

redr uk
people and skills for disaster relief

TRUSTEE RECRUITMENT PACK

Three Opportunities to Help Shape RedR's Next Chapter

Company Secretary | Treasurer | Climate & Engineering

APPLICATIONS CLOSE: MONDAY, 14 DECEMBER 2026

WELCOME

Thank you for your interest in joining the Board of RedR. **We are recruiting three Trustees who will bring distinct expertise while sharing collective responsibility for the governance, strategic direction and long-term sustainability of the charity.**

This is an important period for RedR. Humanitarian needs are changing rapidly as climate hazards intensify, pressure grows on local and national response systems, and the sector seeks more effective, locally led and sustainable ways to prepare for and respond to crises. RedR's combination of engineering heritage, humanitarian practice and capacity strengthening gives it a distinctive role in that landscape.

We are seeking a Company Secretary, a Treasurer, and a Trustee with deep expertise at the intersection of climate adaptation, resilience, engineering and humanitarian action. Each appointee will contribute beyond their specialist portfolio and work collectively with fellow Trustees and the Senior Leadership Team.

THE OPPORTUNITIES

ROLE	PRIMARY CONTRIBUTION	INITIAL OFFICE OR COMMITTEE
Company Secretary	Governance advice and direct administration of Board, committee, member and statutory processes.	Formal office of Company Secretary. Member of Governance Committee.
Treasurer	Strategic financial oversight, reporting, audit, control, risk and sustainability.	Member of Finance, Audit and Risk Committee, with potential to chair in future. Governance committee member.
Climate & Engineering	Climate adaptation and resilience, engineering and humanitarian implications of climate-related hazards.	Formal office of Company Secretary. Member of Governance Committee.

ABOUT REDR

RedR strengthens the capacity of the humanitarian system to prepare, respond, and recover from disasters worldwide. Founded in 1980 with deep heritage in engineering, we have spent 45 years building humanitarian capacity through three core activities: training, technical assistance, and systems-level change through convening and sharing.

OUR VISION

A world in which sufficient competent and committed personnel are available and responding to humanitarian needs.

OUR MISSION

To strengthen the capacity and resilience of aid workers, communities and organisations in humanitarian, development, and peacebuilding contexts.

OUR VALUES

Collaboration: Work together towards shared goals

Excellence: Continually improve through listening and innovation

Lifelong Learning: Never stop learning

Integrity: Be honest, fair and speak up

Accountability: Do what we say we will



OUR WORK

RedR's work strengthens the ability of people, organisations and systems to prepare for, respond to and recover from crises. Our work addresses major humanitarian challenges stemming from conflict and displacement, hunger and malnutrition, climate-related disasters, environmental pressures, inequality and protection risks.

ENGINEERING IN EMERGENCIES

Addressing the foundational skills gap in humanitarian engineering, we apply technical expertise across post-disaster reconstruction, shelter design, water and sanitation systems, environmental engineering, and civil infrastructure.

HUMANITARIAN SERVICES

We support individuals and institutions develop expertise across core humanitarian, cross-cutting, and technical competencies, including safety and security, accountability to affected populations, management and leadership, project cycle management, coordination, monitoring and evaluation, and digital transformation. Our approach strengthens organisations and influences sector-wide standards and practices.

CLIMATE CHANGE

Targeting geographical areas most susceptible to climate impacts, we develop adaptive management capabilities, disaster risk reduction expertise, and early action frameworks. Our work builds resilience against extreme weather events.

OUR APPROACH

At the highest level, these services are intended to help humanitarian actors anticipate risk, make better decisions, protect people more effectively and sustain quality action in complex and changing environments. They support stronger local and national leadership, more resilient organisations and a humanitarian system that learns, adapts and collaborates to meet needs more effectively. We strengthen capacity through:

Convening and Sharing - Synthesising sector insights to provide thought leadership, facilitate forums, and influence standards across the humanitarian sector.

Training Programmes - Multi-modal delivery including face-to-face, simulations, online facilitated, e-modules, and self-paced learning, coaching and mentoring.

Technical Assistance - Delivering contextualised solutions, guidance frameworks, and advisory services.

STRATEGIC PRIORITIES 2025-27

STRENGTHENING RESILIENCE

Building capacity to mitigate crisis impact on vulnerable populations through enhanced technical expertise and localised solutions.

