



Promoting integrity and high ethical standards in research  
Providing confidential, independent and expert support

# UKRIO Trustee Candidate Pack

**December 2025**

# Table of Contents

<b>UKRIO Trustee Candidate Pack .....</b>	<b>1</b>
About UKRIO.....	1
<i>Our governance</i> .....	7
About the role .....	1
<i>Remuneration</i> .....	2
Person specification.....	3
How to apply .....	4
Queries .....	4

# UKRIO Trustee Candidate Pack

## About UKRIO

The [UK Research Integrity Office](#) (UKRIO) is the UK's national advisory body for research integrity. Established in 2006, UKRIO delivers a wide-ranging programme of guidance and support to enhance good research practice and research culture.

## Our governance

UKRIO is a registered charitable company limited by guarantee, with its trustees also acting as directors of the company.

UKRIO trustees share the collective responsibility for the effective governance and development of UKRIO, setting its major policies and agreeing the strategic direction with the CEO and senior staff in accordance with UKRIO's objectives. UKRIO trustees are appointed for an initial term of three years, renewable for a further three years, with nine years maximum in exceptional circumstances.

The Board is chaired by Dame Linda Partridge, who was appointed in 2025. More details about the composition of the current Board be found [here](#).

## About the role

We are seeking to appoint up to four new trustees to join our Board at a pivotal moment in UKRIO's evolution, as the organisation launches a new strategy to strengthen its position within the research sector and enhance its impact on policy and practice.

As members of the Board, trustees will help shape UKRIO's mission and values, championing transparency, inclusion, and excellence. Working closely with the Chair and CEO, trustees will provide strategic oversight, inputting into strategic priorities, monitoring legal and regulatory compliance, and assessing risks. Beyond internal governance, trustees will also act as ambassadors for UKRIO, engaging with external stakeholders, advocating for research integrity, and supporting the organisation's communication and public affairs efforts.

This is a unique opportunity to influence national conversations on research integrity and contribute to the governance of a respected charity at a transformative time and period of significant sectoral change.

We welcome applications from people of all backgrounds, particularly from those at mid-level career stages or with no prior Board experience.

## Responsibilities

The typical time commitment for a trustee is the equivalent of between half a day to one and a half days per month.

Trustees will be expected to:

- Attend quarterly Board meetings (of which two are held in person), a strategy away day, and an AGM
- Take part in at least one sub-committee (each of which meet on a quarterly basis virtually)
- Have regular contact with the CEO Officer, typically on a monthly basis
- Represent UKRIO at various events and meetings with key stakeholders as and when needed
- Keep informed about the activities of the charity and wider issues that affect its work

Trustees are also expected to help in ad-hoc ways from time-to-time, for example through working groups with a specific mandate or to provide guidance and assistance to UKRIO management and staff.

## Remuneration

This is an unpaid, voluntary role. Travel and other reasonable out of pocket expenses will be reimbursed.

## Person specification

We are particularly interested in hearing from individuals with one of the following backgrounds:

- **Legal and tax expertise**
- **Experience working in the private sector or industry research**
- **Experience working in the public sector, government, or public affairs**
- **Expertise in marketing, communications, fundraising, or business development**

Additionally, candidates should demonstrate the following criteria:

Essential
<p><b>Subject knowledge or appreciation</b></p> <ul style="list-style-type: none"> <li>• An understanding and appreciation of research integrity and its importance to the research landscape, and the ability to advise on initiatives that enhance UKRIO's mission and objectives</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• The ability to act with credibility and authority in the role as trustee, preferably with experience of working in a governance or board context</li> </ul> <p><b>Strategic oversight</b></p> <ul style="list-style-type: none"> <li>• Proven experience contributing to strategic planning and direction, such as by identifying risks and opportunities, and ensuring alignment with charitable aims</li> </ul> <p><b>External engagement</b></p> <ul style="list-style-type: none"> <li>• Experience engaging with external stakeholders such as research organisations, funders, and policymakers</li> </ul> <p><b>Collaborative working</b></p> <ul style="list-style-type: none"> <li>• Ability to engage constructively in board meetings and collaborative decision-making</li> </ul> <p><b>Implementation</b></p> <ul style="list-style-type: none"> <li>• Capacity to monitor and evaluate the implementation of strategic plans and board decisions</li> </ul> <p><b>Time commitment</b></p> <ul style="list-style-type: none"> <li>• Fully able to commit to attendance of Board meetings and relevant sub-committee meetings</li> </ul> <p><b>Ambassadorial duties</b></p> <ul style="list-style-type: none"> <li>• A willingness to attend other UKRIO events and act as an ambassador for UKRIO</li> </ul>

### Desirable

- Knowledge of effective governance practices within charitable or non-profit organisations
- Familiarity with legal and regulatory obligations for UK charities
- Knowledge of research integrity, ethics, or governance; higher education; or business, skills, and innovation policy
- Experience working or supporting in a small charity, CIC or Social enterprises.

## How to apply

To apply for a trustee position at UKRIO, please send a tailored CV and supporting statement to [events@ukrio.org](mailto:events@ukrio.org) by 11 January 2026.

Your statement should detail:

- your interest in the work of the UKRIO and motivation for joining our Board
- your relevant experience, ensuring it is aligned with the role description and person specification above.

## Timetable

- Deadline for applications: 11 January 2026
- Shortlisting: w/c 12 January 2026
- Interviews: 19 January 2026, 9AM-1:30PM

Interviews will take place in-person with the Nominations Committee, led by UKRIO Vice-Chair, Professor Sir Jim Smith. The Committee's recommendations will be put to the Board, with the aim that successful candidates will be confirmed as trustees at the UKRIO AGM in April 2026.

We will also arrange meetings for the successful candidates with the UKRIO CEO, Stephanie Neave.

## Queries

If you have any queries on any aspect of the trustee appointment process, need additional information or would like to have an informal discussion, please contact [steph.neave@ukrio.org](mailto:steph.neave@ukrio.org).