

## Sustainability West Midlands is recruiting for a new Chair

We are looking for an individual who can build on the strong leadership established by our current Chair, Tim Haywood. You will help take us to the next stage of organisational growth, and increase the impact we have in creating a more sustainable future for the West Midlands.

You will provide a maximum of two days per month to help the Board and Chief Executive harness our unique profile and strong track record as the independent and cross-sector sustainability adviser to leaders in the West Midlands.

You will have an excellent network of contacts in the West Midlands and more widely, and the ability to help the Chief Executive use our existing Board and members to continue to diversify our funding base.

In return you will be offered a unique opportunity to use your skills and experience to make a lasting difference to the future of the West Midlands and its five million citizens.

The application pack is attached and the **closing date is 16 October 2020**.

To arrange a time for an informal discussion please contact Anna Bright, Chief Executive at [enquiries@swm.org.uk](mailto:enquiries@swm.org.uk).

We look forward to receiving your application.

*Steven Thompson*

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

Enclosed:

Application Process  
Chair Job Description  
About Sustainability West Midlands

## Application Process

Please send a covering letter and your CV as one electronic document of not more than four 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.
- 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](mailto:enquiries@swm.org.uk) by 17:00 on Friday 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.

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

## Chair - Job Description

**Reports to:** The membership of SWM at the Annual General Meeting

**Location:** Remotely and at SWM Offices, Lockside, 5 Scotland Street, Birmingham B1 2RR

**Line-management:** Strategic guidance to the Chief Executive including conducting an annual review. Annual review of Board members contribution including the chair of the finance sub-committees.

**Budgets:** As part of the Board responsible for approving an agreed annual budget and for ensuring appropriate financial governance and solvency. Current scheme of delegation is that sums over £25,000 require approval by Chair.

**Duration of post:** Three years, with potential for further term of three years. Subject to annual review.

**Remuneration:** The Chair and Board members provide their time free of charge and cannot undertake paid work for SWM. Expenses will be paid if agreed in advance for external work carried out on behalf of SWM such as presenting.

**Time:** The time commitment includes preparing for and chairing the Board every quarter, representational duties and liaison with the SWM team. This equates to one day per month. Additional time is dependent on whether there were particular topics the Chair wanted to present on or the need to support particular meetings.

**Attendance:** The expectation is to be able to chair the Board meetings, with non-attendance due to illness or holiday to be covered by the Vice Chair.

**Other:** Company law and the SWM Memorandum and Articles of Association require the Chair and other Board members to sign a statement upon joining.

### 1. Job Purpose

The purpose of this job is to support the Chief Executive by maintaining a well-connected and respected organisation through the leadership, policy and good governance functions of the Board, both collectively and individually.

### 2. Main Duties and Responsibilities

#### ***Leadership – Promoting and achieving the SWM vision***

As Chair:

- Develop and maintain the vision, mission and values of the company.
- Chairing quarterly Board Meetings and ensuring that members are given the opportunity to contribute fully.
- Chairing the Annual General Meeting of members.
- Providing support to the Chief Executive to help maintain a balanced approach, provide a sounding board, and guidance on personal objectives and development. Providing an annual review for the Chief Executive.
- Acting as an Ambassador for SWM in representing the company, chairing events, helping with the recruitment of new members and securing new resources. This occurs predominantly within the West Midlands.

#### ***Policy – Strategy, Delivery and Results***

As a member of the Board:

- Provide advice to the Board drawn from other stakeholders, networks, and knowledge.

- Develop and monitor delivery of 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***

As a member of the Board:

- 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 accounts.

### **3. Experience and Skills**

There is a Board skills matrix which is reviewed annually 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, and background.

We recruit to fill gaps identified by the Board through the above review process. The standard requirements we are looking for and the specific additional criteria for the Chair are set out below.

#### **Essential**

- Good chairing skills - assertive but with specific emphasis upon the ability to influence rather than dictate.
- Private Sector experience - gravitas with commercial leanings, such as the ability to identify and secure funding opportunities.
- A real interest in the promotion of sustainability.
- A clear knowledge of and commitment to the region with well-established networks of people and organisations to draw knowledge from and support the delivery of the SWM vision.
- Measured, balanced approach – experience of developing executives and their teams.

#### **Desirable**

- Good presentational skills.
- Experience of working with public, private and voluntary sectors.
- Aware of the different needs of the geographical sub-regions and communities within the region.
- One or more knowledge areas required to inform SWM policy such as transport, housing, regeneration, economy, natural environment, health, communities, energy, waste, and climate change.

## About 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.

### Our Current Board

Current Board Directors – (Roles on SWM Board)		
1.	Angelina Bassford (Chair of Finance Subcommittee)	Cenex
2.	Matt Beveridge	University of Birmingham
3.	Sue Brothwood (Board Adviser)	Environment Agency
4.	Paul Fisher	Sandwell Council
5.	Tim Haywood (Chair)	Astley Vineyard
6.	Daljit Kalirai	National Express West Midlands

Current Board Directors – (Roles on SWM Board)		
7.	Neil Liddell-Young	Severn Trent
8.	Cllr Tony Miller	Worcestershire County Council
9.	Sharon Palmer	Lafarge Tarmac
10.	Nicola Templeton	Business in the Community
11.	Charlotte Thiery-Weetman	
12.	Steven Thompson (Vice Chair)	National Grid
13.	Ilias Vazaios	Ecuity Consulting LLP
14.	James Willcox	Willmott Dixon

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### **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