

## RECRUITMENT PACK NON-EXECUTIVE DIRECTORS

### ABOUT US

Sustainable NI is a non-profit organisation that is driving sustainability efforts in Northern Ireland through the provision of tailored support, expert advice, essential tools and metrics designed to empower organisations to reduce their carbon emissions and adopt more sustainable practices, paving the way towards a greener and more responsible future for all.

Since our launch in 1998, the Sustainable NI community has grown but our mission has remained the same: to build a more sustainable future for Northern Ireland. We are founded on collaboration, sharing our expertise and knowledge. But our goal is not change. It is transformation. Our vision is a society that meets its needs from local, renewable resources, enabling people to live healthy, happy lives without compromising the planet.

### WHAT WE DO

Sustainable NI is committed to advancing a net-zero future by encouraging and supporting organisations to embed sustainability into their strategies and plans by bringing environmental, social and economic dimensions together. We empower organisations to embrace sustainable practices by providing expert guidance and actionable advice.

We offer a range of solutions designed to make sustainability simple and accessible including: sustainability training, workshops, audits, strategies, action plans as well as best practice approaches to reporting, screening and sustainable procurement.

Our focus is currently on supporting sustainability efforts in the public sector to ensure compliance with statutory duties. We also work nationally in partnership with other eNGOs to improve environmental policy and we provide the secretariat for the All-Party Group on Climate Action.

We are always looking for new ways to deliver our mission and we are currently developing community-based projects that seek to link climate action to the everyday lives and interests of local communities and inspire them to act.

### GOVERNANCE

Sustainable NI is run by a Board of Trustees (Non-Executive Directors) according to its Articles of Association. Decision making is undertaken by Trustees at quarterly board meetings and at the Annual General Meeting.

As a business limited by guarantee and registered charity, we submit accounts to Companies House and the Northern Ireland Charity Commission annually where more details of our activity can be viewed.

## **ROLE DESCRIPTION**

# **NON-EXECUTIVE DIRECTOR**

### **INTRODUCTION**

An exciting opportunity has arisen for experienced, impact-driven professionals to join the Board of a dynamic non-profit organisation at the forefront of sustainability and climate action in Northern Ireland.

At Sustainable NI, we are committed to driving sustainability efforts in Northern Ireland through the provision of tailored support, expert advice, essential tools and metrics designed to empower organisations to reduce their carbon emissions and adopt more sustainable practices, paving the way towards a greener and more responsible future for all.

Our vision is a society that meets its needs from local, renewable resources, enabling people to live healthy, happy lives without compromising the planet.

### **ROLE DESCRIPTION**

As a Non-Executive Director / Trustee, you will work with Board colleagues to:

- Provide strategic leadership for the organisation
- Offer support and leadership in particular professional specialisms, as detailed below
- Inspire staff and external stakeholders through the promotion of our vision, mission and values
- Develop our business, through the delivery of strategic and operational plans, as agreed by the Board
- Ensure that the organisation is compliant with all statutory and other requirements

### **KEY RESPONSIBILITIES**

- Attend and offer strategic input into Board meetings and other events
- Support and advise staff and fellow Directors in any area of appropriate professional expertise you possess
- Act as an ambassador and promotor of Sustainable NI
- Agree on policy, strategy, an operational plan and targets
- Monitor and evaluate the performance of the organisation
- Ensure that the organisation complies with relevant legal and regulatory requirements
- Ensure that the governance of the organisation is effective
- Communicate the work of the organisation to external stakeholders

### **ABOUT YOU**

The key attributes for this role are:

- A commitment to our mission, aims and ethos along with a willingness to devote the necessary time and effort
- Experience in a Director / Senior Management role within a commercial or other appropriate organisation
- A wish to optimise Sustainable NI's charitable delivery through the generation of commercial profit with purpose
- Ability to explain information in an accessible way to fellow Directors and staff

- Good, independent judgement and an ability to think creatively
- Ability to work effectively as a member of a team
- An understanding and acceptance of the legal duties and responsibilities of Directorship

## **SKILLS AND EXPERIENCE**

The ideal candidate would hold some of or a combination of the following skills and experience:

- Organisational effectiveness, change and delivery
- Finance and Accounting
- Fundraising
- Human Resources
- Legal / governance
- Procurement
- Subject expertise relating to sustainability or a component of it (e.g. ecology, transport, tourism, food, planning, environmental health, community development)

## **SALARY**

This role is not remunerated. Reasonable travel expenses will be reimbursed.

## **TIME COMMITMENT**

Equivalent to about six days per year to:

- Attend four Board meetings and one strategy day annually, in person
- Attend staff and board away days whenever possible
- Offer support and leadership to the Board and management team

## **DURATION OF ROLE**

Non-Executive Directors are appointed for a three-year term, with a possible additional three years if mutually agreed and re-appointed.

## **LOCATION**

Belfast / remote

## **APPLICATION PROCESS**

If you have a passion for joining us in our fight for a sustainable future, then we'd love to hear from you. If you feel you meet some of the criteria but not all, we hope you'll enquire and learn more. If you would like to know more about the opportunity, please contact Nichola Hughes, Executive Director of Sustainable NI ([nichola@sustainableni.org](mailto:nichola@sustainableni.org)) for an informal discussion.

To apply, please email a CV and cover letter to: [admin@sustainableni.org](mailto:admin@sustainableni.org) by noon on Friday 15th November 2024.

## **EQUAL OPPORTUNITIES**

Sustainable NI is committed to equal opportunities and to continuously learning how to increase the diversity of our people. We welcome applications from all suitably qualified persons and encourage applications from people currently underrepresented on our Board, including women in senior leadership positions, young people (under 30), BAME, disabled people and LGBTQI+ people.