INNOVATION IN LEARNING

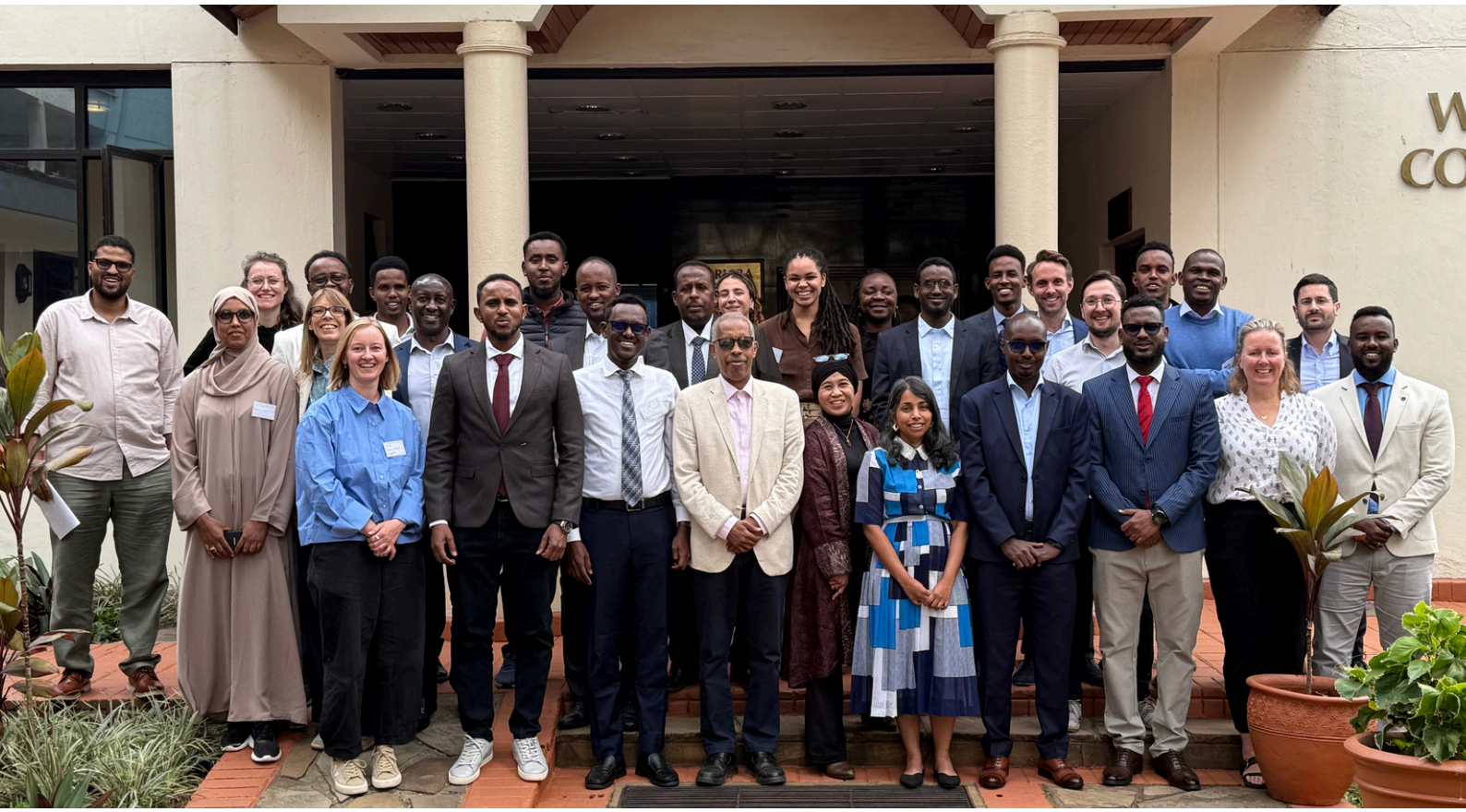
Expanding digital transformation capabilities, e-learning scalability and developing leading training methodologies, leveraging technology to reach broader audiences with contextualised content.

LOCALISATION LEADERSHIP

Advancing power-shifting initiatives by strengthening local and national actors, building strategic partnerships with local institutions, and advocating for sectoral change.

