

Trustee of the Board/Treasurer

**RECRUITMENT PACK**



# WHAT WE DO



We promote lasting peace by facilitating discussions between people divided by conflict, enhancing trust and enabling them to identify mutually acceptable solutions to root causes of conflict.

We are committed to independence, impartiality and inclusivity and are known for our ability to empower otherwise excluded groups to engage in peace processes.



We train and equip local people to gain expertise as peacemakers. These people are now better skilled to act as peacemakers and help resolve and prevent conflict.

## About Concordis International

Concordis works alongside those involved in or affected by armed conflict, helping them find solutions that address the root causes of conflict and contribute to lasting peace and economic development.

## Vision, Mission and Values

### Vision

Our vision is for every community affected by armed conflict to have the resources it needs to manage conflict peacefully.

### Mission

- To build **trusting relationships** with people involved in or affected by armed conflict.
- To facilitate **challenging conversations** between people from opposing factions.
- To enable people to find **workable solutions** that address the root causes of conflict and contribute to lasting peace and economic development to **mutual benefit**.
- To include **women** as well as men, those in armed groups as well as those who chose not to take up arms, national governments as well as civil society.
- To **leave a legacy** of sustainable mechanisms that enable future conflict to be managed peacefully.

### Values

We are committed to transformational justice and peacebuilding, underpinned by Concordis' values of:

- **Humility** – we recognise that we do not have all the answers, that there are different ways of dealing with and resolving conflict, and that our contribution should be part of a broad engagement by a number of people and organisations.
- **Impartiality** – we act in a consciously non-partisan manner.
- **Inclusivity** – we promote active participation in our dialogues from people representing as many strands of opinion or interest as are appropriate. We work creatively to give voice to people and groups who might otherwise be marginalised by reason of gender, age or ethnicity.

In carrying out its work, in dealings with its staff and in relation to governance and funding, Concordis:

- Acts with honesty, integrity and transparency and encourages accountability.
- Has proper regard for the welfare of all involved in its operations, both staff and beneficiaries.
- Consciously engages with women as well as men, values diversity and recognises the gendered dynamics of conflict.
- Is professional and respectful of others, acknowledging the importance of building relationships.
- Is reflective, responsive and nimble in its approach.

## A message from the Chair of the Board, introducing Concordis and the role:

Thank you for your interest in becoming Trustee/Treasurer for Concordis International. The need for peacebuilding is conspicuously urgent in these troubled times, yet despite the challenges, Concordis is making a measurable impact for peace, and it's a genuine privilege to be part of the team making that possible. After almost nine years in office, our current Treasurer is coming to the end of his term in office. We are seeking a replacement now to allow time for a transition period between the two postholders.

Concordis is a UK registered charitable company where the support function is based. The operational work is at an exciting transition. Having run programmes in a number of countries across the Sahel region of Africa for 20 years, we are now at a point where we can take a regional approach to our work. Communities and authorities affected by conflict across this borderlands region recognised the impact of our longstanding work in Central African Republic, Sudan and South Sudan, and invited us to set up mirrored programmes across the borders in Cameroon and Chad. A donor also recognised the impact of this work and approached us unilaterally with an offer of a significant, four-year grant to implement this programme.

Concordis' work is made possible by a wide range of people. The staff team look after the day-to-day activity, whilst overall governance is provided by of the Board of Trustees (currently 10 people). The Board has established four sub-committees to provide more detailed oversight in the areas of Finance, Funding and Fundraising, Human Resources and Risk. Concordis is supported by an Advisory Panel, a range of specialist advisors, and our Patrons, who support and endorse our work. The executive team is led by Peter Marsden, the CEO, and Sue Rooke, Director of Finance. Many of the 80 Concordis staff worldwide are nationals of the countries where we work.

With annual income of approximately £2.8 million, over 95% of Concordis' funding is from larger institutional donors, notably the EU. Our projects range from 18 months to 36 months duration, and it can take 12-18 months to bring a funding proposal to fruition. It requires ongoing work to find and develop new funding opportunities, to ensure programmes can continue uninterrupted. The remaining 5% of our funding comes from private donors and trusts; an area we are looking to develop

Concordis works as a team, and if you wish to join us, please expect to be useful and give of yourself and your time. We need your financial expertise and experience to help Concordis maintain strong financial governance across its operations . I hope that you will consider joining us on our journey to bring sustainable peace and stability to the greater Sahel.

