

Sustainability West Midlands 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 consider applying for our innovative role as Young Director to sit on Sustainability West Midlands' Board for a year.

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 about the sectors SWM are engaged with through presentations and discussions, and through collaboration at board meetings to provide collective advice to SWM's team and organisation.
- The chance to be mentored by one of our board members who will discuss any issues prior to or after board meetings, and will help you identify a particular project or event to support.
- Travel expenses within the West Midlands area to board meetings.

For an informal discussion about the position please contact Tim Haywood (Chair) at enquiries@swm.org.uk.

The closing date for applications is 17:00 on Friday 16 October 2020.

We look forward to receiving your application.

Tim Haywood

Chair of the Selection Panel, and Chair of Sustainability West Midlands

Enclosed Young Director - Job Description, About Sustainability West Midlands, Application Process

Application Process

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

In this information please include:

- 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.
- 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.

Please send your application to enquiries@swm.org.uk by 17:00 on 16 October 2020.

We hope to notify shortlisted candidates within two weeks of the closing date and arrange a suitable interview date (likely to be online) in early November 2020.

The successful candidate will be announced at our Annual General Meeting in November/December 2020.

Young Director - Job Description

Reports to: The Chair of the Board of Directors
Location: Meetings online and at SWM Offices, Lockside, 5 Scotland Street, Birmingham, B1 2RR
Duration of post: One year, as a training programme.

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 Sustainability West Midlands. 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 a year, the Annual General Meeting, and presenting at up to two external meetings

a year. In addition, in agreement with your Board mentor and the Chair, additional roles may be taken on.

Attendance:

The expectation is to be able to attend the majority 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. Job Purpose

The purpose of this job 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 training role 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 in order 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. Having met these skills requirements, we also seek to ensure our membership

and Board are representative of the diversity of the region such as gender, age, ethnicity, background. 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 a training opportunity 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 our businesses and communities 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.
- Ideally under the age of 30, but candidates just over this age will be considered if they meet the other criteria.
- Have not served on a Board before.
- Possess a set of networks of people and organisations to draw knowledge from and which would potentially support the delivery of the SWM vision.

Desirable

- Awareness of the different needs of the geographical sub-regions and communities within the region.
- Awareness of or interest in one or more knowledge areas required to inform SWM policy such as transport, housing, regeneration, economy, natural environment, health, communities, energy, waste, climate change.
- 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.

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

About Sustainability West Midlands

Sustainability West Midlands

We are the sustainability adviser for the leaders of the West Midlands. We are also the sustainability champion body for the region, designated by government. We are a not-for profit company limited by guarantee. We work with our members who are leading individuals and organisations in the business, public, and voluntary sector. Our Board is private sector led, has cross-sector representation and is supported by our members, and our team of staff and associates.

Our vision is of businesses and communities thriving in a future region that is environmentally sustainable and socially just.

We play our part by acting as a catalyst for change through our advice to leaders, developing practical solutions with our members, and sharing success through our communications.

Our Vision

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. SWM supports its [members](#) and other local stakeholders in the public, private and third sectors by enabling them to demonstrate innovation and leadership and provide opportunities to collaborate and celebrate success.

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.

We use our Roadmap, members, independence, good practice networks, communications, and award winning tools to support leadership in strategy, delivery and innovation.

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.

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