



TRUSTEE RECRUITMENT PACK



CONTENTS

p3.	Introduction
p5.	About The Diana Award
p6.	Our Work
p7.	Why we are Recruiting
p8.	The Role of Trustee
p9.	Person Specification - Essential Attributes
p10.	Desirable Skills/Experience
p12.	Governance
p13.	Resources
p14.	How to Apply
p15.	Proposed Timeline
p16.	Key Dates
p19.	Appendix

INTRODUCTION

Thank you for your interest in joining the Board of Trustees at The Diana Award. We are expanding our Board to help shape the future of a charity that exists to celebrate and empower young people making positive change in their communities.

As we mark 25 years of continuing Princess Diana's legacy, we stand at a pivotal moment. Our newly refreshed strategy and global partnerships demand an ambitious, dynamic, and forward-thinking Board – one that reflects both our values and the communities we serve.

We are seeking to appoint:

- **Four new Trustees**
- **With one Trustee to serve as Chair of our new Income Generation sub-committee**



THE DIANA AWARD

INTRODUCTION

A few words from the Chair

“This is a pivotal and exciting time for our charity. We have a clear vision, an ambitious strategy for growth, and the support of a skilled and dedicated senior team and Board.

Since stepping into the role of Chair last year, I’ve been continually inspired by the passion, expertise, and commitment of our trustees and staff. Their collective experience has been invaluable as we navigate the evolving challenges facing the sector.

While the external environment remains complex for all charities, we are focused on the future – confident in our direction and energised by the opportunities ahead. We are now seeking new trustees to join us on this journey and help shape the next chapter of our work.”

Rebecca Crook



ABOUT THE DIANA AWARD

The Diana Award is a charity legacy to Diana, Princess of Wales' belief that young people have the power to change the world for the better.

Since 1999, over 47,000 young people have been recognised with The Diana Award for making an outstanding difference in their communities' across the globe.

With the support of HRH Prince William, The Duke of Cambridge and HRH Prince Harry, The Diana Award aims to inspire and recognise social action in young people by going beyond its original Awards programme with three additional youth led initiatives that emphasize a peer led approach.

Read our strategy, Future Forward 2021–2026:

<https://diana-award.org.uk/future-forward>

We exist to:

1. UNLOCK POTENTIAL

With support, guidance, and opportunities, every young person can reach their full potential, ensuring no young person is left out or left behind.

2. CREATE OPPORTUNITIES

It is vital that young people have a seat at the table. Through our initiatives, we will provide them with skills, tools, and experiences which empower them to lead the change they want to see, both for themselves and the world around them.

3. INSPIRE ACTION

We will continue to inspire, empower, and advocate for action through our initiatives, guided by young people and the change they want to see in the world.



OUR WORK INCLUDES_

THE DIANA AWARD



MENTORING

Supporting vulnerable young people to build resilience and self-belief



ANTI-BULLYING

Equipping schools and young people with tools to tackle bullying head-on



THE AWARD

Recognising outstanding young changemakers globally



WHY WE ARE RECRUITING

Our Board of Trustees is committed, diverse, and values led. We have strong foundations in strategic leadership and finance. However, a recent skills audit highlighted areas we now wish to strengthen as we continue to evolve.

We are therefore seeking up to four Trustees with experience in one or more of the following areas:

- **Fundraising and Income Generation**
- **Mental Health and Wellbeing**
- **Education Sector**
- **Social Sustainability**
- **Marketing, PR, or Communications**
- **Legal and Compliance**



We are particularly keen to hear from diverse leaders and individuals with lived experience related to our mission.

THE ROLE OF A TRUSTEE

As a Trustee, you will be part of a Board that sets the strategic direction and ensures robust governance of the charity. You will work in partnership with the Chief Executive and Senior Leadership Team to oversee the delivery of our objectives and safeguard the charity's future. Training and support will be provided for all new trustees.

KEY RESPONSIBILITIES

Trustees are expected to:

- Ensure compliance with Charity Commission regulations and governance best practice
- Uphold the charity's vision, values, and legal and financial integrity
- Provide strategic oversight and challenge to plans, budgets and risks
- Support income generation through networking, advocacy or fundraising
- Promote diversity, equity, and inclusion in all aspects of the charity's work



Attend and contribute to Board and sub-committee meetings

COMMITMENT

- A three-year term, renewable once
- About of 2 hours per month, which breaks down as:
 - Four board meetings per year (2.5 hours each, usually 5pm–7.30pm)
 - One full-day annual strategy session
 - Optional participation in events or subcommittees
- Meetings are hybrid (London-based with virtual access)

WHO WE ARE LOOKING FOR - PERSON SPECIFICATION

ESSENTIAL ATTRIBUTES

- Passionate about The Diana Award's mission and youth empowerment
- Understand the importance of youth voice participation
- Strategic thinker with good judgement and independence of mind
- Inclusive communicator who values diverse perspectives
- Willing to contribute time, expertise, and networks
- Understanding of governance, or willingness to learn quickly
- Commitment to safeguarding practices



WHO WE ARE LOOKING FOR - PERSON SPECIFICATION

DESIRABLE SKILLS/EXPERIENCE

One or more of the following:

- **Fundraising and Income Generation**

In an increasingly competitive and uncertain funding environment, we need trustees who can help us think creatively and strategically about income generation. This includes drawing on networks, identifying new opportunities, and supporting innovative fundraising approaches that will strengthen our financial resilience and enable us to deliver long-term impact for young people.

