

Trustee Recruitment Pack

Chair of Trustees,
Concern Worldwide (UK)

Message from Bernadette Sexton, Vice-Chair, Concern (UK)

Thank you for your interest in becoming Chair of the Board of Concern Worldwide (UK). We are currently seeking to appoint a new Chair of Trustees following the retirement of Donald Workman after six years in the role.

The incoming Chair of Trustees will demonstrate a passion for the values and work of Concern and ensure the good governance and impact of the organisation is continued. The Chair will have the vision to guide the organisation at a pivotal time where a confluence of climate change, conflict and cost of living crisis means that the work of Concern has never been more important but the demands placed on the organisation and resources are increasing.

Our work is informed by important issues such as the drive for localisation and the need to tackle racism, and the new Chair will need to lead on the process, already underway, of creating a more diverse Board which is more representative of the communities we serve and ensuring the organisation is more responsive to the experiences and inputs from a range of perspectives.

Concern Worldwide is an International NGO dedicated to the reduction of suffering and working towards the elimination of extreme poverty in the



world's poorest countries. The global organisation was founded in 1968 in response to the devastating famine in war-torn Biafra. In 2004, the UK operation was formally established, with an office in Belfast and a base in London. Concern (UK) is an integral part of Concern Worldwide, operates as its subsidiary and plays a vital role in fundraising and advocacy, providing a crucial link between UK humanitarian and development actors and the organisation's country programmes. Concern (UK) does not directly implement programmes overseas but supports Concern Worldwide to do so.

Concern (UK) has a five-year strategy (2021-2025) setting out how we will mobilise resources, people, decision makers and partners to respond to rising poverty and humanitarian needs, improving the lives of people living in extreme poverty in the world's poorest and most fragile countries.

Concern is working towards: growing public and institutional fundraising; being heard as a credible and powerful voice to drive policy change and action on extreme poverty; and becoming an increasingly diverse and inclusive organisation.

We are seeking an individual who has the skills to help Concern (UK) fulfil its ambitions. The Chair should have an interest or background in international development and, through strong strategic vision and leadership, will work with Concern (UK)'s Executive Director to maximise the organisation's impact.

If you want to use your talents and skills to help benefit the world's poorest communities, we would love to hear from you.

Bernadette Sexton
Vice-Chair, Concern (UK)

About Concern Worldwide (UK)

Our identity

[Concern Worldwide \(UK\)](#) is a non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries.

Our vision for change

We believe in a world where no one lives in poverty, fear or oppression; where all have access to a decent standard of living and the opportunities and choices essential to a long, healthy and creative life; a world where everyone is treated with dignity and respect.

Our mission

Our mission is to permanently transform the lives of people living in extreme poverty, tackling its root causes and building resilience.

Where we work

We respond to emergencies in countries where we have a long-term presence, as well as those in which the scale of the crisis calls for international assistance. For our long-term development work, we target countries and communities using our own 'Poor-Vulnerable Index' which uses a range of indicators, including lack of assets, inequalities, and risks to assess people's vulnerabilities.

How we work

Concern plays a distinct and important role. Our proximity to the heart of policy dialogue and formulation, and our relationships with governments, other leading NGOs, donors and civil society movements enable us to raise the profile of the people we serve and the challenges they face on a daily basis, and to raise funds to help meet those challenges.

Concern raises funds from the public and institutional donors in the UK, in order to fund our programmes, which are implemented on our behalf by Concern Worldwide. Concern provides ongoing support and oversight of all the programmes we fund.

Our strategic plan

Concern (UK) has three strategic goals that guide and shape our work:

Goal 1: Grow our public fundraising and institutional fundraising

Goal 2: Be a credible and powerful voice to drive policy change and urgent action on extreme poverty

Goal 3: Be a diverse, responsive and inclusive organisation

Equality, diversity and inclusion

Concern Worldwide was born out of a need to act in the face of injustice. Since then, solidarity with the poorest people in the world has been the driving force of the organisation.

