

**DIRECTORS’ RECRUITMENT PACK**

 **JUNE 2023**

Moving for Change is a membership network and non-profit company limited by guarantee with a Board of Directors who oversee and are responsible for its direction and work. We are recruiting new Directors to help us continue and develop the great work we’ve been doing since 2020 and shape its future direction. This is an unpaid role, although out of pocket expenses will be reimbursed.

We want to encourage interest from members of the Gypsy, Roma and Traveller communities from all backgrounds, and value those with lived experience of living roadside or in insecure accommodation. The role involves working in a team with the other Directors to oversee the overall direction of Moving for Change, making decisions about priorities and how to best use the resources of Moving for Change to deliver its aims, monitoring delivery of the Roadside Future projects and ensuring that legal responsibilities are met. The role is very varied, stimulating, enjoyable and worthwhile.

While it would be useful to have had previous experience of being a Director or working at that level, this is not essential. Induction and support will be provided for successful candidates. Information about the legal duties of Directors can be found at <https://www.gov.uk/guidance/being-a-company-director.>

We are looking for Gypsy, Roma or Traveller community members, minimum age 18, who have some of these qualities:

* Commitment to the aims of Moving for Change
* Availability to attend day-time meetings online (at 8 weekly intervals) and prepare for meetings in advance.
* Ability to take a ‘big picture’ view of the entirety of Moving for Change and make decisions for the benefit of the whole.
* Ability to work with detail when required.
* Ability to weigh up different, and sometimes competing interests, and make sound decisions in the interests of Moving for Change.
* Ability to work collaboratively and take a constructive approach to challenges.

We also aim to uphold the Nolan Principles of Public Life which are selflessness, integrity, objectivity, accountability, openness, honesty and leadership. More information on these can be found at: <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

If you are interested in this role, we’d love to hear from you. There is more information about the Board and Director roles and responsibilities in this pack, and our website has information about Moving for Change at [www.movingforchange.org.uk](http://www.movingforchange.org.uk).

For an informal chat about the role, contact our Chair, Violet Cannon, by emailing violet@ytt.org.uk. To apply, please complete the Expression of Interest Form included in this pack and return it to contracts@mfc.org.uk by Thursday 31st August.

If you’d like support with this pack for help completing the application, or to use another method to apply, please contact Josie O’Driscoll by calling 01707 247 088 or emailing josie@gateherts.org

We hope you’ll consider this opportunity and look forward to hearing from you.

***The Directors of Moving for Change***

## **Role Description for Board**

The role and responsibilities of the Moving for Change Board are to:

* Determine the mission and strategic direction and ensure that the organisation stays within its remit and within the law.
* Strategic planning and review in accordance with Moving for Changes mission, aims, objectives and values.
* Ensure that the activities of Moving for Change, and the commissioned services to support those activities, are in line with the mission, aims and objectives, and that these are kept under continuous review.
* Ensure commissioning processes are legal, transparent and equitable.
* Select and remunerate the contract management spoke and ensure good management of all the commissioned contracts.
* Provide leadership.
* Involve and take into account the views of the network and contract holders as appropriate when defining strategic direction and managing risk.
* Ensure effective planning and control takes place, approve the annual business plan and budget, and monitor performance against these.

Approve clearly defined financial management, control and expenditure policies and procedures for the purposes of ensuring transparent and authorised use of resources.

* Approve and ensure effective corporate governance arrangements are in place, and that these are fit for purpose.
* Ensure that Moving for Change follows governance best practice.
* Review and assess the effectiveness and impact of governance arrangements on an ongoing basis.
* Ensure that board members have the appropriate skills to comprehend and use financial and governance information they are asked to review. The board should enable this through appropriate recruitment, induction and development processes.
* Ensure that Moving for Change meets all its statutory and legal requirements, and that it acts in accordance with its Articles of Association document and its Code of Conduct.
* Ensure that effective audit takes place, approve the annual accounts prior to publication, and take on board any recommendations of the auditors. Ensure a high standard of corporate governance and personal behaviour throughout Moving for Change, including approving policies and procedures, and overseeing the risk register.
* Board members should always be clear about the most significant strategic risks facing Moving for Change and ensure mitigation steps are in place. They should receive regular reports on risk management and ensure board input to the process.

**Role Description for Board Members**

Purpose

The main purpose of having a board is to ensure that Moving for Change acts within its remit and within the law, and that it achieves its objectives. The board is therefore tasked with providing strategic leadership and ensuring effective governance.

The Companies Act (2006) states that directors must:

* Be over 16 years of age
* Act within the powers of the company (as set out in the company’s Memorandum and Articles of Association)
* Promote the success of the Company
* Exercise independent judgement
* Exercise reasonable care, skill and diligence
* Avoid conflicts of interest and declare where there may be conflict of interest
* Not accept benefits from third parties
* To fulfil these requirements, a typical board member should be able to demonstrate they have the skills, knowledge and experience outlined in the role description below.

Legal requirements:

To act in accordance with the law (e.g.) Companies Act 2006, Charities Act and within the power of the constitution document (e.g.) Memorandum and Articles of Association

To act in accordance with all other legal requirements, such as health and safety, data protection and employment laws, and with any regulatory requirements.

Provide strategic leadership.

Ensure there is a clear vision and strategic direction and that the strategic objectives of the organisation are in line with the objects defined in the company’s constitution.

Regularly review progress toward the achievement of objectives

Ensure effective governance.

Ensure policies and procedures reflect best practice and keep the organisation compliant with the law.

Ensure adherence to policies and procedures.

Ensure the sound financial standing of the company.

General:

Attend meetings and events as required and contribute fully.

Ensure ongoing personal and professional development to reflect best practice.

 **EXPRESSION OF INTEREST FORM**

**Application steps: Please complete this form. Details of where to send the form are at the end of this document. Thank you for expressing an interest in Moving for Change.**

**If you need assistance in completing this form, please contact Josie O’Driscoll at** **josie@gateherts.org** **or call 01707 247 088**

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| --- | --- |
| Name |     |
| Address |       Postcode: ……………………….  |
| Telephone | Landline: Mobile:  |
| Email: |    |
| Knowledge of Moving for Change. | *Please explain what if any prior knowledge/experience you may have of Moving for Change and why you are interested in being on the Board.* |
| Your Skills, knowledge and Talents | *Please describe what skills, knowledge or talents you would bring to Moving for Change. Please include anything relevant, for example current or former employment, volunteering or community activism.*        |
| Experience as a member of a Board  | *Please state what if any experience you have as a Trustee, Company Director, or member of a Committee.*      |
| Availability | *Please state your preference if you are available to attend meetings (delete those when you would not be available)*Morning: Afternoon:  |
|  Disqualifications  | *Do you know of any reason preventing you from being a* *Director? If you are not sure, please enquire. (*There is automatic disqualification from acting as a director if you are an undischarged bankrupt, subject to a debt relief order or subject to bankruptcy or debt relief restrictions.)   |
| Declaration | **I declare that the information provided in this form is accurate and that I wish to be considered for appointment as a Director for Moving for Change:***Signed: Date:**Please print name:* |

Please return the completed form.

By email to:

**contracts@movingforchange.org.uk**

*Or*

By post to:

FAO - Moving for Change Governance Officer & Secretariat

Crown Point House

169 Cross Green Lane

Leeds

LS9 0BD

*For office use only:*

Date received: