



Chair of the Board of Trustees at The Circle, NGO Application Pack

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Introduction

We are looking for a Chair of Trustees to lead our Board with energy and commitment. We welcome expressions of interest from people who share our passion for the rights of women and girls around the world.

The Circle is a dynamic global organisation of women supporting women. Founded by singer, songwriter and activist Annie Lennox. We are focussed on fighting for equality and safety for some of the most disempowered women and girls around the world. Our work is driven by the knowledge that when women come together and organise, they are a powerful force for change. We have long seen how the collective power of women throughout history has contributed to significant change. This is our unique strength. We are proud our members are a diverse network of women from all walks of life and backgrounds who have something in common: the belief that by working together we can create a world where women and girls have equal rights and equal opportunities.

Our vision for the future

Equality and safety for all women and girls in a fairer world.

Our Mission

- To inspire one million women and girls to become changemakers globally
- To build a dynamic community of global feminists

We do this by:

- Inspiring diverse, passionate, and leading women to come together to share resources, skills, networks and creativity to bring about change.
- Solution-focused fundraising, programming and advocacy focused on economic empowerment and ending violence against women.

Our Supporters

Women join individually or as part of a collective – women from all walks of life are welcome. The Circle has successfully engaged groups of creative and influential women to create a diverse range of Circles which fundraise, advocate, share skills and raise awareness, e.g. The Lawyer's Circle, The Music Circle, The Healthcare Circle and more.

Our achievements

- We have raised over £2.8m which has supported over 160,000 women and girls in more than 16 countries.
- We have produced reports that have set out the legal argument for the rights of women through promoting the Maputo Protocol in Africa and a Living Wage in the garment industry. These reports have then been used to advocate for change at the UN and EU.
- Developed unique projects on the ground including The Marie Colvin Journalists Network, providing professional development and support to over 200 female journalists in the Middle East.
- Supported a range of grassroots projects, organisations and campaigns each year that work on a range of issues including violence against women to economic empowerment. Most recently this support has been through our new Women and Girl's Solidarity Fund.

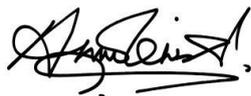
A message from Annie Lennox

As a global feminist I'm committed to the vision of The Circle becoming a long-term contributor to the global movement for the rights of women and girls. I am passionate about using our skills and resources collectively to make a significant difference towards a fairer and more equal world.

Since we began, we have raised £2.8m which has made a difference to 160,000 women and girls in more than 16 developing countries. From supporting victims of violence in South Africa, India, Democratic Republic of Congo and the UK, to enabling successful livelihoods such as rice farmers in Sri Lanka and Seamstresses in Liberia through to supporting female journalists in the Middle East and North Africa and political activists in Myanmar to use their voices to advocate for change to women and girls facing huge injustices and challenges, we are very proud of what we have achieved.

There is still much more to do. We need to amplify the voices of vulnerable women by bringing attention to important issues, highlight the fact that violence against women and girls is happening around the world and that women still face huge inequalities and struggle to achieve a basic living wage. I believe in equality of rights, with empowerment and justice made available for every woman and girl in every corner of the world.

Thank you so much for considering joining The Circle. It is vital that we have a strong, well-led Board of Trustees, and this is a critical role for meeting our ambitious plans.

A handwritten signature in black ink, appearing to read 'Annie Lennox', with a stylized flourish at the end.

Annie Lennox

The role of the Chair of the Board of Trustees

We are looking for an experienced leader to chair our Board through an exciting new phase of our strategy and mission. The Chair's role is to lead and develop the Board of Trustees and provide support and direction to the Chief Executive and the broader team. The Chair is responsible for ensuring the Board possesses the necessary skills, experience, and knowledge to direct our strategy and support the execution of its mission.

We are fortunate to have a Board that is engaged in and passionate about our work. We look to our Board for accountability, inspiration and constructive challenge. Officially, our Board oversees and accounts for The Circle, ensuring it is always solvent, well-run and of good reputation, safeguarding assets and applying them for the charitable purposes as declared in the objects of The Circle. But our Board is much more than that, the Board and staff team work together to deliver our mission.

The Chair and the Board must always act in the best interests of The Circle and be able to represent The Circle's mission and values, as appropriate. The Board also makes sure the charity complies with its memorandum and articles of association, and all laws and regulations it is subject to.

