

Hello,

Thank you for your interest in joining our Board of Trustees at Guts UK.

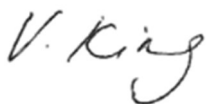
Guts UK is committed to a world where digestive disorders are better understood, better treated and everyone who lives with one gets the support they need. Too many people are suffering or dying in silence or alone. They don't know where to turn for information or support, diagnosis takes too long for many, and treatment can be often come too late.

We are the only UK charity funding research into the digestive system from top to tail; the gut, liver and pancreas. We fund lifesaving research, provide patients with expert information and support, and raise awareness for digestive disorders – we are informed by evidence and expertise and our community and the patient voice.

We are now in year two of our five-year strategy, and we have big ambitions to provide more people with information and support, to raise awareness of digestive conditions and to drive a programme of research to improve quality of life, treatment and survival. We are seeking an experienced Primary Care clinician to join our Board who shares our vision, and brings experience and knowledge of digestive health conditions and symptoms to support our expansion; and ultimately to support our patients and their loved ones.

You will join a skilled, motivated, and engaged Board who lead and work collaboratively with the executive and wider team as well as people living with digestive conditions, who are at the heart of everything we do.

This is an exciting time to be part of Guts UK and we welcome your interest in becoming a trustee.

A handwritten signature in black ink that reads "V. King".

Dr. Victoria King, Chair of the Board of Trustees

Medical Trustee – Role description

Remuneration	This is a voluntary role with reimbursement for reasonable expense incurred in the course of the role (e.g. travel expenses)
Time commitment	Average of 4-8 hours per month including quarterly Board meetings and quarterly sub-committee meetings. There are four Board meetings a year, with one in person, combined with annual away day, and sub-committee meetings in between these Board meetings.
Location	Anywhere. Board and delegated committees are hybrid. Our trustees are located across the UK and beyond.
Term	Board members serve for three years which can be extended up to three terms (maximum nine consecutive years)

The role

Guts UK are seeking an experienced Primary Care clinician to join the Board of Trustees with a specialism, interest in, or a passion for digestive health conditions and symptoms. We are looking for someone who can bring their knowledge of managing gastrointestinal, pancreatobiliary and, or hepato-renal conditions in the community and can guide and advise the Board on our strategy and deliverables.

You will offer expert insight and challenge our thinking to ensure we are delivering what is needed for the millions of people living with digestive health conditions in the UK.

You will play a pivotal role in ensuring the charity's ambitious development and growth plans are achievable, and sustainable for the long term. As a charity we need to do more, support more people, and fund more research and we need a trustee who shares our passion in achieving this.

Responsibilities as a trustee

Guts UK Board members are responsible for ensuring the charity is well-run and delivers its mission to improve the lives of the millions of people affected by digestive conditions.

To be a trustee you'll need to show commitment and passion for what we do and be willing to devote the time and energy needed, but you do not need to have been a trustee before. You will show a willingness to understand and accept the legal duties, responsibilities and liabilities of trusteeship but we can help you develop these skills.

The Board ensures the charity delivers its stated objectives including:

- ensuring organisational purposes remain relevant and valid
- approving strategic plans, business plans, and budgets
- monitoring progress and spending against plan and budget
- evaluating results, assessing outcomes and impact
- reviewing and/or amending operational plans and budgets as appropriate

Each trustee has a responsibility to contribute to discharging the Board's responsibilities. This is achieved by:

- Contributing to setting policy and strategic direction, defining goals, setting targets and evaluating performance
- Monitoring charitable activities, ensuring compliance with our governing documents and policies
- Monitoring the charity's financial position and ensuring it operates within its means and delivers on its objectives with clear lines of accountability for day-to-day financial management
- Help steer the charity through periods of development and change, managing risk, and ensuring its financial viability
- Understanding the business of Guts UK
- Acting in the charity's best interest at all times
- Regularly preparing for, attending and participating in meetings
- Acting as an ambassador, promoting our work, and building networks of interested parties who are enthusiastic about what we do.

Main responsibilities of a medical trustee

- Bring clinical and medical expertise to the Board - providing the organisation with vital knowledge and understanding of clinical provision during treatment and expected future developments.
- Representing the challenges and opportunities faced by clinicians and health care professionals when it comes to the treatment, diagnosis and management of digestive health condition and symptoms
- Openly sharing ideas, thoughts and opinions based on your own career and experiences
- Represent the voice of the primary health care professional to the best of your ability
- Enhance Guts UK's external credibility, particularly amongst your network of fellow clinicians and health care professionals
- Provide advice and expertise to the staff team when required
- Say what you think and demonstrate sound, independent judgement and decision making

- Learn about, and challenge, key organisational areas even if they are not your particular line of expertise

Time Commitment

All trustees sit on our Board of Trustees alongside being a member of at least one of our sub-committees (for this particular role this will include our Information and Communications Committee with potential scope, depending on the candidate, to also join our Research Strategy Committee)

Board meetings are four times a year and currently scheduled 5pm-7.30pm. Sub-committee meetings are also quarterly and generally held at the start or end of the working day depending on sub-committee members availability. In addition to attending the meetings, trustees are required to read and consider all Board and relevant Committee papers, which are circulated a week in advance of meetings.

As a medical trustee you may, depending on your expertise, be involved in reviews and sign-offs of material outside of the governance meetings noted above. This will depend on the sub-committee you are a part of and will be agreed at the outset of your appointment.

All Board members are occasionally asked to discuss and take time-sensitive decisions between scheduled governance meetings. This is usually agreed with trustees by email, but sometimes additional meetings will be called (scheduled in consultation with appropriate Board members).

Person specification

Required

- Have recent, in depth, experience working as a medically qualified clinician within general practice
- Have operational knowledge of, and practical experience in, how NHS services are delivered and developed in primary and community care settings
- An understanding of or insight into digestive health, digestive conditions, and breaking down the taboos associated with them
- Have strong professional networks in your field and experience of working closely with a variety of stakeholders
- Willingness to devote the necessary time and effort to the role including being available for advice and enquiries on an ad hoc basis
- A team player who works collaboratively and respectfully with those from different areas of specialism, acknowledging the power of diversity of thought

- Sound independent judgement with an open mind and an ability to think creatively
- Ability to support healthy challenge and provide constructive feedback including being prepared to make unpopular recommendations to the board
- Excited and energised by the potential of a small national charity with huge opportunities and ambition

Desirable

- Able to demonstrate professional specialism and interest in digestive health conditions and symptoms and their management in Primary care, or demonstrate passion for this
- Member of an appropriate medical / professional society (eg Royal College of General Practitioners or the British Society of Gastroenterology)
- Understanding of the medical research environment
- Experience of safeguarding in an operational or strategic context
- Experienced of decision making at a Board or Executive level

Diversity

Equity, diversity and inclusion (EDI) is integral to all we do, not only for all in our Guts community, but also for our staff, volunteers, and governance.

The leadership of Guts UK should reflect and understand the experiences of the communities we support and we encourage applications from candidates with lived experience of digestive health conditions.

Application process

Please submit your CV and a covering letter highlighting the skills and experiences you would bring to Guts UK to our COO, Katie Noon, on knoon@gutscharity.org.uk. If you would like to speak about the role prior to applying, please also get in touch with Katie.

- **We will review applications on a rolling basis and will close the advert once a suitable candidate has been identified.**
- If you are successfully shortlisted, you will be invited to a first interview either in person or remotely (depending on availability) with current members of our Board of Trustees and our Senior Leadership Team
- If you need any reasonable adjustments to be made to support your application, please contact us and we will do our best to accommodate.