

## **Opportunity to join the board of International Development Charity: ATE**

Action Through Enterprise (ATE) has an exciting opportunity to join the board of our dynamic, small international development charity working to reduce poverty in rural Ghana through access to education, small business development and inclusion for disabled children and families.

### **Overall purpose:**

As a member of the Board of Trustees, you will join those responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals, and be a force pressing for the organisation's fulfilment of its mission, targets and objectives, and regulatory guidelines.

### **Main Duties and Responsibilities**

- Act in the best interest of the charity, beneficiaries and future beneficiaries at all times
- Determine the overall direction and development of the charity through good governance and clear strategic planning.
- Approve the organisation's mission statement, annually assess the changing environment and review and approve the organisation's strategy
- Annually review and approve the annual budget and longer term financial goals
- Promote and develop the charity in order for it to grow and be assured that the organisational strength and staffing is equal to the requirements of the long range goals
- Ensure that the charity and its representatives function within the legal and regulatory framework of the sector, strive for best practice and add to public confidence in the charity.
- Maintain sound financial management of the charity's resources
- Approve major policies, appropriate salaries, terms and conditions of service for all staff, and major actions of the organisation, such as capital expenditure over authorised limits and major changes in activities and services.
- Review the results achieved in relation to the organisation's aims and objectives
- Regularly discuss with the Chief Executive and Board members on matters of concern
- Be a critical friend - provide candid and constructive criticism, advice, comments and praise
- Maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

### **Time commitment:**

The board meets three times per year in either Greater London or Wiltshire, once for a full day, preceded by dinner the night before, and twice for half a day. This requires time for prior reading and preparation, plus time spent on key actions assigned to you.

### **What are we looking for?**

We are looking to appoint a new trustee with an interest in poverty reduction in developing countries. Ideally someone who has lived and worked/volunteered in rural sub-Saharan Africa, though this is not essential given the right attitude to learn. Applicants should have demonstrated the ability to grasp and contribute to strategic thinking and be able to work collaboratively with others to help the charity to achieve its aims.

#### **Essential:**

- Based in West London or the Thames Valley corridor to ensure ease of transport to trustee meeting 3 times per year
- Enthusiasm, ability to work well as part of a team, and act as a critical friend
- Willingness to really understand ATE programmes, the context of the Upper West Region of Ghana, and the small international development charity sector

Desirable:

- Knowledge or experience of the small charity sector and governance
- Worked/volunteered in International Development in Ghana would be highly desirable
- Knowledge of disability, education and/or agriculture in the developing world
- Fundraising & networking skills

**What difference will you make? And what's in it for you?**

This is an opportunity to bring your skills, experience and expertise to a dedicated board of a small, vibrant charity. As a member of ATE's board you will be contributing to improving the lives of people living in the Upper West Region of Ghana and we encourage taking the opportunity to travel and engage in the programmes and witness the impact of the work. We have been steadily growing for nearly seven years, have recently undergone significant change and are excited to recruit a new trustee to bring vision and enthusiasm for the next phase. You will be a part of a team which will welcome your voice and opinion in guiding the ongoing development, strategy and governance of the organisation which is key to our success.

**To apply:** Please send a cover letter and CV to ATE's Chair of Trustees, Charles Gardner, at [charlesgardner@live.com](mailto:charlesgardner@live.com).

**Closing Date for applications:** Sunday 8<sup>th</sup> September 2019

**Interview Date:** Friday 13<sup>th</sup> September 2019