We understand that structural inequalities are drivers and maintainers of extreme poverty and that we cannot eliminate extreme poverty without addressing these inequalities. We work to support the poorest and most marginalised with the means to look after their own needs and to have their voice heard, recognising that the aim of achieving equitable and inclusive societies is challenging and will take time and commitment. This is a challenge to which Concern is committed.

We want to enhance the diversity we already have in Concern while also becoming more diverse and more representative of the communities we work in and those we serve. We will do this from governance to leadership and across all staffing.

We commit to having inclusive leadership that models, represents and nourishes a culture where all identities are valued, accepted and belong.

We commit to creating opportunities to listen meaningfully to a diversity of opinions, voices and lived experiences within Concern. We believe Concern decision making and operations benefit from being informed by these different perspectives.

Concern has a action plan at both board and organisational level.

Our work

Extreme geographies. Extreme climate challenges. Extreme crises. Nothing will stop Concern fighting extreme poverty. Our teams on the ground are working together with people living in the most difficult situations, rebuilding and transforming lives, livelihoods and communities.

In 2021, Concern Worldwide reached approximately 39 million people in 24 of the world's poorest and most vulnerable countries. 76.8 per cent of the £23.3 million raised by Concern (UK) was spent on overseas programmes. We responded to 66 emergencies across 23 countries, reaching over 17.8 million people.

Partnership and collaboration

Our mission of eliminating extreme poverty is ambitious and cannot be achieved without partnership and collaboration. That's why we're proud to partner with a range of local, national and global groups who share our mission. This allows us to respond quickly in the event of an emergency and to expand the reach and scope of our development programmes. We believe partnerships can create opportunities to develop different ways of thinking and doing, and value the experience of collaboration as well as the ultimate outcome. This is priority area we would like to strengthen under our new strategic plan.

Chair of the Board of Trustees, Concern (UK)

We are a charity defined by one goal – ending extreme poverty, whatever it takes. We are on the look-out for an inspirational new Chair of the Board of Trustees.

We need an individual that is ready to join us to tackle extreme poverty head-on and oversee the work the charity does in the UK and around the world. This work is vital at a time when conflict, food insecurity and the climate crisis is affecting millions of people.

Our new Chair will lead on the process, already underway, of creating a more diverse Board for Concern (UK) which is more representative of the communities which we serve and ensuring the organisation is more responsive to the experiences and inputs from a range of perspectives.

Position: Trustee

Location: Board and committee meetings are held virtually or in a central London location. Attendance at the Republic of Ireland board may necessitate travel to Dublin

Works with: Concern (UK) currently has 9 Trustees; at least one trustee represents our parent body, Concern Worldwide (Concern), based in Dublin. The Chair of the UK Board also sits on the Board of Concern Worldwide in Ireland.

Direct report: Executive Director, Concern (UK)

Main responsibilities

This role description outlines the key responsibilities of the Chair of the Board of Trustees at Concern (UK). The role of the Chair is ultimately to take the lead on ensuring that trustees comply with their duties and the charity is well governed.

Trustees and the board:

- Ensure the formulation of strategic plans and regular review of long-term strategic aims of the charity.
- Ensure the development of organisational policies, goals, targets and evaluate performance against agreed targets.
- Approve the annual cycle of the board meetings and agendas; chair and facilitate meetings, monitor decisions taken and ensure they are implemented.
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the board.
- Lead and mentor other board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the board.

- Ensure that Concern prioritises safeguarding in policy, practice and organisational culture and represent the UK board on the Safeguarding Committee.
- Support and lead on the succession planning process, working towards a more diverse and representative Board.
- Annually review the board's structure, role and staff relationships and ensure implementation of agreed changes/developments.
- Encourage team working among board members.
- Create a strong, profitable and fulfilling working relationship with trustees and the Executive Director through review and self-reflective evaluation of individual contributions and overall effectiveness of the board.
- Facilitate change and address conflict within the board of trustees, within the organisation and liaise with the ED to achieve this.

