

ibt

international
broadcasting
trust

**Chair of Trustees
Application Pack**

IBT Chair of Trustees

The International Broadcasting Trust wishes to recruit a new Chair to take over the organisation from April 2019. The present Chair, Marie Staunton, is stepping down after 4 successful years in the post. IBT has a strong Board and a highly effective group of Trustees. They work to support our longstanding and respected Director and determine the direction of the organisation. We require a Chair who has the ability to lead and facilitate discussions so that all Trustees and senior staff can contribute effectively to the strategic direction and decision making of IBT.

IBT works with the media and UK INGOs to ensure that UK audiences remain engaged with global issues. Our vision is a world in which the media is a force which enables all people to be active global citizens so that their actions can make a difference. Our mission is to ensure that people in the UK will have access to more and better coverage of the world and will be able to find it easily through their favourite media. IBT focusses on three areas: advocacy, research and capacity building.

Further information about IBT can be found at www.ibt.org.uk

Remuneration: The role of Chair is not accompanied by any financial remuneration.

Location: IBT is London based and Board meetings take place within London.

Time commitment: The role involves chairing the IBT Board of Trustees, which meets four times a year; providing strategic and other guidance to the Director on a regular basis; and acting as ambassador for the organisation.

Reporting to: Board of Trustees

Objective

The Chair will hold the Board of Trustees and Executive Team to account for IBT'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 IBT. The Chair will also support, and, where appropriate, challenge the Director and ensure that the Board of Trustees functions as a unit and works closely with the executive of IBT to achieve agreed objectives. He or she will act as an ambassador for the organisation.

Principal responsibilities

Strategic leadership

- Provide leadership to IBT and its Board of Trustees
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of IBT
- Ensure that the Board of Trustees operates within its charitable objectives, and provides a clear strategic direction for IBT
- Ensure that the Board of Trustees is able to review regularly major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board of Trustees fulfils its duties to ensure the sound financial health of IBT, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for IBT
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate, address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead IBT effectively, and which also reflects the wider population, and membership
- Work within any agreed policies adopted by IBT

External Relations

- Act as an ambassador for IBT, and encourage Trustees to do likewise, particularly through social media channels

Efficiency and effectiveness

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

Relationship with the Director and the wider executive team

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

Person Specification

We are looking for a dynamic individual with the following:

Personal Qualities

- Demonstrate a strong and visible passion and commitment to IBT, its vision, mission and strategic objectives
- Personal gravitas to lead a significant evidence based influencing organisation
- 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 IBT
- 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 International Aid or Development organisation
- An understanding of the changing nature of aid and development
- A thorough understanding of the role the media plays in engaging the public with global issues
- A strong strategic approach
- 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 and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the International Aid and Development 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
- An understanding of social media and an ability to use it would be an advantage
- A broad understanding of how the media in all its forms can be influenced

Terms

The charity's Chair (and board members) will serve a three-year term to be eligible for re-appointment for one additional term (6 years maximum).

To apply

If you wish to find out more information about this role or talk informally about it, please contact the IBT Director Mark Galloway (mark@ibt.org.uk). Written applications should include a CV and a short statement about why you wish to lead IBT.

These should be sent to the IBT Director by 5pm on Monday November 19th.

Interviews will take place at the beginning of December 2018, carried out by a sub-committee panel from the Board of Trustees. Appointment will be made by the full Board Trustees based on recommendation from the sub-committee. It is intended that the Chair elect will join the January 2019 Board meeting as an observer and assume the role of Chair from start April 2019.