SYSTEMS-LEVEL IMPACT

Influencing humanitarian standards, contributing to policy frameworks, and creating consensus across the sector through our unique position at the intersection of practitioners, technical experts, and academia



THE TRUSTEE ROLE

RedR is a charitable company. Trustees are both charity trustees and company directors and share collective responsibility for the charity, regardless of any specialist role or office they hold.



COLLECTIVE RESPONSIBILITIES

- Ensure RedR pursues its charitable purposes for the public benefit.
- Act in RedR's best interests and exercise independent judgement.
- Comply with RedR's governing document and relevant law.
- Manage RedR's resources responsibly and support its long-term sustainability.
- Set and oversee strategy, risk appetite and organisational performance.
- Help the Board identify important developments, partnerships and opportunities without creating an operational fundraising obligation.
- Provide constructive challenge and support to the CEO and Senior Leadership Team while maintaining a clear distinction between governance and operational management.
- Prepare for and participate actively in Board and relevant committee meetings.
- Declare and manage conflicts of interest appropriately.
- Communicate RedR's purpose and impact clearly, represent RedR externally where agreed, supporting its profile, partnerships and thought leadership.

THE COMMITMENT

TERM	Three years, with eligibility for further terms up to a maximum of nine years, subject to RedR's Articles.
APPOINTMENT	Appointed by the Board and ratified by members at the following Annual General Meeting.
TIME COMMITMENT	Approximately 12 days each year, although this varies by role and activity. The Company Secretary role requires additional practical time around meetings, records and filings.
MEETINGS	Board meetings are normally held every two months, in London and online, with additional strategic or committee sessions as required.
REMUNERATION	The roles are unpaid. Reasonable properly incurred expenses are reimbursed in line with RedR policy.
INDUCTION	A structured induction covering RedR's strategy, programmes, finances, governance, risks and key relationships.

TRUSTEE AND COMPANY SECRETARY

PURPOSE

To serve as a Trustee and the formal Company Secretary, providing independent governance leadership and professional company secretarial support to the Board. The postholder will directly oversee and administer Board, committee, member and statutory processes, supported by staff where appropriate.

KEY RESPONSIBILITIES

Governance and Board Support

- Serve as the principal governance adviser to the Chair and Board of Trustees.
- Develop and maintain the annual governance calendar covering the Board, committees, Annual General Meeting, statutory filings and assurance cycles.
- Lead the planning and administration of Board, committee and Annual General Meetings.
- Coordinate agendas and briefing papers and ensure the timely circulation of high-quality reports.
- Attend meetings and produce accurate minutes, resolutions and action logs.
- Monitor and report on implementation of Board and committee decisions.
- Support Board effectiveness reviews and governance improvement plans.
- Maintain and update governance frameworks, including delegated authorities, terms of reference and standing orders.
- Ensure the Board operates in accordance with governing documents and charity law.
- Act as the primary governance contact for Trustees.

Trustee Services and Board Management

- Support Trustee recruitment, appointment, reappointment and induction processes.
- Maintain Trustee records, terms of office, skills matrices and succession planning documentation.
- Coordinate Trustee learning and development, including governance training.
- Support the Chair with Trustee performance reviews and Board culture initiatives.
- Manage declarations of interest, conflicts of interest and related-party transaction processes.
- Ensure Trustees receive impartial, accurate governance advice independent of management.

Regulatory Compliance

- Ensure compliance with the Companies Act 2006, Charity Commission requirements and governing documents.
- Support the preparation of statutory filings with Companies House and the Charity Commission.
- Maintain statutory registers, corporate records and constitutional documentation.
- Monitor regulatory developments and advise the Board on implications.
- Ensure governance policies and constitutional materials remain up to date and compliant.
- Manage RedR's registered office requirements and official correspondence.
- Oversee compliance with charity governance codes and best-practice standards.

Risk and Assurance

- Member of the Governance Committee.
- Support Board oversight of risk and maintenance of the risk register.
- Coordinate governance reporting and assurance reviews.
- Support Finance, Audit and Risk Committee activities and delegated authorities.
- Assist with external audits relating to governance and compliance.

AUTHORITY AND ACCOUNTABILITY

The Company Secretary is accountable to the Board of Trustees. The role has no executive management authority and does not direct staff unless specifically authorised by the Board.

