



British Nutrition Foundation Trustee Candidate Pack

June 2025

The British Nutrition Foundation is a UK charity committed to evidence-based nutrition science.

Having reviewed and refreshed our Strategy in the last two years, we have recently restated our Purpose to place greater emphasis on public health.

Today, our purpose is promoting health and wellbeing and preventing diet-related ill health through evidence-based nutrition science, and we hope to be a bridge between nutrition science, government, industry, education and people, and a conduit to a healthier, more sustainable food environment for all.

With the retirement of our Treasurer, Desiree Irving Brown, we are seeking to recruit a new financially-qualified Trustee to help take forward the work of the Foundation. Trustee roles are unpaid but reasonable expenses are reimbursed.

About us

Our strategy

Our vision is simple – we want more people to have a healthy, sustainable diet.

Too often, the narrative of improving nutrition and tackling obesity has over-emphasised individual responsibility while underplaying the fact that where we live and what we earn radically shapes the options available to us in terms of what we eat. Our strategy for 2023-28 recognises this fact and sets out an ambitious plan for the British Nutrition Foundation to:

- influence change in the future food environment. We work with companies in the food industry, including all of the major UK supermarkets, contract caterers, and leading food producers, and are a trusted partner in horizon scanning, strategy development and in helping inform healthy, sustainable science-based product innovation and reformulation.
- help educate others through our schools-based education programme, *Food a fact of life*, and our growing social media and digital content
- continue to be a passionate advocate for the application of nutrition science and its application to real-world challenges, offering to others impartial, evidenced-based thinking to inform food



initiatives and food policy.

Our values

Enabling a future where everyone has access to a healthy, sustainable diet is hugely complex and can only be achieved through wide-ranging partnerships where everyone's voice can be heard.

To ensure we remain focused on delivery of our mission, we stay true to five values that drive our behaviours and how we work.

- **Purpose** – we are focussed on delivery and constantly aiming to learn and improve.
- **Integrity** – we are science-led and authentic in our commitment to improve health and wellbeing. We are honest and transparent about our work and how it is funded.
- **Confidence** – we aspire to make our voice heard in order to make a difference. We respond to the challenges that get in the way of everyone being able to eat healthily and sustainably.
- **Connection** – we work collaboratively with a range of stakeholders to amplify our and their impact.
- **Openness** – we are welcoming and want everybody to feel valued and supported. We communicate honestly and are open to change.

Governance

Alyson Greenhalgh-Ball is Chair of the British Nutrition Foundation, supported by our immediate past Chair, Professor John Mathers, Newcastle University. The Board (of up to 12 Trustees) has overall responsibility for the long-term direction of the charity, including its objectives and charitable purpose; ensuring that the strategy is implemented, with appropriate oversight of policies, activities, people and culture, and compliance with regulatory requirements and where possible, adopting best practice in the Foundation's ways of working and in partnerships with others.

The Board of Trustees is supported by a Nominations Committee, chaired by Professor Christine Williams, Reading University, and by two external Committees, the Advisory Committee, chaired by Professor Janet Cade, Leeds University, and the Scientific Committee, chaired by British Nutrition Foundations Science Director, Sara Stanner.

Day-to-day operational matters, delegated to the Chief Executive, Elaine Hindal, and her team, are overseen by the two sub-Committees of the Board, the Finance, Audit & Risk Committee and the HR & Remuneration Committee.

In addition, the Foundation's journal, *Nutrition Bulletin*, is supported by an independent international Editorial Advisory Board, whilst the charity's education work programme is informed by four Education Working Groups across each of the UK nations.

The composition of the Board and these Committees is deliberately weighted towards the scientific community, based in universities and research institutes, and those from education, finance, communications, and HR backgrounds. Three of 12 trustees have a background in the food industry.



All who serve as Trustees or on British Nutrition Foundation committees do so on a voluntary basis and are unpaid. Reasonable travel expenses are reimbursed.

Financials

The Foundation's annual income has grown over the last three years but remains at less than £2m in 2025. Our sources of income are corporate membership subscriptions, corporate donations, consultancy projects, publications (we publish our journal, *Nutrition Bulletin*, through Wiley) and trusts and foundations. We have developed an income diversification strategy which was approved by the Board in April 2025. We do not carry out any fundraising activities directed towards members of the public.

The Board reviews its investment policy annually and takes advice from the charity's investment managers on ethical investments.

