

TEAM KENYA

Organisation	Team Kenya
Role	Trustee (including Chair and Vice Chair)
Remuneration	Voluntary role with relevant expense reimbursed.
Commitment	Participating in bi-monthly meetings & annual workshop.
Location	Home-based, with travel to Team Kenya's office in Newcastle.

Team Kenya are seeking to add to our current board of seven trustees. We are a small charity based in the North East of England. Due to our number of trustees being larger than that of employees, trustees are involved operationally, as well as in the traditional governance capacity. We are therefore seeking trustees who are willing to regularly travel to our offices in Newcastle, including for our bi-monthly trustees meeting and annual away day workshop. The trustee will join the charity at an exciting time of growth and help to shape the charity's development going forward. We are seeking trustees with the interest, skills and experience for a variety of roles on the board, including the positions of Chair and Vice Chair.

Our current board has particular expertise in the areas of education and international development; through our commitment to progress and develop our skills and knowledge base, we welcome applications from candidates with relevant experience in alternate fields. Team Kenya has built substantial evidence of our impact over the last ten years. The right candidate(s) will help to ensure we can continue to deliver sustainable progress in Western Kenya and grow the charity to become a leader in the international development sector through effective and efficient governance and best practice.

OUR ORGANISATION

Team Kenya are committed to reduce extreme poverty and inequality within poor communities in Ndhiwa, Western Kenya. Our programmes promote gender equality and sustainable development, working in close partnership with a local Kenyan NGO (NCEDP) to adopt a grassroots, participatory approach to development. Together we holistically work with 28 primary schools and their surrounding communities, promoting gender equality and tackling barriers which prevent girls from accessing quality education, enabling girls and women in rural Kenya to create their own bright futures and whole communities to break the cycle of poverty.

OUR VISION AND MISSION

Our *vision* is for every girl in Kenya to have an equal chance to achieve her own potential and be free from poverty.

Our *mission* is to involve entire communities in gender equality, so that girls and women in rural Kenya can create their own bright futures.

TRUSTEE ROLE DESCRIPTION

(Additional points for Chair and Vice Chair of Trustees are in Italics. We have full role description for Chair available on request)

As a member of the Team Kenya Board of Trustees you, along with the remaining trustees, will take collective responsibility for directing the affairs of the charity, ensuring it is running efficiently, effectively and within the law.

This includes:

- Handling the management and administration of the charity, whilst exercising a duty of care.
- Acting with integrity and managing conflicts of interest.
- Ensuring the charity's finances are used appropriately, prudently and lawfully in accordance with its objectives.
- Approving annual reports and accounts.
- Ensuring the charity remains solvent, keeping abreast of the charity's activities and financial position.
- Ensuring the charity's fundraising activities adhere to legal requirements.
- Ensuring compliance with charity law and other relevant legislation, and with the rules, purpose and objectives in Team Kenya's governing document.
- Ensuring the charity's objectives remain relevant and amending them as necessary.
- *Helps plan and run trustee meetings, ensuring they are properly run and recorded.*

You will be individually responsible for:

- Dedicating sufficient time, thought and energy to your duties as a Trustee, making use of your skills, experience and contacts.
- Behaving with integrity and professionalism.
- Acting as a representative and advocate for Team Kenya.
- Attendance at a minimum of two thirds of Board of Trustee meetings in any 12 month period.
- Attendance at other meetings as required (e.g. operational or strategy meetings).
- Providing apologies in advance of meetings if you are unable to attend.
- Leading or contributing to particular projects, activities or areas of work as agreed by the Board of Trustees.
- Undertaking training to enhance your effectiveness in the role.
- *Acting as a spokesperson and representative for Team Kenya.*
- *Provides a link between the remaining trustees and the staff.*
- *Supports staff, including recruitment, line managing the CEO, ensuring supervision and regular meetings.*
- *Provide leadership, not control, through all levels of the organisation.*

WHAT WE ARE LOOKING FOR

(Additional qualities for Chair and Vice Chair of Trustees are in *Italics*)

	Essential	Desirable
Knowledge, Skills and Experience.	<p>Experience of working independently, remotely and with minimal supervision.</p> <p>An understanding of the role of a trustee and of Team Kenya.</p> <p>Ability to work collaboratively and cross culturally.</p> <p><i>Experience of senior board or leadership positions.</i></p>	<p>Previously or currently work in the charity sector, or as a trustee or board member.</p> <p>Experience of working in international development or other relevant field such as business, finance or law.</p> <p>Knowledge of Sub-Saharan Africa.</p> <p>Knowledge of the UK non-profit sector.</p> <p>An understanding of business marketing & digital leadership.</p> <p><i>Knowledge and skills of effective leadership and managing change</i></p>
Personal Qualities & Values	<p>Support the work and approach of Team Kenya, with a genuine interest and passion for international development and gender equality.</p> <p>You are reliable and hardworking and autonomous.</p> <p>Aligned values with Team Kenya's.</p> <p>An appreciation and commitment to working collaboratively for the empowerment of women and communities in developing countries.</p> <p><i>An advocate for holistic progression, who is forward thinking with vision for the future.</i></p> <p><i>A collaborative transformational leader, with respect throughout the levels of the organisation.</i></p>	<p>An interest in visiting Ndhwa and supporting the capacity building of our local partner organisation (NCDEP).</p>

HOW TO APPLY

To apply to become part of our board please complete the trustee application form and send, along with an up to date CV, by email to our current Chair of Trustees, Val Wilson at val@team-kenya.co.uk. Applications will be reviewed continually on a rolling basis.