Where an action must be taken by both a director and the Company Secretary, the same person cannot validly act in both capacities alone. A second Trustee must provide the required certification or authorisation.

PERSON SPECIFICATION / EXPERIENCE

Essential

- Significant governance or company secretarial experience.
- Strong knowledge of charity governance and company law.
- Experience supporting Boards and committees.
- Excellent minute-taking, written communication and interpersonal communication.
- High organisational skill, accuracy and discretion.
- Ability to provide impartial governance advice independent of management.
- Confidence representing RedR appropriately with regulators, advisers and external stakeholders.
- Commitment to RedR's mission and willingness to contribute fully as a Trustee beyond the specialist portfolio.

Desired

- Relevant governance or company secretarial qualification.
- Experience in international non-governmental organisations or humanitarian contexts.
- Experience chairing or supporting committees.

TRUSTEE AND TREASURER

PURPOSE

To provide strategic financial leadership and help ensure RedR's financial integrity and sustainability. The Treasurer will initially sit on the Finance, Audit and Risk Committee and may be considered for its Chair role in future. The role provides governance oversight and strategic advice; operational financial management remains the responsibility of the executive team.

KEY RESPONSIBILITIES

Financial Governance and Compliance

- Maintain oversight of RedR's financial affairs and compliance with relevant financial reporting requirements, Charity SORP and applicable standards.
- Ensure robust internal controls, financial procedures, fraud-prevention measures and appropriate delegation frameworks.
- Oversee reserves policy, investment policy and financial risk management.

Audit and Risk Oversight

- Contribute actively to the Finance, Audit and Risk Committee, supporting effective scrutiny of financial performance, risk management and internal controls.
- Oversee the external audit process and timely preparation of annual accounts and statutory financial submissions, while leaving operational management to staff.
- Provide assurance to the Board on financial risk, including review of the risk register and risk appetite.
- May be considered for appointment as Chair of the Finance, Audit and Risk Committee in future, subject to Board needs and the appropriate appointment process.

Financial Strategy and Planning

- Advise the Board on the financial implications of the strategic plan, major investments, contracts and organisational change.
- Support multi-year budgeting, scenario planning and long-term financial sustainability.
- Ensure financial information is accessible and meaningful for all Trustees.

Monitoring and Reporting

- Oversee monitoring of income, expenditure, cash flow and forecasts.
- Work with the CEO and Senior Leadership Team to support high-quality quarterly financial reporting and constructive challenge.
- Present the annual accounts at the Annual General Meeting and ensure clear communication of financial matters to stakeholders.

Board and Leadership Support

- Provide guidance to Trustees on their financial duties and responsibilities.
- Act as a sounding board to the CEO and Senior Leadership Team on financial matters while maintaining appropriate governance boundaries.
- Contribute to Trustee induction, Board development and succession planning for financial governance roles.

Communications and External Representation

- Communicate complex financial information clearly to non-financial audiences.
- Represent RedR appropriately with auditors, members, partners and other external stakeholders on financial governance matters.

AUTHORITY AND ACCOUNTABILITY

The Treasurer is accountable to the Board of Trustees. The role provides governance oversight and strategic advice; it does not involve operational management or directing staff.

PERSON SPECIFICATION / EXPERIENCE

Essential

- Qualified accountant (ACA, ACCA, CIMA or equivalent).
- Strong understanding of financial reporting, accounting, audit, risk and financial compliance.
- Experience of financial strategy, budgeting and organisational oversight.
- Ability to communicate financial information clearly to non-financial audiences.
- Strong interpersonal communication and confidence representing RedR externally.
- Sound judgement, independence and commitment to good governance.
- Commitment to RedR's mission and willingness to contribute fully as a Trustee beyond the specialist portfolio.

Desired

- Experience in international non-governmental organisations or humanitarian contexts.
- Knowledge of charity finance, grant funding, restricted funds and donor reporting.
- Experience serving on or chairing committees.
- Familiarity with digital finance systems and data integrity.

TRUSTEE: CLIMATE AND ENGINEERING

PURPOSE

To bring senior expertise at the intersection of climate adaptation, resilience, engineering and humanitarian action. The role will help the Board understand how climate hazards are reshaping humanitarian need and how RedR can strengthen the capability of people, organisations and systems to anticipate, prepare for, respond to and recover from those impacts.