Duties of a Trustee

- Support and provide advice on the purpose, vision, goals and activities of The Circle.
- Approve operational strategies, operational policies and ethical standards, and monitor and evaluate their implementation.
- Oversee The Circle's financial objectives, plans and budgets and monitor and evaluate progress. Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure that key financial and non-financial risks relating to The Circle's activities and affairs are being identified, monitored, and controlled effectively.
- Review and approve The Circle's financial statements.
- Appoint a Chief Executive and delegate to him/her all such authority, powers and functions as is required for the management and implementation of The Circle's activities and affairs.
- Keep appropriately informed on The Circle's activities and operating environment and conversant with their duties and responsibilities as Trustees.
- Endeavour to attend all Board meetings, ensuring that they are adequately prepared, and to contribute to deliberations.
- Exercise independence of judgment, acting legally and in good faith to promote and protect The Circle's interests, to the exclusion of their own personal and/or any third-

party interests. Use information received in their capacity as a director with discretion and to the ends for which it was provided.

- Exercise their powers for the purpose conferred, operating within the limits of their authority, as imposed by law or regulation, The Circle's governing documents, or their fellow directors.
- Contribute to the broader promotion of The Circle's objects, aims and reputation through the application of their skills, expertise, knowledge, and contacts.
- In addition to the broadly statutory duties set out above, each Trustee should use any specific skills, knowledge or experience they have, to help the Board of Trustees reach sound decisions. As a small charity, there will be times when the Trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the Trustee has special expertise.

Person Specification

We are looking for someone with the leadership skills and experience to help us achieve our ambitious plans to transform the lives of a million women and girls. This is a significant leadership opportunity for a person who has the strategic focus, governance understanding, and the emotional intelligence to develop a high performing board and support our Chief Executive and her team.

The Chair will have a passion for women's rights and a commitment to building a fairer world where women and girls can reach their potential and challenge the injustice of inequality. They will bring credibility, strong interpersonal skills and most importantly, they will share our values.

We recognise the importance of having a diverse and inclusive Board, and The Circle is committed to achieving greater diversity. We welcome applications regardless of sex, gender, race, age, sexuality, belief, or disability.

Skills & Experience

- ✓ Senior management experience in a corporate, commercial, charity or public sector organisation, ideally within a multi-cultural stakeholder environment
- ✓ Board level experience, ideally as Chair but certainly at senior Executive or Non-Executive Director level
- ✓ Knowledge and passion for women's rights
- ✓ Experience of working with multiple stakeholders

- ✓ Excellent communication and interpersonal skills to engage a wide range of networks
- ✓ Advocacy and ambassadorial skills to represent The Circle nationally and globally
- ✓ Experience and knowledge of fundraising from diverse sources
- ✓ An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ✓ An ability to think creatively
- ✓ An ability to work effectively as a member of a team
- ✓ A willingness to speak their mind
- ✓ An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ✓ A commitment to our values: empowerment, passion, innovation, respect & equality.

Please note that this role is subject to Charity Commission automatic disqualification rules. Preferred candidates will be required to complete a declaration to confirm that they are not disqualified. For more information and to check eligibility, please visit:

<https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

Terms of appointment

Remuneration

The role of Trustee is voluntary (unpaid)

Commitment

We meet quarterly, generally on weekday early evenings. Meetings are normally held in central London, but Trustees may attend virtually. Trustees also participate in committees and working groups in addition to the Board meetings. Trustees are expected to attend occasional public or private events, such as public profile events or strategic planning Board awaydays.

Trustees must be able to commit two to three days a quarter, on average, in order to read papers, attend meetings and events, and contribute between meetings by emails and calls, as required.

Trustees are required to agree to abide by the Trustees' Code of Conduct and to declare as appropriate their business interests.

Term

Trustees will serve an initial three-year term to be eligible for re-appointment for an additional term of three years.

How to Apply

The deadline for expressions of interest is 10th February 2021. If you would like to apply please send the following to cathy@thecircle.ngo

- A comprehensive, up-to-date CV.
- A supporting statement explaining how you believe your skills and experience match the skills and experience that we are looking for, as outlined in the personal specification.
- Details of any business or other interests which might give rise to conflict of interest, and how you could address this should your application be successful.

Recruitment timetable

- **Deadline for applications:** 10th February 2021
- **Interviews:** w/c 15th February 2021 - via zoom)
- **Final Panel Interviews:** w/c 1st March 2021

Equal Opportunities

The Circle is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We therefore expect all staff and Trustees to be willing and able to make a positive contribution to the development, promotion and implementation The Circles Diversity policy and practices.

Alternative formats

If you require any documents related to the application process in an alternative format or require adjustments through the process, please contact raakhi@thecircle.com

Your data and privacy

As part of any recruitment process, The Circle collects and processes personal data relating to applicants to help us make informed and fair selection decisions. The Circle is committed to being transparent about how it collects, stores and uses that data and to meeting its data protection obligations.

The information provided during recruitment processes will be securely stored on our network and will only be accessed by authorised personnel involved in the recruitment process.

For any unsuccessful candidates, The Circle will keep information collected during a recruitment process for six months once the process has ended.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file. Further information about our privacy policy is available on our website www.thecircle.ngo