

the
overseas
disability
charity

cbm
together we can do more



Chair of Trustees Recruitment Pack



An introduction from our Chair

Thank you for your interest in the position of Chair of Trustees at CBM UK. CBM is the world's largest international Christian disability organisation, reaching out to over 30 million people in more than 60 countries worldwide, with or at risk of disability in some of the poorest communities of the world.

In September 2015, world leaders agreed Agenda 2030, an ambitious new set of development goals. After much campaigning, we were delighted to see explicit recognition in the new Sustainable Development Goals that people with disabilities must not be forgotten. The challenge now is to ensure that these ambitions become action. So we'll continue to work alongside disabled people in the world's poorest communities, and ensure they have a voice that can't be ignored.

As one of the world's richest countries, we mustn't turn our backs on the world's poorest people. While major progress has been made in tackling extreme poverty, people still go blind because they can't afford an operation, lives are still blighted by lack of food or water, and children still grow up without going to school. And these are all more likely if you live with a disability. If you are interested in this exciting role and wish to discuss this opportunity in more detail please contact CEO Kirsty Smith on kirstys@cbmuk.org.uk or by phoning 01223 484700.

Jan Flawn CBE

Chair of Trustees CBM UK

CBM UK

About us

For over 100 years, CBM has been making life-changing differences to the lives of the world's poorest people. In 1908 Pastor Ernst J. Christoffel founded a home in Turkey for blind and orphaned children. Our work has since widened from serving people with visual impairment to increasing access to healthcare, education and livelihoods for all people with disabilities. CBM UK is a member of the CBM federation which links 11 member organisations around the world. CBM UK was founded in 1996 in order to build a support base in the UK and to raise funds and profile for the federation's work around the world. Today CBM UK is much more than that, increasing the capacity of the CBM federation to have an impact through programmatic expertise, advocacy and campaigning, and networking with actors in the charitable, private and public sectors. CBM UK is an independent charity registered with the Charity Commission and based in Cambridge. CBM UK has a portfolio of projects in 17 low and middle income countries supporting 29 life-changing projects, with a growing supporter base of over 100,000 people and organisations, and an increasing number of statutory funders who helped us to raise £7m last year.

Our Vision and Values

Our Vision

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential

Our Mission

To transform the lives of disabled people in the world's poorest communities. Driven by Christian values, we work with disabled people to break down barriers by delivering practical support, improving policy and practice and inspiring the people of the UK to act.

Our Values

- Challenging injustice
- Making every action count
- Embracing partnership
- Living with integrity

CBM UK Strategy (2015-2019)

CBM recognises that disability and poverty are inextricably linked in a cycle. Disability often contributes to and deepens poverty on an individual, family and community level, and poverty increases the risk of disability. Disability cannot be addressed without also addressing the poverty that causes or exacerbates it.

CBM UK's strategic framework, *Through the Roof*, seeks to transform the lives of people with disability by breaking this cycle not just with prevention and treatment of disabling conditions, but also by working to ensure that people with disabilities are more able to exercise their rights to livelihoods, to health, to education, to decision-making and to full participation in their communities.

Through the Roof, which builds on the CBM International Global Strategy, sets out CBM UK priorities until 2019:

- **more people with disabilities living in the world's poorest countries will experience positive and lasting change**
- **UK policy and practice will increasingly support sustainable change for people with disabilities**
- **our target audiences will grow and be increasingly engaged**

As the Chair of Trustees you will play a role in the oversight and development of the new CBM UK strategic framework 2019-24 through which we want to build a more inclusive society where people with disabilities can actively participate and increasingly influence at local, national and international level. It is vital that we provide not only targeted support but also try to effect change in the structures and systems that make and keep people poor and marginalized. CBM UK has the potential to influence decision makers in the UK government and in key thought leaders and activists such as funders, mainstream INGOs and academic institutions. We will seek to contribute to advocacy and policy development in the UK and to promote disability-inclusive practices among our strategic partners in order to increase the potential for greater equality of opportunity and equitable outcomes for people with disabilities.

Governance

CBM UK is a private company limited by guarantee that is registered as a charity with the Charity Commission of England and Wales, and the Office of the Scottish Charity Regulator. There are presently eleven directors on the Board of CBM UK, who together offer experience from a range of fields including global health, international development, economics, law, financial services, business and management. These directors act as the Trustees of CBM UK, and as such they have ultimate responsibility for ensuring the good governance of the organisation. The Board takes this responsibility seriously, ever mindful of the imperative to deploy CBM UK's resources as responsibly and effectively as possible in the service of people with disabilities in the poorest countries of the world.

The Board is responsible for ensuring that CBM UK remains financially sound, and that its funds are properly deployed in the furtherance of the organisation's objects and in compliance with all relevant legal and regulatory requirements. As CBM UK is a member of a global federation, the Board also has a role in scrutinising the deployment of CBM UK funds through the federation. More broadly, the Board plays an important part in shaping the underlying strategies that inform the deployment of CBM UK's resources, both at the UK level and at the global CBM federation level (including by nominating one Trustee of the Board to sit on the Supervisory Assembly).