KEY RESPONSIBILITIES

Climate Adaptation and Resilience

- Advise the Board on the strategic implications of climate change for humanitarian need, RedR's mission and programme portfolio.
- Bring practical insight on adaptation, resilience, disaster risk reduction, preparedness, anticipatory action and recovery.
- Help the Board assess the effects of drought, extreme heat, water scarcity, flooding, extreme rainfall and other climate-related hazards.
- Explore how climate hazards interact with infrastructure, essential services, livelihoods, displacement, inequality and protection risks.
- Promote approaches that strengthen locally led, context-responsive and sustainable capability.

Engineering and Humanitarian Response

- Connect climate analysis with practical engineering and humanitarian considerations, including resilient infrastructure and continuity of essential services.
- Provide constructive challenge and technical assurance on relevant strategies, programmes, partnerships and investments.
- Help RedR identify where its engineering heritage and capacity-strengthening model can add distinctive value in climate-related crises.
- Support balanced approach across preparedness, response, recovery and long-term adaptation.

Communications and External Representation

- Communicate complex climate, engineering and humanitarian issues clearly to Board, non-technical and external audiences.
- Bring relevant networks across climate science, adaptation, engineering, humanitarian action, academia, public policy, philanthropy or the private sector.

PERSON SPECIFICATION / EXPERIENCE

Essential

- Senior-level expertise in climate adaptation, resilience or climate-related disaster risk.
- Strong understanding of one or more hazards such as drought, extreme heat, water scarcity, flooding or climate-related displacement.
- Ability to connect climate evidence and policy with practical implications for infrastructure, essential services, communities and humanitarian response.
- Substantial experience in engineering, climate science, adaptation, resilience, disaster risk reduction, public policy or a closely related field.
- Ability to think strategically, assess risk and provide constructive, evidence-informed challenge at Board level.
- A strong commitment to locally led and context-responsive approaches.
- Commitment to RedR's mission and willingness to contribute fully as a Trustee beyond the specialist portfolio.

Desired

- Experience of climate-resilient infrastructure, water systems, shelter, the built environment, urban resilience or environmental engineering.
- Previous Board or advisory experience.

APPLICATION PROCESS

How To Apply

To apply for one of these positions, please submit:

- CV detailing relevant experience and current commitments.
- Supporting statement (maximum 1 page) stating the role for which you are applying, explaining the specialist contribution you would bring and demonstrating your suitability.

Applications should be sent to hr@redr.org.uk by Monday 14 December 2026.

Selection Process

Stage 1: Panel interview with selected Trustees.
Stage 2: Final interview with selected Trustees.

Timeline

Roles advertised: Friday 13 November 2026
Application deadline: Monday 14 December 2026
Shortlisting finalised: Wednesday 16 December 2026
Interviews: weeks commencing 11, 18 and 25 January 2027
Conditional offers and due diligence: during the two weeks following completion of interviews
Board approval: Tuesday 16 March 2027, with new appointees attending as observers
Member ratification: at the following Annual General Meeting

Induction

Successful appointees will receive induction covering RedR's strategy, programmes, finances, governance, risks and key relationships.

Diversity, Equity and Inclusion

RedR is committed to building a Board that reflects the diversity of the communities we serve globally. We welcome applications from candidates who would contribute to geographic, gender, ethnic, professional and personal diversity while meeting the requirements of the role. Reasonable adjustments will be implemented throughout the recruitment process to support accessibility for all candidates.

FURTHER READING

RedR Resources

- **RedR Website** - Comprehensive overview of our work, impact, and current programmes
- **RedR Strategy 2025-27** - Our strategic direction and priorities for the next three years
- **RedR Annual Report** - Detailed overview of our recent impact and financial position
- **Financial Times Recognition** - Coverage of RedR as one of "20 Leading Organisations Helping to Rebuild Broken Worlds"

Charity Governance

- *The Essential Trustee: What you need to know, what you need to do - Comprehensive guide to trustee duties and responsibilities*

RedR UK is registered as a charity in England and Wales (Registration Number: 1079752) and as a company limited by guarantee (Company Number: 03929653).

