



We are looking for a new trustee to join our board and to chair our Finance & Audit Committee

About Design South East

Design South East is a purpose driven, independent, not-for-profit organisation that helps local authorities and their stakeholders and communities deliver resilient, healthy, and sustainable places. We have an office in central London and we focus our activity on the South East of England.

Managed by a small team, we leverage the power of a network of around 200 experts from a variety of built environment disciplines, leading practitioners in their fields, to help us deliver our work.

For more information, please visit www.designsoutheast.org.

About the role of Trustee and Chair of the Finance & Audit Committee.

Design South East is a company limited by guarantee and a registered charity. Board members are directors of the company and trustees of the charity. The board is chaired by Ben Rogers, our vice-Chair is Hilary Satchwell and the outgoing Chair of the Finance & Audit Committee is Judith Armit. The principal responsibilities of our board members are to:

- Provide the governance and high-level strategic leadership of the charity.
- Prepare for and attend board meetings and contribute to board discussions (normally four meetings a year, plus an extended board awayday).
- Support and mentor the charity's leadership team as required.
- Support the chair of trustees and the board through joining board sub-committees and task groups and carry out delegated governance work as and when required.
- Help in business development and network with important clients and other stakeholders.
- Represent and champion the organisation and its work at events and in the media.

The additional responsibilities of the chair of the Finance sub-committee are to:

- Oversee the financial management of the organisation, including setting budgets, running financial processes and monitoring financial performance, on behalf of the board.
- Chair our quarterly Finance sub-committee meetings.
- Support our Finance Manager and management team with the development of our financial management and reporting systems and processes.
- Review the annual accounts before they are presented at the Annual General Meeting.

Skills and Experience

Design South East is an enterprising charity and we derive most of our funding from contract delivery and fee income. This means that our board members not only help the organisation address the pressures common to any enterprise but also ensure that we have the highest standards of governance and that we operate in the public interest.

We are looking for the following skills and experience:

- A qualification in accountancy
- Experience of financial management in the private, third or public sectors, preferably as a finance director or equivalent.
- An entrepreneurial mindset to support our growth and development.
- A good understanding of the principles and practice of running a small to medium sized business and some experience working with small to medium sized businesses.
- An understanding of the principles and practice of charity governance and the role and responsibilities of trustees.
- Experience as a senior leader and manager.
- Excellent communication skills.
- Previous board experience would be also an advantage.

Terms of engagement

The role of a trustee is unpaid, and we estimate it involves a minimum time commitment of half a day per month. All meetings are held virtually or in-person. Reasonable expenses will be reimbursed.

Term

Trustees are appointed for an initial three-year term of office which may be renewed up to a maximum of six years' service.

Diversity

Design South East is absolutely committed to ensuring that we are a diverse organisation and that we reflect the communities we serve in terms of background, life experience and skills. We particularly welcome applications from groups traditionally under-represented within the built environment and positively encourage applications from eligible candidates regardless of age, disability, ethnicity, gender identification, marital status, pregnancy and maternity, race, religion or belief, or sexual orientation.

How to apply

To apply please submit your CV, a short covering letter explaining your interest in the position, and an outline of your relevant experience, to our director, Chris Lamb chris@designsoutheast.org. If you would like to discuss the position further before making an application, please contact Chris by email.

Deadline and interview

The deadline for applications is 17.00 Monday 16 January 2023. Interviews will be held in person in central London during the week of 30 January 2023.