**Role Description**

**Non-Executive Director**

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| **Role summary – main purpose of the position:** |
| As a member of the Board, to further the organisation’s mission, manage its business, and make sure that it fulfils its statutory duties. As an individual, to fulfil the statutory duties of a Director. |

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| **Main duties:** |
| 1. **Shape the organisation’s mission and strategic direction.**
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| * + Shape and clarify mission and vision.
 |
| * + Participate in strategic and policy decision-making.
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| 1. **Monitor and improve performance.**
 |
| * + Oversee financial management; ensure appropriate risk management.
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| * + Monitor performance and ensure accountability.
 |
| * + Improve board performance.
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| 1. **Ensure leadership and resources.**
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| * + Ensure adequate financial resources.
 |
| * + Provide expertise, and access to people, for organisational needs.
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| * + Select, evaluate and develop Chief Executive.
 |
| * + Build and enhance reputation of the organisation.
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| 1. **Ensure accountability for activities to relevant parties.**
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| * + Ensure accountability to Supporters (members), as appropriate.
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| * + Ensure accountability to customers, as appropriate.
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| * + Ensure accountability to clients, as appropriate.
 |
| * + Ensure accountability to staff and volunteers, as appropriate.
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| 1. **Make sure that the organisation fulfils its statutory duties.**
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| * + Ensure that the organisation maintains full and accurate accounting records for each financial period.
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| * + Produce a Directors’ report and accounts for each financial year.
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| * + Ensure that all statutory documents are prepared and filed with the appropriate regulatory body as and when required.
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| * + Promote and ensure health and safety throughout the organisation.
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| * + Promote and ensure equity and diversity across the organisation.
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| 1. **Fulfil the statutory duties of a Director.**
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| * + Act within powers.
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| * + Promote the success of the organisation.
 |
| * + Exercise independent judgment.
 |
| * + Exercise reasonable care, skill and diligence.
 |
| * + Avoid conflicts of interest.
 |
| * + Not accept benefits from third parties.
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| * + Declare any interest in an existing or proposed transaction or arrangement.
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| **General expectations.** |
| 1. Work within the organisation’s mission and values.
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| 1. Contribute to organisational planning and development.
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| 1. Work in accordance with all policies and procedures of the organisation.
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| 1. Work in accordance with all relevant legislation.
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| 1. Contribute to the organisation’s marketing and publicity.
 |
| 1. Identify and do learning and development, as appropriate.
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| 1. Undertake any other duties appropriate to the role, as required.
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**Person Specification**

**Non-Executive Director**

| **Requirements** | **Essential/ Desirable** | **Method of Assessment** |
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| 1. **Skills and competencies**
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| 1. Ability to exercise independent judgement.
 | E | A / I |
| 1. Ability to constructively challenge and to contribute to the development of strategy and policy.
 | E | A / I |
| 1. Ability to scrutinise the performance of management in meeting agreed goals, and to monitor the reporting of performance.
 | E | A / I |
| 1. Ability to analyse financial information, financial controls and risk management.
 | D | A / I |
| 1. Ability to ensure leadership and resources, especially the Chief Executive.
 | E | A / I |
| 1. Good written and verbal communication and active listening skills.
 | E | A / I |
| 1. Good information technology skills.
 | D | A / I |
| 1. **Knowledge** – *type and depth*
 |  |  |
| 1. Knowledge and awareness of the areas and communities with which the organisation works, and their key issues.
 | D | A / I |
| 1. Knowledge of health and happiness, health and social care, or community development.
 | D | A / I |
| 1. **Learning and development** – *type and depth*
 |  |  |
| 1. Discipline to follow learning, development or training through to completion.
 | E | A / I |
| 1. **Experience** *– quality and relevance*
 |  |  |
| 1. Broad and varied life experience.
 | E | A / I |
| 1. Experience of making significant or difficult decisions about an organisation.
 | D | A / I |
| 1. Significant experience of running a social enterprise or a commercial business.
 | D | A / I |
| 1. Experience of working effectively as a member of a high-level team.
 | D | A / I |
| 1. Experience of one or more of these key areas: business planning; community; finance; governance; creativity and innovation; law; marketing; organisational development; people and workforce; regeneration; service quality and delivery.
 | E | A / I |
| 1. **Personal qualities and circumstances** *– essential and directly relevant to role*
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| 1. Strong desire to make the world a happier and healthier place to live.
 | E | A / I |
| 1. Ability to act honestly, reasonably and with integrity.
 | E | A / I |
| 1. Committed to promoting the core values of the organisation.
 | E | A / I |
| 1. Active commitment to equity and diversity.
 | E | A / I |
| 1. Able to contribute 4-6 hours per month to attend meetings and contribute.
 | E | A / I |

A = application form

E = exercise

I = interview

T = test