



# Candidate Brief

Brief for the position of:

**Chair, Board of Trustees**

**UCanDoIT**

*August 2017*



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| Remuneration:    | The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.    |
| Location:        | 1 Taylors Yard, 67 Alderbrook Road, London  |
| Time commitment: | Four meetings per year, monthly meetings with CEO/ Board calls, attendance at other events and meetings as required |
| Term:            | Three years with up to two further terms to a maximum of nine years   |
| Reporting to:    | Board of Trustees   |

## Background

UCanDoIT is an award-winning charity which provides IT training for disabled and elderly people in their own homes. UCanDoIT was started in 1998 by founder Anthony Wigram, and has since given training to nearly 5000 people. The charity has greatly changed the lives of many isolated and lonely people, helping many to communicate more with friends and family and participate in local and national affairs, as well as increasing opportunities for getting employment.

The charity also provides refurbished computers and equipment. Training is carried out by a dedicated team of freelance tutors. Learners usually receive an Assessment and up to 10 training sessions of 1.5-2 hrs each.

UCanDoIT's income over the last five years averages £350,000 with funding coming from donations from charitable trusts and individuals and, previously, contracts.

Access to the world of technology is a place we take for granted today and has become a crucial tool in how we interact, connect and perform in our daily routines. Many disabled and elderly people do not have access to the skills they need to also be a part of this world. By joining the Board of UCanDoIT, you can help the charity meet its growth ambitions and help to enable every disabled and elderly person gain access to IT training and own their own computer.

## Governance

The Board has eight Trustees who meet four times a year. The meetings usually start at 6.00pm. These are held either at the head office or in a central London location. In addition, Trustees hold a monthly conference call.

There are two Sub-Committees: Audit and Risk Committee, and Remuneration and Nomination Committee, chaired by trustees.

UCanDoIT is a registered charity in England (1070571) and Scotland (SCO39535).

The staff comprise a Chief Executive; a part-time freelance Finance Manager; a full-time Operations Manager; a full-time Administrator and a part-time Fundraiser.

UCanDoIT rents a head office at 1 Taylors Yard, 67 Alderbrook Road, London, SW12 8AD.

## Trustees

### **Dr Michael R Taylor CEng MPhil PhD FRAeS FIET FBCS – current Chair**

Michael was appointed Chair of UCanDoIT in 2014 and has a passionate belief in the power of technology to increase the quality of life of all people, particularly those with disabilities. He has also been Chair of the accessibility charity AbilityNet, since 2009.

### **Catherine Walker – Vice Chair and Marketing Lead**

With over 25 years' experience in technology marketing, Catherine leads the development and delivery of Vodafone's digital and marketing operations globally. She is a strong believer in the value of achieving long term diversity at all levels in business.

### **Robert Holl – Treasurer and Chair of the Audit and Risk Committee**

Robert has a breadth of financial experience from roles in both the corporate and non-profit sectors. He is currently an Investment Manager at the Wellcome Trust, a global charitable foundation, and previously trained as a chartered accountant at Deloitte.

### **Julie Walmsley – Chair of the Remuneration and Nominations Committee and HR Lead**

Julie is Head of HR for the Global Asset Management business at HSBC. Julie has over 30 years of HR experience across a number of sectors and is committed to finding ways to support people to realise their potential.

### **Andreas Haimboeck-Tichy – Fundraising Lead**

Andreas is director of Health(care) and Life Sciences at IBM UKI and became a trustee in 2013. He brings 20 years IT industry experience and a passion about the positive impact IT can have in creating opportunities and enhancing individual lives.

### **Jessica Coelho**

Jessica is a Senior International HR Partner at Farfetch - a fashion-tech Company, and has generalist HR experience gained from different sectors and countries. Having partnered with technology and digital functions in her career, she's excited about tech innovation, and more importantly, developing people through technology; she believes that all should have access to these skills, as the digital world advances and as we strive to be an inclusive society.

## **Inga Lukseviciute**

Inga is a senior compliance officer with solid experience in corporate banking, asset management and associated disciplines. She currently works with Itau BBA International. Prior to this, she held an advisory position at JP Morgan Chase, Private Bank.

## **Suzanne Timmons**

Suzanne is a Director of Operations at Google managing Google's global IT support. Suzanne began her early career working in assistive technology and got to see first-hand how technology can dramatically change daily life for the blind and low vision. As a trustee, Suzanne is eager to influence how technology can become more accessible for all.

# Role Description

As Chair of the Board of Trustees you will run the Board, while the CEO runs the charity. In practice this means that the Chair is accountable for guiding the Board of Trustees to set the strategic direction of UCanDoIT while ensuring that key decisions are made, recorded and actioned.

The CEO and the Team are accountable for the details involved in delivering the strategic outcomes set by the Board.

## **Your responsibilities**

### **Strategic leadership**

- Provide leadership to the charity and the Board to ensure everyone fulfils their duties and remains focused on the delivery of UCanDoIT's strategy, vision and charitable purposes
- Liaise with, support and guide the chief executive with regard to UCanDoIT's overall affairs
- Responsible for the recruitment, selection and appointment of Trustees.

