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Irise International Chair of the Board of Trustees

Role Description

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| Remuneration: | The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed |
| Time commitment: | Four Board meetings per year. The Chair is also expected to have regular meetings with the Executive Director, and also represent the Charity at various events and meetings with key stakeholders. |
| Reporting to | Board of Trustees |

Objective

The Chair will hold the Board and Executive Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, and, where appropriate, challenge the Executive Director and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Executive Director.

Principal responsibilities

Strategic leadership

- Provide leadership to the Charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries
- Monitor the performance and impact of the Trustees in fulfilling their duties and responsibilities for the effective governance of the Charity
- Responsibility for the Board operating within its charitable objectives, and provide a clear strategic direction for the Charity
- Put arrangements in place so that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that it can take advantage of opportunities, and manage and mitigate the risks
- Responsibility for the Board fulfilling its duties to maintain sound financial health of the Charity, with systems in place to allow financial accountability



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Governance

- Responsibility for governance arrangements working in the most effective way for the Charity
- Developing the knowledge and capability of the Board of Trustees
- Encouraging positive change and, where appropriate, address and resolve any conflicts within the Board
- Appraising the performance of the Trustees and the Board on an annual basis
- Regularly refreshing the Board of Trustees incorporating the right balance of skills, knowledge and experience needed to govern and lead the Charity effectively, reflecting the wider population
- Working within any agreed policies adopted by the Charity

External Relations

- Act as an ambassador for the cause and the Charity
- Maintain close relationships with key influencers and stakeholders
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders
- Bring new relationships and opportunities to the charity and use personal and professional networks to support the charity's growth

Efficiency and Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Trustees should be fully engaged and decisions taken in the best, long-term interests of the Charity, the Board taking collective ownership
- Foster and maintain constructive relationships with and between the Trustees
- Work closely with the Executive Director to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees



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- Monitor that decisions taken at meetings are implemented.

Relationship with the Executive Director and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the Executive Director, as s/he is held to account for achieving agreed strategic objectives
- Support the Executive Director, whilst respecting the boundaries which exist between the two roles
- Maintain regular contact with the Executive Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Executive Director to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Executive Director in consultation with other Trustees
- Ensure that the Executive Director has the opportunity for professional development and has appropriate external professional support

Fundraising:

- Work with the Executive Director and Board of Trustees to ensure the charity has the resources it needs to realise its strategic objectives.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Terms

The charity's Chair will serve a three-year term.

Person Description

In addition to the qualities required of a Trustee of the Charity, the Chair must also meet the following requirements:

Personal Qualities

- Demonstrate a strong and visible commitment to the Charity, its strategic objectives and cause
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the Charity



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- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Experience of change management
- Experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues.

Experience of any of the following would be an added benefit:

- Prior experience working in East Africa or on girls' rights related issues in a low or middle income context
- Prior experience working on girls' rights related issues or in education in the UK
- Personal experience of menstrual related barriers or challenges
- Experience of public health research and the development of evidence based policy and programming

Background to the organisation

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.



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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.

Irise's UK office is based in Sheffield with current members of the board of trustees and advisors based in Sheffield and London. The board aim to meet in person at least once a year with other meetings conducted over skype.

Recruitment process

Please share your CV and a cover letter explaining why you would like to become the Chair of Irise International with 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 to arrange a time for a phone call. The deadline for applications is 31st Jan 2019.