The Finance, Audit & Risk Committee reviews our management accounts and risk register at every meeting, and considers external factors such as the changes to the Charities SORP. In recent months, the Committee has also reviewed our membership subscription model and sources of income in some detail.

Day to day management of the Foundation's finances is outsourced to an external accounting firm, and our finance business partner attends regular meetings of the Senior Leadership Team as well as those of the Committee and Board. To better align our operational and financial planning processes with those of our funders, we are changing our financial year in 2026 from a June-May financial year to a January – December financial year.

Our Annual Report & Accounts is available here: <https://www.nutrition.org.uk/about-us/#>

How to apply

For further information about these roles, or to speak to the Foundation's Chief Executive, Elaine Hindal, about this role, please contact Emma Rowley at e.rowley@nutrition.org.uk.

Please send a CV with a brief supporting statement outlining your interest in the role, to Emma Rowley at e.rowley@nutrition.org.uk. Closing date for applications is **Monday 14th July 2025**.

Person specification

Treasurer / Chair of Finance, Audit and Risk Committee

All Trustees of the British Nutrition Foundation must be able to develop a thorough understanding of the charity's core purpose, the issues it faces over the coming years and the strategy for ensuring our continued development and success, and have an understanding of, commitment to and enthusiasm for nutrition and sustainable food.

All act independently and do not in any way represent their organisations.



The specific responsibilities of the Treasurer/Chair of the Finance, Audit and Risk Committee are to:

- Monitor the overarching strategic management of the organisation’s financial resources, and report this to the Chair and the board. Advise on the financial implications of the charity’s strategic plans.
- Oversee the monitoring of the Foundation’s finances on behalf of the Board of Trustees, and report regularly on the finances to the Board
- Ensure proper systems are in place for budgeting, financial control and reporting, and for regular assessment of the strategic and operational risks facing the charity
- Ensuring accounts and other financial reports are produced in the proper form and on time as required by other bodies (such as the Charity Commission and Companies House);
- Overseeing the appointment and communications with auditors according to legal requirements
- Oversee the charity’s financial risk-management process (including the risk of fraud) and report financial health to the board of trustees at regular intervals.
- Develop a reserves policy and on an annual basis, review the Foundation’s position as a going concern.
- Develop the charity’s investment policy ensuring it aligns with the charity’s objects, ethical considerations and risk appetite.
- Chair the Finance, Audit & Risk Committee in line with its terms of reference and report findings/developments back to the Board.

In addition, the specific skills required are:

- Strategic thinking. Able to ensure the Foundation has a clear vision, mission and strategic direction and is focussed on achieving its charitable aims
- Knowledge and experience of the UK charity ecosystem at a national or local level
- Able to take a 3 -5-year view of the issues and opportunities facing the British Nutrition Foundation and get above the day to day
- Able to act as a sounding board for the Board and senior leadership team of the Foundation (Chief Executive and direct reports) and to advise on strategic issues from time to time, as needed
- Able to understand and take on the financial and legal responsibilities of Trustees, and
- A demonstrable commitment to equity, diversity and inclusion.

Specific skills and experience required:

- Qualified accountant
- Experience or knowledge of non-profit strategic and financial management challenges.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders
- Analytical and evaluation skills, demonstrating good judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, and the Treasurer role in particular
- Good communication and leadership skills.



Time commitment

The Board meets four times a year, including a Strategy Day preceded by a Board Dinner. Two meetings per year are face-to-face in London and two are via Teams.

In addition, the Finance, Audit & Risk Committee meets 4 or 5 times per year. All Committee meetings are online. In addition, the Treasurer/Chair of the Finance, Audit & Risk Committee, with the Chair of the Board of Trustees, meets with the auditors annually ahead of finalising the Foundation's annual statutory accounts.

From time to time, Trustees may be asked to meet the wider employee team and to share their insights or expertise, as well as provide ad hoc support to staff members.

Trustees are also invited to attend the Foundation's Annual Conference (usually held in London in November) which presents an important opportunity for Trustees to meet wider stakeholders and corporate members.

Board Meeting Dates 2025/26

July 8th (Awayday)
January 27th 2026
April 28th (Awayday) 2026
July 7th 2026
October 13th 2026

Finance, Audit & Risk Committee Dates 2025/26

1st October 2025
14th January 2026
8th April 2026
17th June 2026
23rd September 2026