



Vacancies - Board of Trustees

- **Vice-Chair**
- **Trustee with commercial experience (from the business community)**

Role Description and Person Specification

The opportunity

We are seeking a **Vice-Chair** to join our Board of Trustees and bring their skills, experience and enthusiasm to the Board as we move into an exciting new phase of development for the charity. This is a fantastic opportunity for an aspiring Chair to further develop their experience of charity governance working alongside committed and experienced trustees. We are particularly interested to hear from candidates with **commercial experience** (current or recent experience of working within the business community) - **either** for the **Vice-Chair role or joining us separately as a Trustee**.

Now is an exciting time to join the Board of Trustees, as we have recently merged with Nottingham Festival of Science Curiosity and are in the process of developing a fresh strategy that looks ahead to 2030, with the Festival fully immersed within our programmes.

About Ignite!

Ignite! has a long and distinguished history as a small, but mighty Nottingham-based charity that supports children and young people to develop their curiosity and creativity to equip them for an unknown, but exciting future. We facilitate creative partnerships between professional sectors and communities of young people, including schools, youth groups and community groups, particularly those at risk of social exclusion. We link young people with a variety of professionals to share learning, develop understanding, and celebrate new ideas and ways of thinking. Find out more about us: www.ignitefutures.org.uk

Purpose of Vice-Chair Role

As Vice-Chair, you will also be a trustee, fulfilling the usual duties of a trustee, however you will be asked to contribute additional support as the Vice-Chair. The Vice-Chair works with and supports the Chair and Operations Manager/Company Secretary to monitor the implementation of board decisions and the effective management of our affairs. In the absence of the Chair, the Vice-Chair will provide leadership and direction to the board in order to enable them to fulfil their responsibilities for the overall governance and strategic direction of Ignite!



Role Responsibilities

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

The **Vice-Chair has an important role** in contributing to/guiding/informing the Board's collective responsibility:

Main responsibilities of the Vice-Chair:

- Deputise for and support the Chair when necessary and assume any or all of the duties in the absence of the chair or as delegated by the Chair.
- Liaise closely with the Chair and assist them in overseeing the conduct of Ignite!'s business.
- With the Chair, ensure that trustees understand the scope of their responsibilities.
- Assist the Chair to facilitate the effective direction of Ignite! by seeking an appropriate combination of skills and experience among trustees and, if appropriate, by developing the use of appropriate committees and sub-groups of the board.
- Act as an informal mediator in situations where there are difficult board dynamics, including any tensions between the Chair and other board members, or the Chair and management team.
- The Vice-Chair may wish to lead on time-limited actions/subgroups aligned with their interests.

In addition, with **all trustees** to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard

Person Specification

We are seeking individuals with:

- commitment to our vision, mission and values;
- excellent teamwork and leadership skills and effective decision-making;
- willingness to commit time and effort to the role;
- good, independent judgement, strategic vision and ability to communicate ideas;
- history of impartiality, fairness and commitment to promoting equality and diversity.
- *recent experience of working within the business community (*if applying to the board as a trustee with commercial expertise)



- Remuneration:** The role of Trustee/Vice-Chair is **voluntary** (with travel expenses covered).
- Location:** Ignite!'s main office is in **Nottingham**. Board meetings are predominantly held online with at least one in-person meeting per year.
- Time commitment:** Five Board meetings per year, which includes the AGM (usual board meeting times are 5-7pm). Additional meetings including sub-groups may be held between board meetings. Time commitment for the role is 0.5 to 1 day per month
- Term:** Trustees usually serve a three-year term, and are eligible for re-appointment for a second three-year term. A third term is allowed in the case where the skills of the post-holder have not been found in another candidate.
- Safeguarding:** All Ignite! trustees are required to undertake an Enhanced DBS Check (cost covered by Ignite!) and comply with our Safeguarding Policy.
- Training:** Ignite! is committed to supporting its trustees in carrying out their duties and will support any identified training requirements.

To apply Please send your CV and a covering letter that outlines your interest in the role to Sarah Walley, Company Secretary sarah@ignitefutures.org.uk. We also welcome informal enquiries before applying, so please do get in touch.

Please note: Applications will be accepted until the vacancies are filled.