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## **Irise International Trustee with Experience of Operations**

### **Role Description**

An opportunity for an experienced professional to use their skills to support a fast-growing, innovative organisation working to create a world where no one is held back by their period.

#### **Background:**

*Irise's vision is a world where nobody is held back by their period. We deliver programmes and research in the UK and East Africa to enable young people and their communities to overcome menstruation related barriers.*

*We are a menstruation focused organisation- working with issues young people tell us are ways that their periods hold them back*

*We are a learning organisation- working to disseminate learning and transition successful programmes to partners who can support long term delivery. We champion innovative research and approaches working with a wide range of partners.*

We are a Charitable Incorporated Organisation (CIO) established in 2014 with a UK Team of 2 staff (with 10-30 volunteers at any given time and a student network across 3 campuses) and a Uganda Team of 10 staff (managing a community network of over 100 people). Our annual turnover will be between £150,000-200,000 in 2018 and is increasing year on year. We are currently working with academics at the University of Sheffield, the University of Leeds, the University of Coventry and Makerere University to undertake a combination of programme-based learning and research and were thrilled to receive our first DFID grant at the start of this year. Our team are actively involved in national and international working groups building a shared agenda to address the neglected issues menstruation poses for girls around the world.

#### **What are we looking for:**

Most importantly we're looking for dedicated professionals who want to help create a world where no one is held back by their period and who support Irise's ethos and approach.

Role of the trustee with experience of operations:

- Mentor, support and appraise the Head of Operations
- Support staff to build robust data management systems, monitor projects and manage the charity's operations.

Experience of:

- Ideally, operations management at a charity with a £200-500,000 annual turnover
- Project management, particularly remote management of international development projects including:
  - Production and monitoring of operational work plans and budgets
  - Training and building team capacity to work within monitoring systems and respond to the data shared



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- management and monitoring of budgets including analysis, reporting and action on variances
- monitoring of project performance against targets
- Analysis and modelling of project and financial data to aid internal decision making
- personal experience of menstruation related barriers in the UK, although not essential, would be an added benefit

### **Benefits:**

An opportunity for flexible, expert volunteering as part of a friendly international team.

### **The General Duties of a Trustee include:**

A full description of the essential duties of a trustee as outlined by the Charity Commission can be found [here](#). Generally, all trustees will:

- Ensure Irise International complies with its governing documents and other relevant legislation and regulations.
- Ensure Irise International meets the reporting criteria of the Charity Commission.
- Ensure Irise International pursues its objectives as outlined in the Constitution.
- Ensure Irise International works solely and exclusively in the pursuance of its objects.
- Act at all times in the interest of the people Irise International serves
- Work in the interests of Irise International and not for personal gain
- Report any serious incidents regarding the charity in-line with the charity commission guidelines.
- Participate actively in the work of the Board whose role is to give clear strategic direction of the Charity, approve budgets, identify goals, set targets, and evaluate performance against agreed targets.
- Define, review and update overall organisational policy and protocols e.g. child protection, staff conditions etc.
- Safeguard the good name of Irise International
- Ensure effective and efficient administration of Irise International, including robust financial management
- Ensure that all staff and volunteers are appropriately appointed, trained, supported and supervised.
- Ensure that the Board takes proper professional advice on matters in which it does not have competence.
- Represent and report back to the Board when serving on other bodies.

In addition to the duties defined above, trustees should use any specific skills, knowledge or expertise to assist the Board in making sound decisions. This includes:

- Scrutinising Board documents and papers
- Participating in discussions and disseminating accurate information
- Providing advice and guidance (based on individual specific expertise and experience) on projects and initiatives.



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### **Fundraising:**

It is only through everybody, from volunteers, to staff and trustees, actively supporting fundraising that Irise can continue to grow and deliver for vulnerable young people and their communities. Support can vary from ensuring fundraising remains an organisational priority to engaging with core supporters to make sure they know their support is appreciated to taking on a sponsored challenge.

We encourage potential trustees to consider how they could support fundraising at the very start of their involvement with Irise- all you need to bring is enthusiasm for the cause and a willingness to support, our team can help you do the rest.

**Time Commitment:** The board meet at least every 3 months, often virtually with a 1-2 in-person meetings a year. Meetings range from 1-4 hours. Expect to spend an average 1-2 hours a week on activities or meetings related to the role. The role is meant to be compatible with a full-time job and the aim is always for trustee input to be as time efficient as possible.

**Term:** Trustees serve a two year term which may be renewed by the board depending on the needs and desires of the organisation and the individual trustee.

**Expenses:** Trustees shall be reimbursed whenever possible for all reasonable travelling, subsistence and other expenses incurred in connection with their attendance at meetings or in carrying out any other duties or responsibilities of the role, but otherwise shall not be paid a remuneration.

**Recruitment process:** Please share your CV and a cover letter explaining why you would like to become a trustee of Irise International with [emily@irise.org.uk](mailto:emily@irise.org.uk) If you have questions about the role or would like to discuss in more detail before you apply please email [emily@irise.org.uk](mailto:emily@irise.org.uk) to arrange a time for a phone call. Initial interviews will be conducted on a rolling basis over skype. The deadline for applications is 31<sup>st</sup> October 2018.