We are also looking for a new Trustee to chair our new Income Generation sub-committee.

- **Mental Health & Wellbeing**

With youth mental health at a critical point, we seek trustees with expertise from educational, therapeutic, or public health settings to guide evidence-based strategies that help young people thrive.

- **Education Sector**

As our work is deeply rooted in schools and learning environments, we value trustees with knowledge of the education sector. Your insight will help us navigate its priorities and challenges, forge strong partnerships, and ensure our programmes complement and enhance the role of education in young people's lives.



WHO WE ARE LOOKING FOR - PERSON SPECIFICATION

DESIRABLE SKILLS/EXPERIENCE

One or more of the following:

- **Social Sustainability**

We are seeking trustees who understand how to build inclusive cultures, systems, and communities. Your expertise will help us embed equity and belonging across our organisation, partnerships, and programmes, ensuring every young person feels seen, valued, and able to thrive.

- **Marketing, PR, or Communications**

We need trustees with senior-level experience in communications, marketing, or public/government relations to help amplify our voice, strengthen our brand, and influence key audiences. Your skills will ensure our message resonates with supporters, partners, and decision-makers.

- **Legal and Compliance**

Robust governance is critical to maintaining the trust of our stakeholders and the integrity of our work. We are seeking trustees with expertise in legal and compliance matters to help us navigate an evolving regulatory landscape, manage risk effectively, and ensure our policies and practices meet the highest standards.

