

Sustainability West Midlands (SWM) are recruiting a Young Director

Are you passionate about changing the way people think and act so that we can build a better future for our businesses and communities in the West Midlands?

Can you demonstrate a desire and track record to learn and inspire others to improve their environment and communities?

If so, why not apply to sit on Sustainability West Midlands' Board for a year as our Young Director.

We will provide you with:

- The experience of being a non-executive director over a year through your attendance at up to four board meetings and your involvement with a specific event or project.
- New insights into how a small not-for-profit organisation works and experience of good practice in the board's role to provide oversight and strategic advice.
- The opportunity to build your knowledge through presentations and discussions, and through collaboration at board meetings to provide advice to our organisation.
- The chance to be mentored by one of our board members.
- Travel expenses within the West Midlands to board meetings.

SWM are committed to the promotion of equality and diversity throughout our business and approach. We positively encourage applications from candidates regardless of disability, race, religion or belief, sexual orientation, gender identity, marital status, or pregnancy and maternity.

For an informal discussion about the position please contact us at enquiries@swm.org.uk.

The closing date for applications is 17:00 on **Friday 27 October 2023**.

We look forward to receiving your application.

Andrew Pollard

Chair of Sustainability West Midlands

Enclosed: Application Process, About Sustainability West Midlands, Role Description

Application Process

Please send a covering letter and your CV as one electronic document of not more than 4 sides of A4 in total. Please set out:

- Why you are interested in this opportunity.
- What benefits you feel you can bring.
- How you meet the essential and desirable skills and experience set out in the job description.
- Where possible, written support from your employer confirming agreement to providing the time commitment for this role.
- Two references for us to contact if you are successful, one of which should be your current employer if possible.

Please send your application to enquiries@swm.org.uk by **17:00 on Friday 27 October 2023**

We hope to notify shortlisted candidates within two weeks of the closing date and arrange a suitable interview date (likely to be online) in November 2023.

About Sustainability West Midlands

[Sustainability West Midlands](#) (SWM) was established in 2002 as an independent, not-for-profit organisation.

We provide [independent, specialist advice](#) on sustainability allowing organisations to develop appropriate strategies and action plans, and to deliver against them to achieve measurable improvements. We work with customers across the UK as well as the region, with [recent projects](#) including work for the Climate Change Committee, the Environment Agency, the West Midlands Combined Authority, local authorities, universities and businesses.

“The input of SWM has been huge in helping set our priorities.” Andy Street, West Midlands Mayor

We are a [membership organisation](#) and have over 170 cross-sector members. We develop trusted relationships with our members and work closely with them to raise awareness of their products, services and work on sustainable practice. We strive to make our membership reflect the diversity of the different interests, expertise and networks within the region. Our members include large businesses like Arup, Mott MacDonald, National Express, Severn Trent, Tarmac and Veolia.

We run well-established [networks](#) bringing together experts and practitioners in sustainability from the public and private sector. These networks are free to join and allow for the sharing of good practice and support peer-to-peer learning within and across sectors.

Our Vision for the West Midlands

Our vision is that the West Midlands is leading in contributing to the national target of net zero greenhouse gas emissions by 2050 whilst addressing health inequality and driving inclusive growth.

Our Mission

SWM is recognised by leaders in government, businesses, the public sector and third sector as the best organisation to go to for sustainability solutions and inspiration – to create new jobs, cut costs and carbon emissions, and improve health and wellbeing.

Our Values

The values we expect of our staff and those working for us include being:

- Business led and business like – we seek and expect of others to maintain personal and professional standards.
- Creative and positive – we are always learning and looking for better ways of working with others.
- Respectful - we respect nature's limits and the needs of future generations, we respect each other and celebrate our diversity so that everyone can give their best.

Our [website](#) contains more information about who we are and what we do.

Young Director - Role Description

Reports to: Chair of the [Board of Directors](#)
Location: Meetings online and SWM Offices (STEAMhouse, 9-43 Belmont Row, B4 7RQ)
Duration of post: One year, as a development opportunity

Line-management:

No-direct line management, apart from strategic guidance to the Chief Executive. Potential project champion roles, such as chairing project task and finish groups, and sub-committees.

Budgets:

As part of the Board be responsible for approving an agreed annual budget and for ensuring appropriate financial governance and solvency.

Remuneration:

Board members provide their time free of charge and cannot undertake paid work for SWM. For this post travel expenses will be paid within the West Midlands if requested.

