

Job Title	Non-Executive Director
Purpose of the Role	To contribute to the work of the Board of Directors of Migrant Help Trading Limited (MHTL) and its effectiveness, bringing an external perspective, based on professional expertise, experience and independent judgment.
Commitment	<p>Annual requirement:</p> <ul style="list-style-type: none">- Four formal Board meetings per year- Informal 'deep dive' meetings of the Board of Directors/ LT- Coaching and advice to individuals within LT- Occasional representation of the Social Enterprise in external events <p>Equivalent commitment to 12 - 18 days per annum dependent upon degree of engagement in non-statutory meetings. Most meetings happen outside of office hours, however some activities may run during the day.</p>
Salary	Expenses only
Tenure	The role is for an initial term of 3 years. According to the Company's Articles of Association this may be extended for a further 3 years by mutual agreement.

About MHTL

MHTL is the wholly owned trading subsidiary of a major national charity. – Migrant Help. Migrant Help is the largest charity in the UK addressing the needs of migrants, refugees, asylum seekers and victims of exploitation and modern-day slavery. Whilst the Board is expected to manage the enterprise in an autonomous way, it must operationally remain coherent with the principles, values and guiding policies of the parent charity. Most importantly, our profits have been able to deliver in Gift Aid more than £1.2 million last year to the parent charity Migrant Help.

The vast majority of the trading subsidiary portfolio and income generator is an award-winning social enterprise (Clear Voice Interpreting Services) specialising in the language sector. The enterprise has seen exponential growth over recent years, growing from a relatively modest operation to become one of the leading language services providers in the UK.

Given the rapid growth of the social enterprise and the overall scale of the trading subsidiary, the Board is undergoing strategic review of both the existing operations and the overall potential to diversify the portfolio of products and services moving forward.

To support the next phase of growth and development, the Board is seeking to augment its diversity of skillsets and experience to chart the next phase of development of the enterprise whether that be in the existing business space or in new commercial areas.

This role will appeal to an entrepreneurial mindset that enjoys motivating and guiding a changing organisation. This includes supporting the definition of the future vision for the organisation and

setting the strategic agenda - including the astute appraisal and governance of commercial opportunities and investment decisions.

Extract - Clear Voice Interpreting Services

Spoken interpreting is our speciality. We provide professional telephone interpreting, video interpreting, and face-to-face interpreting for charities, businesses and public sector organisations across the UK.

Our large network of experienced interpreters are on demand 24/7 and available in over 200 languages.

The Clear Voice team are passionate about helping people to communicate. We deliver an adaptable service with exceptional customer care.

The mission of Clear Voice Interpreting Services is to break down language barriers by providing the tools for communication and ensure all our profits help support victims of displacement and exploitation.

Expectations of the board as a whole

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission and purposes of the organisation
- approving and steering the business strategy and operational plan
- selecting and evaluating the performance of the CEO/ executive director
- ensuring strong fiduciary oversight and financial management
- resource development
- approving and monitoring MHTL's programs and services
- enhancing MHTL's/ Clear Voice's public image
- assessing its own performance as the governing body of MHTL

Expectations of individual board members

Each individual board member is expected to

- know the organisation's mission, policies, programs, and needs
- faithfully read and understand the organisation's financial statements
- serve as active advocates and ambassadors for the organisation and fully engage in identifying and securing the financial resources and partnerships necessary for MHTL to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve MHTL's mission, including engaging with social or content media as required.
- help identify personal connections that can benefit the organisation's reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings

Board members are also expected to

- follow the organisation's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Sign the Director Code of Conduct

Person Specification

Essential:

1. Extensive high-level professional experience in one or more of the specified areas
2. Entrepreneurial and a sound commercial instinct with experience of meeting targets
3. Ability to interpret complex information, comprehend issues and assess risks
4. Ability to understand and interpret financial management information, including balance sheets, budgets and management accounts.
5. Demonstrable ability to think strategically and to apply creative thinking to an organisational context.
6. Strong understanding of governance issues in practise

We are looking for experience across these specified areas:

1. Technology/VC of investment experience
2. Telco/Data experience particularly in relation to data poverty and/or digital equity
3. Commercially oriented experience in education/training provider sector
4. Entrepreneurship
5. Finance

Desirable:

1. Previous experience as a non-executive Director with a strong background at a senior level in a fast growing organisation
2. Experience of development of new products and services – ideally within an SME or start-up context
3. Strong industry connections within relevant industry sectors and sound industry insight.
4. Knowledge of the not-for-profit sector and how it operates - ideally in the context of a social enterprise.

Behaviour/ Style:

1. Innovative and creative in approach.
2. Self-aware, open and respectful.
3. Good independent judgment, with an ability to weigh up commercial options against the overall mission and purpose of the parent charity and social enterprise
4. Excellent listening skills and the ability to communicate with diplomacy, tact and sensitivity.

5. Sound judgement, an understanding of the need to maintain objectivity and an ability to set and maintain professional boundaries.
6. Excellent interpersonal and communication skills, and proven ability to relate to and communicate effectively with all stakeholders.
7. Willingness to devote the necessary time and effort to be an active and engaged non-executive director.

At Migrant Help, we foster a culture in which equality, diversity and inclusion are recognised, valued and encouraged. It doesn't matter who you are or where you come from, we match your skills with the needs of our organisation. As long as you share our values, vision and goals. We welcome applications from candidates regardless of their age, religion or belief, race, gender reassignment, disability, sexual orientation, sex, marriage or civil partnership, pregnancy and maternity