

ReMind UK – Trustee Job Description

About ReMind UK

ReMind UK is an independent charity and an internationally renowned centre for research, diagnosis and treatment of neurodegenerative diseases. Our research aims to improve life for people with dementia and their families and carers, and to find drug and non-drug treatments for people with conditions such as Alzheimer's disease and other diseases predominantly affecting older people. Our contracted NHS Memory Clinic service, paid for memory assessments, and allied activities also provide direct support to patients, families and carers. We are currently in an ambitious phase of development to increase significantly our clinical and academic research programme. We work closely with the Universities of Bath, Bristol and other research institutions, both nationally and internationally, and with the Royal United Hospital.

Role Title

Trustee (Board Member), ReMind UK

Time Commitment

We hold four full Board meetings per year, and an annual away day.

We currently have one subcommittee which is the Finance, Risk and Audit Committee (FAC) that meets four times a year should you be a member of it.

Board and Committee meetings are generally of 1-2 hours duration. Once a year there is a remuneration meeting, which is a short meeting held directly after the Board meeting.

We engage between meetings via email on issues of relevance to either individual Board members or collectively where appropriate

Trustees are volunteers and may claim eligible expenses.

Role Purpose

Trustees are responsible for providing strategic leadership, ensuring good governance, and overseeing the charity's management and administration. The day-to-day running of the organisation is undertaken by the charity CEO and the senior leadership team.

Trustees must act in the charity's best interests, ensure it is well-run, and that resources are used effectively to achieve its charitable purposes.

Key Responsibilities

1. Strategic Leadership & Governance

- Ensure the charity has clear priorities, future, and strategic direction.
- Oversee delivery of the charity's mission to improve diagnosis, care, and research into age-related disorders.
- Make well-informed decisions that align with ReMind UK's charitable objects and the interests of beneficiaries.
- Maintain high standards of governance and accountability.

2. Legal & Regulatory Compliance

- To ensure that the charity complies with its governing document, charity law and any other relevant legislation or regulations.
- Act with reasonable care, skill, and diligence in all decision-making and oversight.
- Manage and declare any conflicts of interest.

3. Financial Oversight

- Ensure the charity is financially sustainable, with adequate controls, appropriate budgeting, responsible use of funds and sound financial planning.
- Support and work with the Finance, Risk and Audit Committee where appropriate and engage in wider discussions around income and expenditure where necessary.
- Safeguard the charity's assets and ensure funds are spent effectively.

4. Advocacy & Ambassadorship

- Act as an ambassador for ReMind UK's work in dementia research, memory assessment, and post diagnosis support.
- Promote the importance of early assessment, treatment possibilities, and community-based support.
- Support relationship-building with stakeholders, partners, funders, and the wider community.

5. Organisational Support & Risk Management

- The Board have delegated the oversight of the Risk Register to the Finance, Risk and Audit Committee (FAC), however it is also the responsibility of all trustees to identify and manage organisational risks and hold the FAC to account.
- Ensure effective planning and promote resilience across the charity.
- Support and constructively challenge the CEO and senior leadership team.

Person Specification

Essential:

- Commitment to the vision, mission and values of [ReMind UK](#).
- Understanding of or willingness to learn about trustee responsibilities and charity governance.
- Strategic thinking and strong communication skills.
- Integrity, sound judgement, and independence of thought.

Desirable:

- Experience in health, dementia research, social care, charity finance, legal compliance, fundraising, or lived carer experience.
- Previous charity governance or leadership experience.

Eligibility Requirements

Certain individuals are legally disqualified from becoming charity trustees.

Applicants must be 18+.

As part of our safeguarding commitment, trustees will be asked to complete an appropriate level of DBS check (Basic or Enhanced, subject to eligibility). We will support you through this process.



Getting ahead of dementia

How to Apply and closing date

Interested individuals should submit a CV and a short statement outlining their motivation and relevant experience to alison.easto@reminduk.org.

If you would like to find out more about this role, please contact alison.easto@reminduk.org