# **Non-Executive Director role description**

**Commitment:** Approximately 2 days (15 hours) per month for a tenure of 2 years.

**Terms**: Voluntary role, all authorised travel expenses will be reimbursed.

**Location**: Hull and East Riding.

**Experience**

Working for Health is building a balanced board and will be looking for complementary skill sets and experiences among new non-executive directors.

We are an equal opportunities employer and welcome applications from all suitably qualified persons. However, as women and black and minority ethnic groups are currently under-represented on our Board, we would particularly welcome applications from these sections of our community.

We are looking to utilise the skills and knowledge of individuals who have experience in finance, funding applications, legal or marketing and are keen to develop their skills further in these areas. This could be a development role for the right candidate.

All our non-executive directors will have integrity, strategic vision and excellent judgement as standard. In addition, we are looking for candidates with an independent mind-set, the ability to provide constructive external challenge and a naturally collaborative style.

**Responsibilities**

Our board of directors together will:

* Ensure that the board acts in the best interests of the CIC and its community at all times and not on behalf of any constituency or interest group.
* Promote the long-term success and sustainability of WfH.
* Constructively challenge and help develop proposals on strategy and oversee the long term strategic direction for the organisation.
* Support the development of a culture in line with the WfH’s vision, mission and values.
* Ensure the CIC is managed efficiently, effectively and in accordance with the requirements of the law, relevant regulation and best practice.
* Ensure an effective business plan and budgets are in place with clear and challenging objectives.
* Scrutinise performance to ensure the organisation is meeting agreed goals and objectives.
* Monitor the reporting of performance.
* Ensure that financial information is accurate and satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust and defensible.
* Fulfil their duties under company law and uphold high standards of integrity and probity and support the chair and the other directors in instilling the appropriate culture, values and behaviours in the boardroom and beyond.
* Insist on receiving high-quality information sufficiently, in advance of board meetings.
* Serve on the board and its other sub-committees as required and in accordance with the relevant terms of reference.
* Devote time to developing and refreshing your knowledge and skills.
* Non-executive directors may also be asked to represent Working for Health at public and stakeholder events.

# **Person Specification**

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| **Essential** | **Desirable** |
| * An understanding and belief in the value and importance of Working for Health’s aims and objectives * Clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of non-executive directors * Strategic vision and the ability to understand complex strategic issues * Independent mind-set and the ability to provide constructive external challenge * Strong business and financial acumen * Able to effectively represent the company in external relationships * Sound, independent judgement, common sense and diplomacy * Highly developed interpersonal and communication skills * Able to build trust, act with integrity and be relied upon * Creativity of thought and problem-solving skills * Sufficient time and commitment to fulfil the role | * Senior/ middle management level experience * Experience in a not-for-profit and other third sector organisation * Sound understanding of financial management, company accounts and budget management * A proven track record of leading sustainable, commercially viable business growth and development |

**How we work**

**Confidentiality**

In the performance of the duties, the post-holder may have access to confidential information relating to service users, staff and volunteers, and the organisation. All such information is to be regarded as strictly confidential and may only be divulged to authorised persons in accordance with the policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**Health and Safety**

The post-holder will assist in promoting and maintaining their own and others’ health, safety and security as defined in the Health & Safety Policy.

**Safeguarding**

Working for Health is committed to safeguarding and promoting the welfare of children, young people and Adults at Risk and we expect all staff and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process and the successful applicant will be required to undertake annual Safeguarding training and an enhanced criminal record check.

**Equality and Diversity**

The post-holder will support the equality, diversity and individual rights: acting in a way that recognizes the importance of people’s rights; respecting people’s privacy, dignity, needs and beliefs; and behaving in a manner which is welcoming, non –judgemental and respectful of circumstances, feelings, priorities and rights.

**Personal/professional Development**

The post-holder will participate in the training programme implemented as part of this employment, participate in a Personal Annual Development Review and take responsibility for own development, learning and performance.

**Applications**

To apply for this post please send a CV and a cover letter outlining how you meet the person specification and why you would like to volunteer with us.

Applications can be sent by email to [diane@workingforhealth.co.uk](mailto:diane@workingforhealth.co.uk)

Or by post to:

Diane Heaven

Working for Health CIC

The Station

Station Road

Cottingham

East Yorkshire

HU16 4LL

For more information on the role, please contact Diane on 01482 242808