organisation. Our new board will bring a blend of experience which covers board leadership, governance, accounting, legal, communication and stakeholder engagement expertise.

They'll have the gravitas to engage credibly with a wide range of stakeholders and have networks which will help to drive forward our work. In return they will be guaranteed an exciting, challenging and rewarding experience within a progressive and forward-thinking organisation.

As Chief Executive, I look forward to working closely with our Board and I am excited to see what you can bring to the Naval Families Federation.

If you are interested in joining our Board and would welcome the opportunity to have an informal conversation, please contact me on 02392 654374 or via email at anna.wright@nff.org.uk

Our vision

The NFF's vision is for all Naval Service Families to:

- Be able to have their views heard by those in positions of power
- Feel valued and to be treated with fairness and respect
- Be able to thrive in their communities of choice.

This vision provides a focus to enable the NFF to direct its activity across its head office and regional teams with the aim of achieving a common purpose. It helps the NFF to prioritise its activity and align its resources appropriately, and provides the foundation for impact to be measured.

It is also intentionally challenging to reflect the standard of service that Naval Service Families deserve, and to inspire excellence in all that the NFF does for all uniformed, Regular and Reserve, Royal Navy and Royal Marine personnel and their families.



Our values

Our values underpin everything that we do. We are:

- **Respectful.** We value family members, whatever their link to the Naval Service, and recognise the important contribution they make by supporting their serving person. We are approachable, inclusive, non-judgemental, and ready to listen.
- **Constructive.** We work constructively with everyone, recognising the importance of understanding the perspective of others, and seeking to act as a 'critical friend' to the Naval Service and other organisations.
- **Trusted.** We offer a confidential service to people who contact us. We work to build and maintain the trust of everyone we work with and support.
- **Empowering.** We want Naval Service families to have the best quality of life possible, and to have access to the resources they need to make good choices and to achieve positive outcomes.

Who do we support?



The NFF recognises the significant diversity of personal circumstances and family dynamics of modern Naval Service personnel. The NFF supports individual currently serving service personnel and their dependants, as defined in MOD policy. We also extend appropriately tailored support to long-standing unregistered partners, parents/step-parents and siblings/stepsiblings of currently serving service personnel.

The benefits of strong, supportive relationships with wider families and with the community are recognised by the NFF, and the organisation endeavours to respond flexibly and personally, within the constraints of finite resources.

Who do we work with?

Those in positions of power. All organisations and stakeholders whose policies and/or actions have an impact on Naval Service families, including: Central Government; Local Government; the Royal Navy; and civilian service providers.

The Armed Forces Covenant

A serving person's service is likely to have considerable impact on their family, for example periods of anxiety and stress, separation, mobility, school moves, issues around employment and healthcare, and/or living away from established support networks.

The support, resilience and resourcefulness of families is essential to the Naval Service's ability to retain its highly trained personnel, and to its ability to maintain Operational Capability.

The NFF works to ensure that Naval Service families feel that their contribution is acknowledged and valued. The Armed Forces Covenant acknowledges the vital role played by families in supporting our Armed Forces, and states that they deserve our respect and support, and fair treatment. Families of members of the Naval Service should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given the most such as the injured and bereaved.

What do we provide?

The NFF recognises that Naval Service families are resourceful and resilient. We seek to support and represent them when resilience alone is not enough, to hold stakeholders and service providers to account where disadvantage exists, and to advocate on behalf of families who have been treated unfairly.

We empower family members to thrive and enjoy a good quality of life, and to make sound choices for their well-being. We contribute to this by providing easy access to sources of accurate, authoritative and up-to-date information and guidance, and by educating stakeholders and service providers about how best to ensure fair treatment for families.

We represent the views and concerns of Naval Service families at the highest level, ensuring that the unique challenges they face are considered in the tri-Service arena and when policies are reviewed. This includes a broad range support and guidance on the issues affecting daily life that occur due to being part of a Naval Service family.

- Education, ranging from Adult Education and Childcare, to Government initiatives for Service children such as Service Pupil Premium
- Employment, whether you are an Armed Forces spouse or partner wondering what support is available to you, or you are in the process of a career transition
- Wellbeing, ranging from advice on staying healthy and active, to locating your nearest dentist
- Civilian Housing options; applying for, maintaining, and moving in or out of Service Families Accommodation (SFA) and much more
- Financial Planning, links to Forces-friendly information about all aspects of financial planning, making a will and insurance

Service personnel can find out about offers that are available to them in recognition of their status as a serving member of the Royal Navy or Royal Marines, and we can provide guidance and information about relationship matters.

We also publish a free quarterly magazine, Homeport, which contains up to date and relevant information for Royal Navy and Royal Marines families.

