



## Job Description and Person Specification

### Trustee

#### The headlines

We urgently need to balance the needs of all people with the needs of our planet. To achieve this, our movement is working to put global responsibility at the heart of engineering, to ensure a safe and just future for all. Together, we are redefining the borders of engineering.

We are now recruiting for a Trustee to join our Board of Trustees. We are looking for an individual with senior-level experience of sustainable development and/or driving positive change within engineering who can use their expertise to support the achievement of our 2021-2030 strategy.

**Responsible for:** Duties of a Trustee, e.g. adherence to charity regulations

**Location:** Remote, but ability to attend quarterly board meetings, and subcommittee meetings in central London, UK is essential (when permitted under COVID-19 guidelines)

**Type of post:** Three year term. Approximately one day per month.

**Remuneration:** Voluntary. Expenses can be reimbursed.

**Application deadline:** Midnight (GMT), Monday 31 May 2021

**Interview date:** w/c 14 June, virtually

**Start date:** As soon as possible, preferably in time for the June Board Meeting (Wednesday 30 June)

#### Engineers Without Borders UK

Our mission is to put global responsibility at the heart of engineering, to ensure a safe and just future for all.

We are soon launching a new strategy that describes how, over the next decade, we will build a movement of over half a million people from the engineering community. As society moves towards the 2030 deadline to meet the UN's Sustainable Development Goals (SDGs), we will inspire the community to make environmental and social justice vital considerations in everything they do. We will arm them with the skills to turn purpose into practice. And we will collaborate with organisations to enable globally responsible engineering to become mainstream. Our focus will be on reaching the tipping point where global responsibility becomes integral to the way engineering is taught and practiced.

We are now looking for a Trustee to join our Board of Trustees and support the achievement of this ambitious strategy.

## Role description

The role of our Trustees is vital to ensure effective governance of the organisation and to provide advice and assistance to our growing staff team. We are now looking for an individual with senior-level experience of sustainable development and/or driving positive change within engineering to join our Board of Trustees and use their expertise to support the achievement of our 2021-2030 strategy.

Part of your role on the Board of Trustee will be to ensure that the Charity remains up to date with the latest requirements and good practice.

## Person Specification

To ensure you're the right person for the role and can achieve success for Engineers Without Borders UK, we think that the following skills, expertise and attitudes are essential for this Trustee role:

- Passionate about our purpose
- Senior level experience of sustainable development and/or driving positive change within engineering
- Ability to provide support and strategic guidance in relation to the sustainable growth of Engineers Without Borders UK within the engineering profession
- An understanding of the [duties of a charity trustee](#)

One or more of the following is highly desirable:

- Experience working with a governing board
- Experience working in an organisation related to social/environmental justice
- An ability to create opportunities for Engineers Without Borders UK and contribute to the growth of our movement

With our new strategy, we are looking to broaden the skills and expertise on our Board of Trustees. Your ability to bring any of the following would be desirable.

- Experience of community / movement building
- Experience in influencing or advocacy (e.g. think tank / policy organisations)
- Experience with fundraising growth strategies (corporate and strategic income streams, in particular)

## Our team

We believe that the performance of our Board of Trustees and staff team is dependent on a diverse group of people coming together under a common purpose with shared values and principles. The following behaviours are expected of everyone, including our Trustees:

<b>Passionate about our purpose</b> Is driven by deep feelings and motivations but recognises the bigger picture and is not self-righteous or judgmental of others.	<b>Inquisitive</b> Is willing to learn and contribute with a curious mind and constructive thoughts and feedback.
<b>Creative</b> Able to bring new ideas and approaches and has an opportunity driven mindset whilst recognising the importance of focus and clear direction.	<b>Professional</b> Acts with integrity, recognising role as an ambassador for Engineers Without Borders UK. Well organised, punctual and self-motivated, delivering work to a high standard.
<b>Team Player</b>	<b>Open and inclusive</b>

Caring and supportive of others, keen to nurture the growth of others whilst maintaining awareness of self and personal development.	Open to the ideas and suggestions of others. Willing to encourage the insight of others and invite challenge to your own thinking.
<b>Respectful</b> Aware of diversity and respectful of different opinions, always assuming positive intent and working with others to find common direction. Able to follow and respect decisions, as well as make decisions that are respectful of others.	<b>Dependable</b> Trustworthy and genuine, reliable and self-disciplined, doesn't over-commit or set unrealistic expectations, is sure to communicate challenges so that they can be dealt with in a timely manner.

## Commitment

We expect all our Trustees to show a deep commitment to the work we do, sustainable development and globally responsible engineering. You must be able to commit at least one day per month to the role which would include attendance at quarterly Board meetings, subcommittee meetings and internal and external events as appropriate.

Engineers Without Borders UK Trustees serve a three-year term and can serve two consecutive terms. The Board meets once every quarter over the financial year (June, September, December, March). This is usually on a weekday from 4:30pm - 6:30pm either virtually or, subject to Government guidelines around the coronavirus (COVID-19) pandemic, at the Engineers Without Borders UK office in Vauxhall. Trustees are expected to attend the Annual General Meeting and a 'Board Away Day' during the year. In addition, Trustees will be asked to join subcommittees of the Board which meet at least once prior to upcoming Board Meetings.

To be appointed, Trustees of Engineers Without Borders UK must be members of the organisation. If not already a member, details can be found [here](#).

## To apply

To apply please send a CV (two pages maximum) and a covering letter (up to two pages) to [hr@ewb-uk.org](mailto:hr@ewb-uk.org) with the job title in the subject line. Please outline clearly in your covering letter:

- Your reasons for wanting to join the team at Engineers Without Borders UK
- How you meet the role description and person specification
- Your availability to be interviewed during the week of 14 June 2021 (virtually)
- Where you saw the role advertised

The deadline for applications is midnight (GMT) Monday 31 May 2021 and we expect to interview shortlisted candidates during the week of 14 June 2021.

## Recruitment information

- We receive high volumes of applications for all roles so, to keep administrative costs to a minimum, we will only contact short listed candidates.

- Engineers Without Borders UK is committed to selecting candidates for employment based on aptitude and ability, irrespective of gender, race, ethnic origin, disability, nationality, sexuality, religion or belief, marital status or social class.
- Please refer to our [Privacy Policy](#) for details of why and how we collect and store your data.