Time:

Time commitment is usually around four days a year in aggregate, which consists of four two-hour board meetings, the Annual General Meeting, and presenting at up to two external meetings. In addition, in agreement with the Chair, additional roles may be taken on.

Attendance:

The expectation is to be able to attend most of the Board meetings.

Other:

Company law and the SWM Memorandum and Articles of Association require Board members to sign a statement upon joining. This is attached at the end of this job description.

2. Role Purpose

The purpose of this role is to support the Chair in establishing and maintaining a well-connected and respected organisation through the leadership, policy and good governance functions of the Board, both collectively and individually.

In addition, as this is a development position, the intention is to develop good practice in developing young leaders through a role on our Board and to promote this model to other West Midlands organisations.

3. Main Duties and Responsibilities

Leadership – Promoting and achieving the SWM vision

- Support in developing and maintaining the vision, mission and values of the company
- Represent SWM to external organisations to influence others, such as recruitment of new members
- Identify and secure new resources and opportunities for the delivery of the business plan

Policy – Strategy, Delivery and Results

- Provide advice to the Board drawn from other stakeholders, networks, and knowledge
- Develop and monitor the delivery of the business plan, including key performance indicators and risk register.
- Evaluate results and impacts and ensure these are reported on, and inform continuous improvement

Governance Process – People, Finance, Systems

- Ensure clear processes and procedures in place, including HR, Companies house, and Company Law requirements
- Ensure appropriate financial systems are developed and maintained to reflect good practice, including annual audited accounts.

4. Work Experience/Background

There is a Board skills matrix which is reviewed regularly to ensure there is the appropriate mixture of sectors, skills, and knowledge within the SWM membership, and the Board to deliver our vision and business plan. In meeting these skills requirements, we also seek to ensure our Board are representative of the diversity of the region. We recruit to fill gaps identified by the Board through the above review process.

The standard requirements have been updated to reflect the nature of the Young Director role as development position as well as an advisory role.

Essential

- Passionate about changing the way people think and use our environment so we can build a better future for everyone in the West Midlands.
- Demonstrate a desire and track record to learn, work with and help others to improve their environment and communities.
- Have leadership potential, but not yet qualified nor had the opportunity to benefit from leadership programmes within their organisation or community.
- Between 18-30 but candidates just over this age will be considered if they meet the other criteria.
- Has not served on a Board or as a Trustee before.

Desirable

- Awareness of or interest in one or more of our [Sustainability Roadmap to 2030](#) priorities
- A desire to develop one of the skills required to help the strategic support for SWM such as leadership, presentations, business development, finance, organisational development, project management.

- Awareness of the different needs of the sub-regions and communities within the West Midlands.
- Possess a set of networks of people and organisations to draw knowledge from and which would potentially support the delivery of our [vision](#).

ANNEX: Sustainability West Midlands Directors and Advisor Statement

As part of Sustainability West Midlands Memorandum and Articles of Association this statement requires signing within a month of the Board approval of a Director of the Company or as an adviser which sits on the Board.

A record of the job description and this statement is kept by both parties and is used to inform the annual review of performance by the Chair of the members of the Board.

As a Director or adviser on the Board of Sustainability West Midlands Ltd – I will demonstrate:

- 1.1. a commitment to its values and objectives;
- 1.2. an obligation to contribute to and share responsibility for the directors' decisions;
- 1.3. an obligation to read directors papers and to attend meetings, training sessions and other relevant events;
- 1.4. an obligation to declare relevant interests;
- 1.5. an obligation (subject to any overriding legally binding requirement to the contrary) to keep confidential the affairs of the directors;
- 1.6. an obligation to comply with statutory and fiduciary duties, including:-
- 1.7. to act in the best interests of the Company;
- 1.8. to declare any interests a director may have in matters to be discussed at directors' meetings and not put himself in a position where his personal interest or a duty owed to another conflicts with the duties owed to the Company;
- 1.9. to secure the proper and effective use of the Company's property;
- 1.10. to act personally;
- 1.11. to act within the scope of any authority given;
- 1.12. to use the proper degree of skill and care when making decisions particularly when investing funds; and
- 1.13. to act in accordance with the Articles; and
- 1.14. A reference to obligations under the general law.

Signature of Director or Advisor

PRINTED NAME OF DIRECTOR OR ADVISOR

Date

- END -