The NFF does not seek to duplicate services provided by the Royal Navy through its People Support, but rather to work supportively in partnership with People Support staff.



Moving forward

In order for the NFF to continue to have the greatest possible impact with available resources we will:

- aim to provide evidence to inform policy rather than to effect change on a case by case basis;
- continue to deal with individual casework where families have struggled to resolve an issue through the usual channels, and will seek to effect wider change by holding service providers to account;
- aim to get to the root causes of issues rather than just dealing with the symptoms;
- aim to prevent problems and difficulties arising by informing families and empowering them, using relevant and accessible guidance and resources;

Role Profile

Remuneration: The role of chair/trustee is not accompanied by any financial remuneration, although expenses may be claimed.

Location: Portsmouth

Time commitment: Approximately 1 to 2 days per month. The NFF Board will meet at least 3 times per year to oversee the on-going development of the charity and the achievements of its objects.

Reporting to: Board of Trustees

Role

Trustees have overall control of the charity and are responsible for making sure the charity stays true to its mission, vision and values. Being a trustee of a dynamic and impactful national charity means that you will witness the positive impact that your decisions have on people's lives, on the personnel and families we serve, and on the wider integrity of the Naval Service.

Working in partnership with the CE and Directors, you will help them to achieve the aims of the charity, and to optimise the relationship between the board of Trustees and the staff to achieve positive outcomes for the charity's beneficiaries.

Purpose

Leadership of the NFF as an active and contributing member of the Board under the leadership of the Chair, utilising personal and professional skills, experience and knowledge; to ensure the trust's sustainability, growth and impact.

Relationships

The Chair and Trustees are expected to act as ambassadors and as a public face of the NFF and build productive relationships with other members of the Board; funders, supporters, volunteers and staff.

Responsibilities

Governance

- Understand the NFF's purpose as set out in its governing document and ensure compliance with Charity Law;
- Ensure the sustainability of the NFF;
- Oversee what the NFF does and what it needs to achieve;
- Understand how the NFF benefits serving personnel and their families in the delivery of its activities;
- Actively contribute at board meetings and monitor the implementation and subsequent outcomes of decisions;

Leadership

- Contribute to the development of the NFF's long term strategy;
- Support, encourage and helpfully challenge the staff team;
- Represent the NFF at high profile engagement events;
- Help the organisation to raise its profile with serving personnel and their families, promoting the reputation of the organisation;
- Serve on sub committees where expertise is appropriate;

Financial Management

- Maintain sound financial management of the NFF's resources, ensuring expenditure is in line with the organisations' objects and investment activities meet accepted standards and policies.
- Ensure that the NFF's assets are only used to support or carry out its purposes;
- Evaluate risks to the NFF's assets or reputation;
- Comply with any restrictions on the spending of funds;
- Monitor and assess the NFF's results in relation to the agreed strategy, budget and implementation plan.

The above list is indicative only and not exhaustive. Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person Specification

We seek to identify candidates who bring a blend of experience encompassing board leadership, governance, accounting, legal, communications and stakeholder engagement.

Essential

- Gravitas to serve on the Board of a national organisation
- Ability to commit to essential meetings and participate in email discussions as appropriate
- Strategic vision and excellent judgement
- Creative and innovative approach
- Multifaceted experience in a professional arena
- Experience of making decisions at board level in a complex stakeholder environment
- Good communication skills across all levels
- Excellent planning and organisational ability
- Understanding of governance/acceptance of trustee legal duties, responsibilities and liabilities
- Genuine passion and interest in work of the NFF

How to apply

To apply for this position, please forward a copy of your CV, together with a supporting statement and a list of non-executive directorships and trustee posts that you currently hold to anna.wright@nff.org.uk.

Please ensure that your submission fully addresses the appointment criteria in the person specification.

You should provide the names, positions, organisations and contact telephone numbers of two referees. References will only be taken once your express permission has been granted.

We would be grateful if you could also let us know if you require any special provision as a result of any disability should you be called for interview.

Finally, please ensure that you have included your mobile and home telephone numbers, as well as dates when you will not be available or might have difficulty with the indicative timetable:

Timetable

Closing date:	Monday 30 October
Preliminary interviews:	week commencing 6 November
Final Panel Interviews:	week commencing 20 November

These dates may be subject to change and applicants will be advised in advance should this happen.

Selection Process

All candidates will receive feedback within four working days of the closing date. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

Queries

If you have any queries on any aspect of the appointment process, need additional information or would like to have an informal discussion, please contact Anna Wright, Chief Executive, on 02392 654374 or via email at anna.wright@nff.org.