

We're looking for new Trustees

Do you have what it takes?

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About Advantage Africa

Advantage Africa supports people affected by poverty, disability and HIV to improve their education, health and incomes. Our work helps the most vulnerable to help themselves and build a better future for their families and communities.

Advantage Africa's projects with disabled children and adults challenge prejudice and create opportunities for them to access education and assistive devices. Our projects among people affected by HIV help reduce the spread and impact of the virus through education, counselling, testing, orphans' nutrition and home-based care. We partner with six community-based organisations in Kenya and Uganda to undertake this work and provide them with grants, resources, training and management support to ensure its life-changing impact.

Board of Trustees

The Advantage Africa Board has up to eight Trustees and operates on a three-year rotation. Trustees are unpaid but reasonable travel expenses will be reimbursed, if needed.

With all Trustees we look for active engagement, commitment and flexibility¹. Advantage Africa has four half-day meetings a year. These are generally conducted face to face but may also be conducted over Skype. All Trustees are expected to:

- ✓ Ensure the good governance of Advantage Africa;
- ✓ Prepare for and participate actively in Board Meetings;
- ✓ Provide proactive advisory support to the charity's Executive Director and staff;
- ✓ Empathise with our Christian foundation, vision and values;
- ✓ Advocate for and support Advantage Africa in its fundraising and promotional efforts.

If you're passionate about justice and community development in Africa and can bring strategic thinking, relevant skills and an informed and experienced perspective to our work we'd like to hear from you.

Advantage Africa aims for its original Christian foundation to be represented by some members of the Board. We also aim to maintain diversity on the Board in terms of age, expertise, gender and background that enables it to act effectively and increase accountability and public confidence.

¹ See the following Charity Commission guidance on the role of charity Trustees: <https://bit.ly/2Jt26ag>

Skills mix

Advantage Africa is open to hearing from applicants from all professional backgrounds. We especially welcome applicants with experience in:

- Charity governance and management
- Finance
- Fundraising
- International development, particularly HIV & AIDS or Disability
- Monitoring and evaluation
- Strategic management
- Human resource management

We are also looking for experienced candidates to take on the role of Chair and Treasurer.

For further information about Advantage Africa's work please see our website

<https://www.advantageafrica.org> or contact the Trustees at trustees@advantageafrica.org.

Application process

To apply, please email a current CV and one page covering letter to trustees@advantageafrica.org by **31st August 2018** outlining:

- The key relevant skills, qualities and experience that you will bring to the role;
- Your interest in Advantage Africa and what you hope to gain from, and contribute to the Advantage Africa Board;
- Confirmation that you meet the legal requirements set out in the Person Specification;
- Whether you would like to be considered for the role of Chair or Treasurer (please see Role Descriptions in this pack). This is not a requirement for the application but we welcome applicants with interest in these roles.

Shortlisted candidates will be contacted to arrange an interview between 10th and 15th September 2018 at the Advantage Africa office in Olney with two of the current Trustees. There will also be an opportunity to meet with the Executive Director.

Successful candidates will be invited to attend the next Board meeting in September so that they have the chance to meet the current Trustees and everyone has the chance to review their interest in joining the Board, prior to making the final appointment.

Trustee (Voluntary position)

Role Description

Responsibilities

Essential

- Ensure that we comply with our governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that we pursue the charitable objects defined in our governing document.
- Maintain oversight of our budget and our financial health, stability and sustainability.
- Ensure that we use and manage our assets and financial, human and material resources effectively and wisely.
- Identify and monitor risks and ensure appropriate, timely remedial action is taken to reduce them, including contingency measures should a worst-case scenario be reached.
- Act in the best interests of Advantage Africa.
- Safeguard the reputation and values of Advantage Africa.
- Contribute to setting strategic direction and evaluating performance in line with Advantage Africa's charitable objects.
- Devote the necessary time, skill, care and effort to the Trustee role.
- Appoint the Executive Director and monitor his/her performance.

Desirable

- Provide support in other strategic areas such as fundraising, staffing, partnerships, policy setting etc according to Trustees' specific skills.
- Lead and contribute to the development of board papers, discussions, working groups as needed.
- Contribute advice and guidance in areas of specific knowledge or experience to the Advantage Africa staff, and particularly Advantage Africa's Executive Director.
- Advocate, network, share contacts, fundraise and facilitate introductions where possible in support of our work.