### **Team leadership**

- Establish strong and constructive working relationship with the Chief Executive and the Board of trustees, holding accountable for each of their roles and responsibilities
- Lead the review (with regular check-ins) of the performance of the Board as a whole and the trustees individually, to foster a collaborate and effective team. Refresh skills where required.
- Develop the knowledge and capability of the Board of trustees including induction, training, appraisal and succession planning
- Lead the process of supporting and appraising the performance of the chief executive
- Develop the Board of trustees including induction, training, appraisal and succession planning
- Provide leadership with regard to the trustees' commitment to Board renewal and succession management

- Sit on appointment and disciplinary panels
- Address conflict within the Board and within the organisation, and liaise with the chief executive to resolve.

### **Efficiency and governance**

- Plan the annual cycle of Board meetings (and general meetings where required)
- Chair and facilitate Board meetings, monitor decision making, ensuring decisions taken at meetings are impartial and objective
- Ensure that trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Ensure accurate, timely and clear information to trustees
- Review implementation of decisions and ensure that the organisation runs in accordance to the decisions made
- Give direction to Board policy-making.

### **External relations**

- Act as an ambassador for the charity
- Develop close relationships with key members of the Government and with key influencers
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders
- Design and implement an effective communication strategy that includes the needs of staff, beneficiaries and other stakeholders
- Act between full Board meetings in authorising action needed, e.g. banking transactions and legal documents.

The Chair is also subject to the general responsibilities of a trustee detailed below.

### **You'll bring to the role:**

- An interest and passion for the work and purpose of the charity
- Proven experience of operating in a senior, strategic leadership level in an organisation
- Proven experience of charity governance, committee work (preferably in voluntary sector) and chairing meetings
- Proven leadership skills with the ability to coach and guide a diverse group, to build an effective team
- Time to commit to effectively fulfil responsibilities of the role
- Champion of change, always seeking to review and improve success
- Strong financial acumen
- Able to facilitate decision making to steer time and relevant decisions
- Tact and diplomacy
- Good communication and interpersonal skills, comfortable in an ambassadorial role
- Strong networking skills, to use for the benefit of the charity
- Impartiality, fairness and the ability to respect confidences.

## Main Trustee responsibilities

The Board of Trustees are jointly and individually responsible for the overall governance and strategic direction of the charity; its financial health; the probity of its activities; and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Trustees have a number of formal responsibilities including:

- Ensuring that UCanDoIT fulfils its legal responsibilities as laid out in its Articles of Association, as a company limited by guarantee and as a charity registered in England and Wales and Scotland;
- Ensuring that UCanDoIT pursues its objects as laid down in the Articles of Association and that its assets are used exclusively in pursuit of these objectives;
- Approving the annual returns submitted to the Charity Commission and the Scottish Charity Regulator;
- Overseeing the development of strategy and approving the strategic direction and policies for UCanDoIT;
- Monitoring the performance of UCanDoIT against agreed key objectives;
- Ensuring that UCanDoIT remains financially viable and that the financial and reputational risks to which it is exposed are appropriately monitored;
- Ensuring that the Risk Register is actively managed and regularly reviewed;
- Agreeing the annual operating budget and monitoring financial performance in-year;
- Supporting the Chair in ensuring that UCanDoIT is following best practice in both charity governance and business management; and,
- Providing expertise and insight into key issues.
- Trustees must act at all times in the best interests of UCanDoIT. They must avoid situations where their personal or other interests conflict with the interests of UCanDoIT and must not profit from their role. In carrying out their role, Trustees have a duty of care to act reasonably and prudently and have a higher duty in areas of their own expertise.

In addition, the Chair, with other Trustees, holds the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these;
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements;
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as the various statutory duties, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

The above list of duties is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

## Terms of Appointment

- The initial appointment is for a three-year term, but can be extended for a further two terms up to nine years;
- There are usually four Board meetings each year with monthly teleconferences with the Board, regular meetings with the CEO, engagement with trustees outside of meetings and attendance at meetings and events;
- This position is unremunerated; however reasonable travel expenses are eligible for reimbursement (by receipt).

## How to Apply

Application is by CV and cover letter. The covering letter should address your personal interest in the role, and how your experience meets the Role Description. Please include details of two referees who will not be contacted until an offer of appointment is made.

Applications should be emailed to [Samantha.barber@ucandoit.org.uk](mailto:Samantha.barber@ucandoit.org.uk)

The closing date for applications is **Friday 15th September**. Shortlisted candidates will be invited to speak with the UCanDoIT current chair, Michael Taylor, and Samantha Barber, CEO, separately, as part of the selection process during the weeks of 25 September and 2 October. Formal interviews will take place in Balham in the weeks commencing 9 or 16 October. Candidates should please advise of any dates during those weeks that are really not convenient for interview.

Please note that appointment is subject to satisfactory references and due diligence checks.

## Further information and queries

If you would like to have an informal conversation about this opportunity, please email Julie Walmsley [juliewalmsley@talktalk.net](mailto:juliewalmsley@talktalk.net) to arrange a time.

*UCanDoIT are an equal opportunities organisation; we hire based on skills and experience regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.*