



iwa

Trustee Recruitment Pack

The Institute of Welsh Affairs

Do you want to help build a better Wales for the future?

The Trustees of the Institute of Welsh Affairs (IWA) are excited to be looking for a new member to join our Board.

About the IWA

The Institute of Welsh Affairs is a registered charity (1078435) and limited company (02151006) with cross-party governance. We are funded by our members, our own income-generating activities, and trusts, foundations and other institutional donors. We are an independent, non-partisan think tank, and we bring together experience and expertise from all backgrounds to collaborate on the most important issues facing Wales

Our Vision is to help create a Wales where everyone can flourish.

Our Mission is to inspire Wales' ambition: we work to support better policy making and better economic and democratic outcomes for the people of Wales.

We do this by:

- Providing open, informed and welcoming spaces for people to exchange ideas and contribute to high quality public debate.
- Supporting and empowering people to understand how Wales is governed and to challenge and hold governments and decision makers to account.
- Creating new progressive and ambitious ideas and secure commitments to implementing them so that together we can develop a successful, green and fair economy, and a healthy, confident and inclusive democracy.

Shorthand Mission

1

We are the IWA: Inspiring Wales' Ambition.

2

We seek better policy and better outcomes.

3

We convene across boundaries, challenge power and create new ideas.



Our Values

Our Values underpin our work and shape how we interact with others:

Independent

We are independent of government and political parties

Integrity

We are committed to being open, honest and fair

Inclusive

We work for everyone in Wales and engage anyone who thinks and cares about Wales

Innovative

We work creatively to come up with better ways of doing things

Informed

We are evidence-informed, coming up with practical ideas that work



The Role of a Trustee

The Board of Trustees are jointly and severally 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. In addition, Trustees must demonstrate an understanding and acceptance of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

We are keen to ensure we continue to have a diverse range of experience and expertise to oversee the next stage of this influential think tank's development. As such, we are particularly interested to hear from candidates who are fluent Welsh speakers and/or have experience in the legal profession.



The Statutory Duties of a Trustee

- To ensure the organisation complies with its governing document
- To ensure that the organisation pursues its objectives as defined in its governing document
- To ensure the organisation applies its resources exclusively in pursuance of its objectives
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets

- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- If the organisation employs staff, to appoint the Director/s and monitor their performance.

In addition and with other Trustees, to hold the charity “in trust” for the future by:

- Ensuring that the Charity has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the performance of the Charity and for its “corporate” behaviour, 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.

Each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- Scrutinising Board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Sitting on recruitment, disciplinary and grievance panels as appropriate
- Other issues in which the Trustee has special expertise.

Person Specification



Knowledge, skills and understanding

- Commitment to the charitable objectives and the values of the IWA
- Strong decision maker with ability to persuade and make unpopular recommendations to the Board and the senior management team
- Good, independent judgement, effective decision making and strategic vision
- Understanding and acceptance of the legal duties, responsibilities and liabilities of being a charity Trustee
- An ability to work effectively as a member of a team
- Demonstrable willingness to build and sustain relationships with key stakeholders and colleagues to achieve organisational objectives
- A track record of commitment to promoting equality and diversity
- A history of fairness and the ability to respect confidences
- A shared understanding that they are there to act in the best interests of the IWA.

Personal qualities

- Demonstrate a strong and visible passion and commitment to the IWA
- Exhibit strong interpersonal and relationship- and network-building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including attending events out of office hours a few times a year in addition to Board meetings and very occasional travel
- Willingness to be available to staff for advice on an ad hoc basis.

Further Information



Term

Board members serve a four-year term and then become eligible for reappointment for one additional term.

Remuneration

Trustee positions are unpaid. However, all out of pocket expenses incurred in undertaking Board business can be fully reimbursed.

Location

The IWA is based in Cardiff, where most of our in-person meetings take place. We support Board members to join meetings virtually when they are unable to attend in person.

Time commitment

We expect Trustees to attend a minimum of 4 x 2-hour Board meetings per year (requiring a maximum of 2 hours preparation each).

Application

Please submit your CV and a cover letter (no more than two A4 pages each) outlining how you meet the requirements of the job description to info@iwa.org.uk by 5pm on Friday, 1st November 2024.

For an informal and confidential discussion about the role with our Chair, please get in touch on info@iwa.org.uk to arrange a call.



Contact Us



iwa

If you want to find out more about our work or if you would like to discuss your application with us, you can reach us online or find us in sbarc|spark, Cardiff.



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