The Board delegates the day-to-day management and operation of CBM UK to the CEO (Kirsty Smith) and through her to the staff team. The Board has responsibility for supervising the performance of the CEO, and does so primarily through a combination of periodic reporting requirements (the CEO typically delivering a report for each board meeting), regular meetings between the CEO and Chair, and an annual 360 degree appraisal.

Board meetings are held 4 times per year. Meetings are split between Cambridge and London. The Board also has a number of committees that meet between Board meetings. These include the Finance and Audit Committee (oversees all systems, controls and processes that may have an impact on CBM UK's ability to meet its objectives, including external audits, risk management and legal compliance), the Programmes Committee (responsible for keeping under review the programmes of the organisation, including identifying funding opportunities, and ensuring programmes adhere to strategic aims), and the Governance Committee (responsible for governance oversight, Board performance, training and development, and managing the recruitment of Trustees).

Between Board meetings, there is typically ongoing contact between the Board and the CEO. This contact may be for the purpose of noting the achievement of an anticipated milestone, or to report the emergence of an issue that the Board ought to be consulted on. Trustees work diligently to respond promptly to such issues when they arise.

Role Profile

Role:	Chair of Trustees
Time Commitment:	Approx 15-20 days p.a. with annual travel to Germany and the opportunity for occasional travel to CBM projects
Remuneration:	The role of Chair does not attract any financial remuneration, though all reasonable expenses will be reimbursed
Location:	Flexible but able to attend meetings in London and Cambridge
Term:	3 years initially with the possibility of a further term
Reporting to:	The Board

Purpose

- To provide leadership to the Board of Trustees, enabling them to fulfil their responsibilities for the overall governance and strategic direction of CBM UK
- To work in partnership with the Chief Executive Officer (CEO) to ensure that Board decisions are acted on and that CBM UK is managed in an effective manner
- To act as a member of any sub-committees and/or working groups to which they may be appointed;
- To represent and promote CBM UK to internal and external stakeholders.

Specific Duties

Governance

- Leading the Board in its responsibility for strategic vision and direction
- Chairing and facilitating Board meetings, ensuring the range of members is heard, consensus is reached or appropriate decision making process is undertaken
- Bringing impartiality, accountability, transparency and objectivity to decision making
- Giving direction to Board policy-making
- Together with the CEO, planning the annual cycle of Board meetings

- Together with the CEO, setting agendas for Board meetings
- Monitoring that decisions taken at meetings are implemented
- Making decisions on behalf of the Board in matters of urgency between Board.

Performance

- Liaising with the CEO to develop the skills of the Board of Trustees, carrying out succession planning and recruitment to the Board and ensuring that the Board contains the right mix of diverse perceptions and professional skills and knowledge
- Facilitating change and addressing conflict that arises within the Board and within the organisation liaising with the CEO to achieve this
- Taking lead responsibility on behalf of the Board for the relationship with the CEO and holding him/her to account for the implementation of plans and adherence to policy
- Leading the process of recruiting, managing and appraising the performance of the CEO
- Liaising with the CEO to keep an overview of the organisation's affairs
- Supporting the CEO in the management of CBM UK.

Communications

- Liaising with the CEO to ensure good communication with staff
- Ensuring the Board sets policies for, and fulfils its responsibilities in, appointment, disciplinary and grievance procedures.

Organisational representation

- Representing the organisation externally and acting as a spokesperson with strategic partners, donors and key supporters as appropriate
- Acting as a key point of contact with CBM International and the Boards of other CBM Member Associations.

Person Specification

Experience

- Experience as a trustee or chair of a Board, preferably in the NGO sector
- Professional experience in a discipline that is complementary to the skill-sets of the Board (currently particularly seeking expertise in business or politics)
- Experience of successfully using influence to bring about a result for an organisation or cause
- CBM UK is an equal opportunities employer and particularly welcomes applications from people with disabilities.

Integrity

- Commitment to the organisation and its core values
- Impartiality, fairness and the ability to respect confidences
- A Christian or strongly sympathetic to CBM's Christian ethos, and willing to sign up to CBM's statement of integrity
- Good, independent judgement.
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to devote the necessary time and effort according to the needs identified by the CEO.

Inspiring

- Strategic vision
- Leadership skills
- Ability to think creatively.

Collaborative

- Ability to work effectively as a member of a team
- Tact and diplomacy
- Good communication and interpersonal skills.

Well-networked

- Strong connections in the private and/or government sectors and willing to draw on these connections to open doors for the organisation
- Preferably knowledge of the type of work undertaken by CBM UK and a wider understanding of the voluntary sector.

How to apply

Applications in the form of a CV and a covering letter are invited, please send to Trena Battams at trenab@cbmuk.org.uk.

If you wish to discuss this opportunity in more detail, please contact CEO Kirsty Smith on kirstys@cbmuk.org.uk or by phoning 01223 484700.

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