

# Ethiopiaid Trustee Recruitment Pack



**ETHIOPIAID**

TRANSFORMING LIVES IN ETHIOPIA



# Welcome from the Chair of Trustees

Thank you for your interest in joining Ethiopiaid's Board.

I am one of eight trustees at the charity. We are looking for two exceptional people to join our board and provide expertise in charity law and safeguarding.

As a board we know we need to become better at reflecting the communities we serve and encourage applications from people with lived experience of Ethiopia and/or the issues facing the communities we support.

We are hugely proud of what has been achieved since Ethiopiaid's founding in 1989 and look forward to the successful candidates bringing their expertise to the Board and increasing our impact even further.

*Alexandra Chapman, Chair*

## About Ethiopiaid

Ethiopiaid is an international development charity based in Bath, UK. It is one of four Ethiopiaid's that shares a global strategy, vision, and mission. The other Ethiopiaid's are in Ireland, Canada, and Australia. Each is a registered non-profit and operates with separate trustee boards.

We are a fundraising organisation connecting like-minded donors with the work that we support. Funds are raised through direct and online appeals, applications to grant makers, from major donors and through legacies. In 2022 over £2.9 million was raised. Everything we do is only made possible by our dedicated and committed donors.

Working in partnership with local Ethiopian organisations we enable sustainable change that is driven at the grassroots level. Our key focus is to fund exceptional partners who deliver in the areas of maternal health, harmful traditional practices, education, opportunities for women and girls, people living with disabilities and support for the vulnerable. We also support our partners with emergency relief and recovery.

Visit our website for more information on our approach and the partners we work with

<https://ethiopiaid.org.uk/about-us/#our-approach>

## Our Staff Team

Ethiopiaid has a small but highly experienced staff team of nine people. We know that having the right team in place is key and ensure they are supported to do their jobs well.

Every member of staff contributes to the development of our strategic plans, from fundraising to the global strategy, and share ownership of delivering on our goals.

Our Chief Executive reports to the Board.

# Role Profile

The board of trustees are both jointly and individually responsible for the overall governance and strategic direction of the charity, its financial health, its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

1. Uphold and adhere to the highest standard of charity governance as set out by the Charity Commission.
2. Contribute to the strategic direction of the charity.
3. Monitor the financial health of the charity
4. Contribute to the strategic direction of the charity and monitor the performance of the executive against the organisation's strategic and operational plans.
5. Contribute to the identification and monitoring of risk.
6. Participate in meaningful discussions at Board with your expertise, skills, knowledge and experience.
7. Scrutinise Board papers and ask appropriate questions, challenge and support.
8. Be an inspirational and charismatic ambassador and an advocate for Ethiopiaid
9. Seek and increase knowledge, understanding and being willing to learn and improve.
10. Build constructive, positive relationships with other Trustees and staff with a willingness to listen and understand.
11. Be responsive to the context in which we operate, keeping abreast with current affairs in Ethiopia, actively engaging with and learning about developments in fundraising, grant making and the wider charity sector.

## Trustee vacancy 1

### Responsibilities of the Safeguarding Lead Trustee

- Help other trustees on the Board to understand safeguarding and deliver their collective safeguarding duties
- Help to ensure a safe culture at Ethiopiaid
- Work with the CEO and Chair to manage any safeguarding allegations
- Keep abreast of safeguarding legislation, regulations specific to Ethiopiaid's activities, and the safeguarding expectations of the Charities Commission
- Be the point of contact for staff or volunteers who wish to complain about lack of action in relation to safeguarding concerns

## Trustee vacancy 2

### Responsibilities of the Legal Lead Trustee

- Help other trustees on the Board to understand legal issues
- Keep abreast of relevant legislation specific to Ethiopiaid's activities
- Providing advice/ guidance as appropriate on legal agreements or MOUs

# Trustee Legal Responsibilities

1. Ensure that the charity is well run, solvent and delivers its charitable outcomes.
2. Ensure funds are not placed at undue risk or misused.
3. Ensure the charity complies with regulation and law.
4. Act with integrity and avoid conflicts of interest.
5. Commit to the improvement of governance and the governing skills of the Board.

Formal guidance on the responsibilities of trustees is issued by the Charity Commission: see Guidance Note CC03 [www.gov.uk/government/publications/the-essentialtrustee-what-you-need-to-know-cc3](http://www.gov.uk/government/publications/the-essentialtrustee-what-you-need-to-know-cc3)

## The Commitment Needed

Attend 4 quarterly board meetings a year. Three are held virtually, with one held at a central London location. Meetings are usually held on Thursdays between 4.30pm and 6.30pm.

You may also be asked to attend additional special meetings to discuss urgent matters, for example emergency funding requests, legal issues or safeguarding concerns.

This role is voluntary and reasonable travel costs are reimbursed.

The term of appointment is initially three years. This may be extended by mutual agreement.

## To Apply

If you would like to apply for the position of either Trustee (legal lead) or Trustee (safeguarding lead) please send your CV, along with a brief covering letter to: [Alexandra@ethiopiaid.org.uk](mailto:Alexandra@ethiopiaid.org.uk) explaining your interest in Ethiopiaid and how you believe you could contribute to our charity.

For further information about us visit [www.ethiopiaid.org.uk](http://www.ethiopiaid.org.uk)



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