

## Job Description and Person Specification

<b>JOB TITLE</b>	Non-Executive Director		
<b>TEAM</b>	Board of Directors		
<b>REPORTS TO</b>	Chair of the Board	<b>LOCATION</b>	Hybrid (The Wesley Euston/Camden/ Remote)

### JOB PURPOSE AND OBJECTIVES

#### Role and Responsibilities

Directors are required to comply with their statutory duties as set out in the Companies Act 2006. These duties include:

- Acting within their powers in accordance with the company's constitution;
- Promoting the success of the company for the benefit of its shareholders;
- Exercising independent judgement;
- Exercising reasonable care, skill and diligence;
- Avoiding conflicts of interest and declaring any interests as appropriate;
- Not accepting benefits from third parties;
- Declaring any direct or indirect interest in proposed or existing company transactions.

In addition, directors are expected to maintain confidentiality, safeguard company assets, and act with integrity at all times.

#### Key Responsibilities

- **Strategy:** Contribute to and constructively challenge the development of long-term strategy
- **Performance:** Monitor and scrutinise the performance of the Executive Team
- **Risk:** Ensure appropriate risk management frameworks are in place
- **Accountability:** Promote clear lines of accountability and internal control
- **Governance:** Uphold high standards of corporate governance and Board effectiveness

### JOB DIMENSIONS

#### RESOURCES UNDER CONTROL

<b>Direct reports</b>	None. No direct managerial responsibility; operates in an oversight and governance capacity
<b>Resources</b>	No direct budget control; oversight of company's financial performance and controls

## ROLE ACCOUNTABILITIES

- Provide independent and objective judgement at Board level
- Contribute to the development and monitoring of company's strategy
- Scrutinise the performance of the Executive Team against agreed objectives
- Ensure effective financial oversight and integrity of reporting
- Support the identification and mitigation of key risks for the company
- Uphold and promote strong governance and ethical standards
- Contribute to Board committees or working groups as required
- Maintain an understanding of the company's business, environment, and shareholders
- Act as an ambassador for the company where appropriate
- Undertake any other duties appropriate to the role

## Person Specification

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
Relevant professional qualification or equivalent senior-level experience	X		Q
Board-level or governance training (e.g. NED or director development programmes) with hospitality background		X	A, I
Accountancy or financial qualification		X	Q
<b>Proven Abilities, Knowledge and Skills</b>			
Strategic thinking and ability to contribute at Board level	X		A, I
Experience within the hospitality or hotels sector		X	A, I
Strong financial awareness and ability to interpret financial information	X		A, I
Experience of working with values-based company		X	A, I
Understanding of governance, risk management, and compliance	X		A, I
Ability to analyse complex information and provide constructive challenge	X		A, I
Ability to build effective relationships with Board members and shareholders	X		A, I
High level of integrity, discretion, and confidentiality	X		A, I
Digitally competent, with the ability to use standard communication and document-sharing technologies to effectively discharge Board responsibilities.	X		A, I
Ability to effectively use standard business systems (e.g. email, virtual meeting platforms, and document-sharing tools such as Microsoft Teams or Board portals)		X	A, I

<b>Personal Qualities</b>			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		A, I
Knowledge of Methodist Church structures and ethos		X	A, I
Awareness of and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual.	X		A, I
Collaborative and team-oriented approach	X		A, I
Professional, proactive, and reflective approach	X		A, I
Independent thinker with sound judgement	X		A, I
Commitment to equality, diversity, inclusion	X		A, I
Demonstrates interest in and commitment to the company's sustainability and environmental objectives		X	A, I
Commitment to our sustainability initiatives	X		A, I
<b>Method of Assessment: A – CV; I – Interview; W – Written exercise; P – Presentation; G – Group exercise; Q – Proof of qualification (e.g., certificates or transcripts)</b>			
<i>Please note: We reserve the right to assess any other aspects of the role using a format not previously described.</i>			

## TERMS AND CONDITIONS

- Non-Executive Directors are appointed via a Letter of Appointment. The appointing body is the Methodist Church in Britain.
- **Any appointment will be subject to approval by the Trustees of the Methodist Church, who act as the Company's shareholder.**
- Time commitment: 24 days per annum (Remote + On Site)  
Board meetings: Typically, six per year (In-Person), plus committee/working group involvement (In-Person/Remote)
- Remuneration: £375 per day (paid monthly)
- Reasonable expenses reimbursed in line with policy