Person Specification

Advantage Africa's Trustees:

- Are legally qualified to be a charity trustee, as determined by Section 72 (1) of the Charities' Act. This disqualifies anyone with unspent convictions for dishonesty, undischarged bankrupt, or previously removed from trusteeship of another charity; disqualified under the Company Directors Disqualification Act 1986 or the Criminal Justice and Court Services Act 2000.
- Have no significant conflicting interests with their role as a Trustee of Advantage Africa.
- Are committed to Advantage Africa's mission, approach and activities.
- Empathise with Advantage Africa's Christian foundation, vision and values.
- Possess good, independent judgement and the ability to think creatively.
- Are willing to speak their mind, while sensitive to the views and needs of others.
- Work effectively as a member of a team.
- Demonstrate the principles of public life in their conduct, namely selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Chair

Role Description

The Chair will guide the Board of Trustees and Executive Director in fulfilling Advantage Africa's mission and vision to support the most vulnerable people in East Africa. S/he will provide inclusive leadership to the Board while ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the organisation. The Chair will support, and, where appropriate, challenge the Executive Director while ensuring that the Board functions effectively and in close collaboration with the staff to achieve Advantage Africa's agreed objectives.

Responsibilities

Strategic leadership

- Provide strategic leadership to Advantage Africa and its Board and ensure that Advantage Africa operates within its charitable objectives.
- In collaboration with the Board and staff, ensure that Advantage Africa has a collectively owned and realistic Strategic Plan that delivers lasting change for vulnerable people in East Africa.
- Regularly review major risks and opportunities and verify that appropriate measures are in place to mitigate the risks and take advantage of opportunities.
- Ensure all Trustees comply with their duties and responsibilities for effective charitable governance and play an active role on the Board.
- Monitor new developments in charity law, governance or guidance and facilitate regular updates to other Trustees and the Executive Director.
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.

Governance and representation

- Regularly review the Board skills mix and measures needed to facilitate succession planning among Trustees.
- Appraise the performance of the individual Trustees and the Board as a whole.
- Encourage positive change where appropriate and address and resolve any conflicts within the Board.
- Regularly review and work within any agreed policies adopted by the charity, ensuring new policies are adopted as needed.
- Advocate for, represent and act as a spokesperson for the charity and encourage the other Trustees to do the same.

Board effectiveness

- Organise and coordinate the Board's activities: setting the agenda; undertaking timely follow up on action points; and keeping all Trustees updated on key issues or concerns.
- Plan and chair Trustee meetings ensuring that they are properly run and recorded.

Relationship with the Executive Director and other staff

- Establish a strong and constructive working relationship with the Executive Director, ensuring s/he is held to account for achieving agreed strategic objectives.
- Support the Executive Director, whilst respecting boundaries between the two roles.
- Conduct an annual appraisal and remuneration review for the Executive Director in consultation with other Trustees.
- Ensure that the Executive Director has the opportunity for appropriate professional development and external professional support as needed.

Knowledge, Skills and Experience Required

Essential

- Passion and commitment to Advantage Africa, its strategic objectives and cause.
- Strong inter-personal and relationship building abilities.
- Ability to foster and promote a collaborative team environment.
- Experience of operating at a senior strategic leadership level within an organisation.
- Significant experience of chairing meetings and events to time.
- Good at listening and facilitating honest and open discussion.
- Strong leadership skills and the ability to motivate others.
- Good understanding of charity governance and experience of working with or as part of a Board of Trustees.
- Financial management experience.
- Ability to commit time to conduct the role well.

Desirable

- Strong networking capabilities that can be utilised for the benefit of the charity.
- Broad knowledge and understanding of the international development sector.
- A broad understanding of charity finance issues.

Treasurer

Role Description

Responsibilities

Essential

- Take a lead on the Board in overseeing Advantage Africa's financial viability and good health, including overseeing financial aspects of the risk register.
- Monitor and report on the financial health of the organisation and verify all financial affairs are legal, constitutional and within accepted accounting practice.
- Interpret financial data for Trustees in a coherent and understandable way and ensure other Trustees are aware of their financial responsibilities.
- Liaise with the Executive Director in ensuring proper records are kept and effective financial policies, controls and procedures implemented.
- Advise the Board and Executive Director on recommended direct appropriate actions so that financial resources meet present and future needs.
- Contribute to the production of Advantage Africa's Annual Report and Accounts and their professional Independent Examination, in line with the Charity SORP.
- Oversee the investigation and appropriate reporting of any complaints or incidents of theft, fraud or corruption.
- Monitor any investments and loans to ensure they are consistent with Advantage Africa's policies and legal responsibilities.

Desirable

- Contribute to the fundraising strategy of the organisation.
- Assist the Finance Officer with production of necessary budgets, financial reports and accounts.

Knowledge, Skills and Experience Required

- Financial management and business planning.
- Current finance and fundraising practice within charities.
- IT systems for finance and CRM, preferably Xero and Salesforce.
- Good financial analysis skills.
- Patience, timeliness and enthusiasm in giving financial advice and responding to queries from other trustees and staff members.
- Ability to communicate clearly.

