

# Vice Chair of Trustees



## **Are you looking for a new challenge and to make a difference in the world? We have an exciting opportunity to Join ATE's Board as Vice Chair of Trustees**

Action Through Enterprise (charity number 1149988) was cofounded in 2012 by the Chief Executive in post, and is an exciting, fast-growing small charity aiming to reduce poverty in Lawra, Upper West Region, Ghana. We deliver a range of innovative programmes through our strategic Hub Model which dovetails our work in education, economic development and support to disabled children to create sustainable long-term change in rural communities. We have a highly skilled team of committed employees, clear strategic direction, a track record of outstanding poverty reduction work and a robust financial history. We are an exciting and secure small charity.

**Position:** Vice Chair of Trustees

**Location:** Remote is possible for an outstanding candidate, but some in person meetings with the Chief Executive (based in ATE's UK Wiltshire office) and physical attendance at Board Meetings (in the UK - Wiltshire and London) would be advantageous

**Commitment:** 4 formal Trustee Board Meetings per year with prior reading, preparation and follow up actions. In addition, 2 to 3 days total per month to work with the Chief Executive and the Chair. Some availability during regular UK working hours is essential to provide the support needed to the Chief Executive

**Duration:** We're looking for individuals who can commit to our Board for a minimum of 2 years, preferably 4 years or more

**Remuneration:** This is a voluntary role

**How to apply:** We encourage potential candidates to speak with the Chair and Chief Executive prior to applying, to arrange this please contact Sarah Gardner on 07909091920 or [sarah@ateghana.org](mailto:sarah@ateghana.org). To apply, complete the Google Form at: <https://forms.gle/yRjh16dCLmxsAjyRA>

**Application deadline:** Friday 9th April 2021

## **Role Overview**

ATE is seeking a passionate, extremely capable person to join our well-established board of trustees as Vice Chair. This is a really exciting opportunity for a committed, knowledgeable leader to make a meaningful difference to our dynamic charity at a time of exciting development.

Vice Chair is a new role in ATE, focussed on strengthening ATE's strategic leadership, governance, external relations, efficiency and effectiveness. The creation of the role is an important part of ATE trustee succession planning, with the Vice Chair also serving as Chair-elect and line manager of the Chief Executive.

Candidates must demonstrate leadership skills and overall commitment and have a real interest in poverty reduction, be able to grasp and contribute to strategic thinking and be able to work collaboratively with others to help the charity to achieve its aims. A key aspect of this role is line management of the Chief Executive so experience in management of people is a must.

## **Overall purpose**

As Vice Chair of the Board of Trustees, you will be 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 to realise the fulfilment of its objectives, legal and regulatory guidelines.

## The Key Responsibilities

- Line management of the Chief Executive: performance management, regular meetings, coaching, support and challenge to ensure that ATE meets agreed objectives
- Support and, where appropriate challenge, the Chair in leading the Board of Trustees to ensure that the ATE staff team meets its overall objectives and that the Board fulfils its duties and responsibilities for the effective governance of ATE
- Lead board meetings if the Chair is absent
- Gain first-hand experience of ATE so that after serving as Vice Chair for 12 to 18 months, the Vice Chair is ready to become Chair
- Share, as a member of the Board of Trustees, responsibility for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals, and being a force pressing for the organisation to realise the fulfilment of its objectives, legal and regulatory guidelines

"ATE proved itself as an organisation resilient to the effects of the pandemic, so I can't wait to see what trustees and staff can collectively achieve in the coming years."  
Jenny Congrave, ATE Trustee

## Person Specification

### **Essential**

- \*Commitment and leadership skills, enthusiasm, ability to work well as part of a team, and act as a critical friend
- \*Experience of managing senior staff, coaching and supporting to get the best out of people
- \*Experience of growing an organisation, ideally in a leadership position
- \*Willingness to really understand ATE programmes, the context of the Upper West Region of Ghana, and the small international development charity sector
- \*Keen and able to visit Lawra, Upper West Ghana (the municipality within which we work) early in your term as a trustee. Ideally this would be in the first year
- \*An excellent relationship builder, able to network, fundraise and advocate extremely effectively for ATE

### **Desirable**

- \*Knowledge or experience of the small charity sector and governance
- \*Worked/volunteered in International Development or related fields

## Accountability

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: beneficiaries, staff, volunteers, supporters, donors, and the Charity Commission.

## Diversity of representation

We acknowledge that people of colour, women, people with disabilities, and people who identify as LGBTQIA+ (and other protected characteristics under the Equality Act 2010) are underrepresented in positions of power, leadership and influence within the charity and development sector. We also acknowledge that ATE would be stronger and more capable of amplifying the voices of small international development charities and the communities we serve, by ensuring diversity of representation, skills and experience. ATE is committed to equal opportunities. However, you identify, we would like to hear from you. Prior trusteeship and charity leadership experience is not required.

## Why be a Trustee at ATE?

This position is an opportunity to:

- Strengthen and grow a fantastic small charity
- Make a significant difference to the lives of people in Lawra
- Work with an inspirational team of extremely passionate people
- Learn about the strategy/management side of charities, and international development
- Utilise your experience and skills within the voluntary sector