Working with the Executive Director:

- The Concern (UK) board and Concern appoint the ED and lead the process of appraising and constructively guiding their performance.
- Consult with the ED on matters of strategy, governance, finance and human resources.
- Oversee the ED's activities with regards the implementation of the organisations strategy and internal policies.
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
- Receive regular informal progress reports of the organisation's work and financial performance through the ED.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.

External leadership:

- Serve as a spokesperson for and promoter of the organisation.
- Promote the organisation to a wider audience of potential donors and supporters
- Attend relevant networking events as required and to build strong relationships on behalf of the organisation.

Working with Concern Worldwide:

- The Chair of Concern (UK) participates as a full member of the board of trustees of the parent company Concern Worldwide. This can necessitate up to 6 additional meetings a year.
- The main responsibilities are prescribed, primarily, by the Irish Companies Act 2014 and the Charities Act 2009.
- Concern Worldwide is a company limited by guarantee and all of the trustees are also full directors of Concern Worldwide for company law purposes. The company is registered as a charity with the Irish Charities Regulatory Authority.

Person specification

As we look to the future of the organisation, outlined below are the key attributes which are required for the role.

Essential:

- Commitment to the charity's objects, aims and values and a willingness to devote time to carry out responsibilities of the role.
- Strategic and forward looking vision in relation to the charity's objects and aims. Demonstrated ability to exercise sound, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Experience in balancing tact and diplomacy with willingness to challenge and constructively criticise.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- An understanding of the UK charity sector, good governance practices, Charity Commission and Companies House requirements, relevant legislations and statutory requirements, fundraising regulation and best practice.

Desirable:

- Knowledge of international development.
- A wider involvement with the voluntary sector.
- Experience of charity finance or charity fundraising.
- Experience of chairing trustee meetings.

Terms of appointment

- The expected time commitment is approximately 2 days per month to include the following:
 - 4 x Concern Worldwide (UK) Board Meetings plus an away day
 - 5 x Concern Worldwide Board Meetings, one of which is over 2 days.
 - Preparation for Board Meetings
 - ED Line Management Responsibilities
 - Other ad-hoc support as required
- Attendance at Trustee meetings can be virtual or in person, although there is an expectation of in person meetings at least once a year.
- The Chair can serve a maximum term of six years, with annual re-elections after year three, four and five.
- Board membership is not a remunerated position. However, expenses necessarily incurred in performing board duties will be borne by Concern (UK).
- The successful post holder will be required to sign a criminal records self-declaration form and complete a Basic DBS/AccessNI check.

Our Commitment to Equality, diversity and inclusion

As stated above, Concern Worldwide was born out of a need to act in the face of injustice.

We are an inclusive organisation that works with and supports a diverse range of people. We want this diversity to be reflected on our Board.

We welcome applications from anyone regardless of age, experience, sexuality, religion/beliefs, disability, ethnicity, heritage, gender, socioeconomic background or other differences.

Concern Worldwide (UK) is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.

If there is anything else you are concerned about or think we could provide, please let us know.

How to apply

The recruitment process is being supported by Inclusive Boards on behalf of Concern Worldwide UK. If you would like to apply, please supply the following by no later than 23.59 15/01/2023:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter. Please note that the covering letter is an important part of your application and we request that you respond to the person specification above and detail your motivations for applying.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

The preferred method of application is online at www.inclusiveboards.co.uk/opportunities

If you are unable to apply online please email your application to concern@inclusiveboards.co.uk

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This form will not be disclosed to anyone involved in assessing your application.

If you have any questions or would like to arrange a call to discuss the role please email concern@inclusiveboards.co.uk or call 0207 267 8369.

INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance.

Why Not Get in Touch?

If you think we can help to improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

If you aspire to work on a Board, you can sign up to become a candidate and be eligible for the latest opportunities as and when they become available.