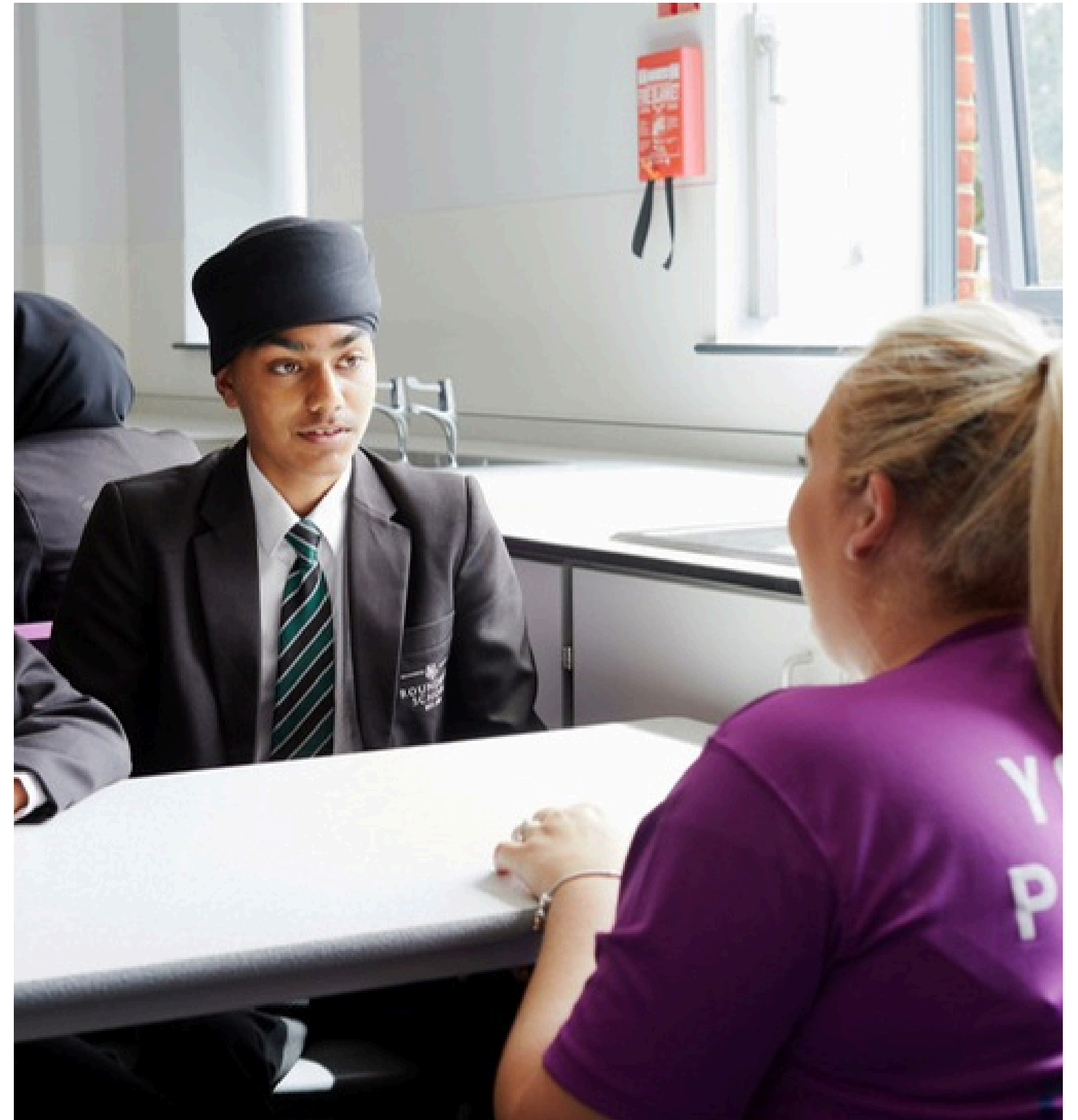


GOVERNANCE

The Board is chaired by Rebecca Crook and supported by a strong leadership team including CEO Dr Tessy Ojo CBE. The Nominations Committee, a sub-committee of the Board, leads the trustee recruitment process. We are committed to inclusive recruitment and welcome candidates from all backgrounds. In particular, we welcome and encourage applications from young people, and those from black, Asian and global majority backgrounds.

You can see our current trustees on our [website](#).

You can see more information about the Nominations Committees governance structure and terms of reference at the appendix at the back of this pack.



RESOURCES

If you're new to being a trustee, you may find the following resources helpful in understanding the role and responsibilities:

[Charity Commission \(UK\): The Essential Trustee Guide](#)

[Young Trustee Movement](#)

[Getting On Board - Resources for aspiring trustees](#)



HOW TO APPLY

To apply, please send:

- Your CV (including contact details for two referees)
- A Supporting Statement (no more than two pages), outlining:
 - The skills and experience you bring in relation to the list of desirable criteria
 - How your skills and expertise align with the needs of our Board at this time
 - If you wish to be considered for the role of Chair of the Income Generation Subcommittee, please outline your relevant experience and how it would support this area of our work
 - Your motivation for becoming a Trustee of The Diana Award and the contribution you hope to make to our mission



Please email your application to: info@diana-award.org.uk

Subject line: Trustee Application – Your Name

Please submit your applications by Friday 26 September 2025 at 5.00pm

All applications must have the right to volunteer as a trustee in the UK. As part of our safeguarding commitments, all trustee appointments are voluntary and subject to a UK Enhanced DBS check, which must be satisfactorily completed before confirmation of the role.



PROPOSED TIMELINE

PROPOSED TIMELINE

Milestones	Dates
Trustee Recruitment Launch	Week commencing 1st September
Deadline for Applications	Friday 26th September, 5:00pm
Interviews Conducted	Thursday 9 th & Friday 10 th October
Induction Begins	November
Trustees Officially Begin	November/December

INTERVIEW PROCESS

1. Youth Panel Interview (Online) - 30 minutes

You will meet with members of our Youth Panel. This will include structured questions and a 5-minute presentation about yourself, focusing on your background, motivations for applying, and what you hope to bring to the trustee role

2. Nominations Committee Interview (Online) - 45 minutes

You will also meet with our Nominations Committee. This will involve structured interview questions focusing on your skills, experience, and alignment with our organisational values and strategic priorities



KEY DATES

FUTURE BOARD MEETINGS

Dates
21st November 2025 - Strategy Day
12th February 2026, 5-7pm
7th May 2026, 5-7pm
10th September 2026, 5-7pm
26th November 2026 - Strategy Day





Final Thoughts

This is an exciting time to join The Diana Award. As we enter a new chapter, we are looking for bold, compassionate and future-facing leaders to help us shape our journey. We hope you are inspired to join us in empowering young people across the UK and the world.

We look forward to hearing from you.



APPENDIX

TERMS OF REFERENCE FOR THE DIANA AWARD NOMINATIONS COMMITTEE

Purpose:

The primary purpose of the Nominations Committee is to identify, evaluate, and recommend candidates for appointment as Trustees of The Diana Award. This committee ensures that the Board has the appropriate mix of skills, expertise, and diversity to effectively govern the organisation and fulfil its mission.

Membership:

- The Chair of the Nominations Committee (a Trustee)
- A minimum of two other Trustees
- CEO (ex officio member)
- Any additional members as deemed necessary (e.g., board secretary or HR support)

Frequency of Meetings:

The committee will meet as required, typically monthly, and more frequently when necessary for the recruitment process



APPENDIX

TERMS OF REFERENCE FOR THE DIANA AWARD NOMINATIONS COMMITTEE

Key Responsibilities:

- Review the current composition of the Board of Trustees to identify gaps in skills and diversity
- Develop a recruitment strategy that aligns with the strategic direction of The Diana Award
- Source and evaluate potential Trustee candidates
- Conduct interviews and assessments of candidates' skills, expertise, and commitment to the mission
- Provide recommendations for new Trustee appointments to the full Board
- Ensure that diversity and inclusivity are considered in all recruitment activities
- Ensure compliance with legal and governance requirements related to Trustee recruitment
- Onboard new Trustees and ensure they understand their roles and responsibilities

Reporting Structure:

The Nominations Committee reports to the Board of Trustees, providing recommendations for Trustee appointments

