



ROLE DESCRIPTION

Director (Spectra CIC) & Trustee (Spectra CIO)

Post details

Job Title: Director (Spectra CIC) & Trustee (Spectra CIO)

Introduction

Spectra is a Community Interest Company (CIC), incorporated March 2012, with a core purpose of working to improve the choices, health and well-being of communities across London; particularly in relation to their sexual health, emotional resilience and wellbeing, and to combat isolation and risk.

Under the steer of its Chief Executive, Karen Skipper, and its Board of Directors, Spectra's outstanding staff team provide supportive; knowledgeable; non-judgemental services, which are all peer led; meaning they are delivered by people from the communities we work with themselves. Spectra strives in being proactive in identifying the needs of all its clients, and supporting them.

Prior to our incorporation as a CIC, these services were delivered for 16 years under our previous organisational name of West London Gay Men's Project.

Spectra CIC is also aligned in vision and purpose with its Charitable Incorporated Organisation (CIO) so that we may make a maximum contribution and investment into the communities we serve.

We are now seeking suitably experienced and enthusiastic individuals to join our Board as Directors of the CIC and/or Trustees of Spectra Charity.

If you feel passionately about addressing inequalities and have an ethos aligned to our mission to support and empower people, we would love to hear from you.

Applications from people of trans experience and people of Black, Asian or Minority Ethnicity are particularly encouraged.

Main Purpose of the Role

Primarily the purpose of this dual role, as both a Director of Spectra Community Interest Company (CIC) and Trustee for Spectra Charitable Incorporated Organisation (CIO), is to ensure that each entity delivers for the public good within their respective statutory and regulatory obligations. In doing so you will be expected to provide both constructive scrutiny and challenge in oversight of the Chief Executives role and delivery; and to offer guidance and advice to your fellow Directors and Trustees stemming from your own area of expertise and experience.

You will be asked to support the Chief Executive and your fellow Directors & Trustees in:

- Developing, establishing and monitoring the Strategic Plan;
- Providing the Boards and the Chief Executive with guidance and advice;
- Taking a leadership role for one or more pieces of work to secure the outcome sought.

Specific Responsibilities and Tasks

The Board has identified, through an analysis of the skill sets of its current Directors and Trustees against the priorities of the two entities, that it has particular needs in areas of:

1. Legal

Primarily to identify and provide knowledge and skills in the management of legal risks, in particular those relating to (i) Data Governance; (ii) Charity Governance; and (iii) Agreement/contract/licence Reviews.

For the avoidance of doubt; this is not to provide legal counsel to the CIC or CIO, and as such you will not be expected to carry sole responsibility for legal issues, but to hold a lead focus role at board level and specific review of related documentation

In addition, a general risk management perspective on policies and procedures would be helpful.

2. Financial

Primarily to identify and provide knowledge and skills in the management of financial oversight, in particular those relating to (i) Audit; (ii) CIC and/ or CIO Governance; and (iii) budgeting.

For the avoidance of doubt; this is not to act for the organisations as a financial director or financial auditor, and as such you are not expected to carry sole responsibility for financial issues, but to hold a lead focus role at board level and specific review of related documentation. Please note that Spectra's accountants are Canteloves Ltd, who provide our bookkeeping and accounting functions, providing management accounts and annual accounts as appropriate.

In addition, a general risk management perspective on financial policies and procedures would be helpful.

3. Governance

Primarily to identify and provide knowledge and skills in the overall governance. In particular we would be delighted to hear from individuals with one or more of the following specific skills/ experience (i) charities oversight; (ii) managing assets; and (iii) human resources.

For the avoidance of doubt; this is not to act for the organisations as a human resources director or other executive function, and as such you are not expected to carry sole responsibility for such issues, but to hold a lead focus role at board level and specific review of related documentation.

In addition, a general risk management perspective on resource and staffing policies and procedures would be helpful.

Specific Knowledge & Skills

Above all we are looking for people with sound governance and organisational skills, sitting alongside a passion for ensuring Spectra continues to develop its expertise and reach in its objective to empower people who are marginalised (through their sexuality or otherwise) though you do not need to identify yourself as of any particular peer group.

In general terms Directors and Trustees are expected to:

- Know their own limits of skills, competences and responsibilities; and work within them.
- Identify, assess and support the management of organisational risks and strategy.

- Show good project and management skills and a commitment to progressing the delivery of Spectra’s vision and objectives.

As outlined, the Board has identified some key needs and as such specific knowledge and skills aligned to those priority areas are set-out here:

1. Legal
Ideally we are seeking a qualified lawyer, with a background as or experience aligned to a ‘General Counsel’ role; though for the avoidance of doubt the person does not need to be currently in such a position, but be someone who could take on this type of role.
2. Finance
We would be delighted to receive applications from individuals who are qualified accountants, and in particular those with knowledge and experience of either corporate or charitable financial governance; though for the avoidance of doubt the person does not need to be currently in such a position, but be someone who could take on this type of role.
3. Charitable Sector Governance
We would particularly welcome applications from individuals with a background in the areas of resource management/ allocation and human resources; though for the avoidance of doubt the person does not need to be currently in such a position, but be someone who could take on this type of role.

Spectra Standards

Equal Opportunities

Spectra has a strong commitment to achieving equality of opportunity and expects all Directors/ Trustees, Employees and Volunteers to implement and promote its policy in their own work.

Health and Safety

Spectra is committed to a healthy and safe working environment and expects all its Directors/ Trustees, Employees and Volunteers to implement and promote its policy in all aspects of their work.

Confidentiality and Data Protection

Spectra is committed to maintaining protection of data and privacy of staff and clients. It expects all Directors/ Trustees, Employees and Volunteers to handle individuals’ personal information in a sensitive and professional manner; whether the data in question is in relation to clients and the communities we serve, external stakeholders, or staff. All Directors/ Trustees, Employees and Volunteers are under an obligation never to seek or gain accesses to information they are not authorised to have. All staff and Board members are bound by Spectra’s Code of Conduct.

Systems

To use Spectra computers and other technology as directed to ensure their full and proper use and to undertake any necessary training.

Signature – Director/ Trustee

Signed:.....

Dated:.....

The duties of this post will change over time and will be reviewed and amended as necessary.

DIRECTOR/ TRUSTEE SPECIFICATION

No	Criteria/Competences
	Knowledge/ Abilities/ Skills
1	Able to assess risk and assign strategic priorities.
2	Able to formulate and develop strategic plans.
3	Ability to assess performance based on complex, multi-factorial data
4	Good financial acumen
5	Good commercial acumen
6	Strong influencing and negotiating skills
7	Educated to degree level or equivalent and with experience at a senior level
8	Ability to develop excellent working relationships with a wide variety of internal/external stakeholders
	Experience
9	Previous experience in the charity/ community sector, ideally in a senior management or executive position, or equivalent experience
10	Ability to develop and form strategy and able to monitor the effectiveness of the strategy.
11	Significant track record of leadership and change and personal achievement in a complex environment
12	Experience of effectively managing and monitoring performance against organisational objectives/
	Personal Qualities
13	A demonstrably genuine interest in; understanding of; and commitment to a public service ethos and public service delivery
14	Collaborative management style
15	Prepared to challenge positively
	Additional Requirements
16	A minimum of 6-hours per month time investment, divided as: <ul style="list-style-type: none"> • Five 3-hour meetings per year (on weekday evenings) • One 6-hour Board Away Day per year (on a Saturday) • Leading key pieces of work on behalf of the Board
17	To maintain personal and professional development in order to continue meeting the needs of the Board and the wider organisation; especially in the field for which you hold a lead position