**Edward Moore**

**Chair of the Board of Trustees**

## Information about the Role:

### Duties and Responsibilities as a Trustee:

#### Main responsibilities

- Determine the overall direction and development of the charity through good governance and clear strategic planning;
- Ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continuously striving for best practice in governance;
- Uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity;
- Take appropriate professional advice in all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties. This course of action will ensure the obligation to exercise their duty of care; and
- Avoid any personal conflict of interest.

#### Main duties

- Ensure Concordis complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance of its objectives;
- Act in the best interest of the charity, beneficiaries and future beneficiaries at all times;
- Promote and develop the charity in order for it to grow and maintain its relevance to society;
- Maintain sound financial management of the charity's resources, ensuring expenditure is in line with our objectives, and investment activities meet accepted standards and policies;
- Appoint senior staff and support the Chair of Trustees to line manage the CEO;
- Ensure the effective and efficient administration of the charity and its resources, striving for best practice in good governance;
- Maintain absolute confidentiality about all sensitive/confidential information received in the course of Trustees' responsibilities to the charity.

### Additional duties of the Treasurer:

- Chair the quarterly Finance sub-committee meetings and report back on the work and recommendations of the committee in full Board meetings;
- Liaise with the Director of Finance on a regular basis;
- Oversee the approval and presentation of budgets, management accounts and financial statements to the Board and other stakeholders;
- Ensure that the charity's financial resources meet its present and future needs and that it has an appropriate reserves policy;
- Ensure that Concordis has appropriate accounting procedures and controls and that these are implemented through an actively used Finance Manual;
- Oversee the regular assessment, monitoring and mitigation of financial risks, especially fraud;
- With the Director of Finance, manage the relationship with the external auditors including their appointment, remuneration and performance and review their audit plans and findings;
- Act as a signatory on the bank mandate (in a back up capacity)
- Provide ad hoc advice on financial matters to the Executive team and Board, as required.

## Person Specification:

Concordis values diversity in its Board and welcomes people from all sections of the community.

### Essential:

- Qualified accountant
- Proven ability to communicate and explain financial information to the Board and other stakeholders
- Analytical and evaluation skills
- Fair, independent judgement and willingness to express their views
- Adhere to and promote the Concordis Code of Conduct
- Strategic and creative thinker
- Collaborative team player
- Committed to the values and ethos of Concordis
- Willingness to act as an ambassador for Concordis and its work

### Desirable:

- Experience and knowledge of the not for profit sector, particularly international development
- Working overseas or managing overseas branches, especially in Africa

### Other Information:

- The term of office is normally for an initial three years and, subject to mutual agreement, extendable for a further 2 three year terms up to a maximum of nine years;
- There are four Board meetings (one full day) and four Finance Committee meetings a year. If time permits, Trustees can sit on two sub-committees. Trustees are also expected to attend occasional Concordis events.
- Board meetings are held in London, with optional virtual attendance. Most committee meetings take place virtually
- Reasonable out of pocket travel expenses will be reimbursed. Otherwise, the role is voluntary.

## Application Information:

### How to Apply:

Submit your CV and a covering letter of no more than two pages long and explain:

- Your motivation for applying; and
- How your skills and experience make you a good fit for the person specification

The document should be saved in PDF in the following format:

Your First Name–Your Last Name–Document Name–Date(mmyy) eg, John-Smith-CV-0524

Please send both documents to [hr@concordis.international](mailto:hr@concordis.international)

### Selection Timeline:

Closing Date: 18<sup>th</sup> July 2024

Interviews will be held: during August 2024

We expect that the successful candidate will meet with some of the Trustees including the Chair and Treasurer.

After this, one of the Trustees will contact you to let you know if you are invited to join the Board.

### Equality Statement:

Concordis International is committed to treating all people equally and with respect irrespective of their age, disability, gender, race, religion or belief, sex or sexual orientation. We actively encourage equality and diversity and we look to recruit across age, gender, ethnicity and background to support our peacebuilding mission.

### Queries:

If you have any queries or you would like an informal discussion about this opportunity, please contact the HR team by email on [hr@concordis.international](mailto:hr@concordis.international) and we'd be happy to help.

We will keep your personal data carefully and within the requirements of the General Data Protection Regulations.

All offers of employment will be subject to pre-employment checks including satisfactory references and appropriate screening. This includes criminal records checks, review of sanctions and proscribed groups lists. Concordis also participates in the Inter-Agency Misconduct Disclosure Scheme.

For more information about Concordis International please visit our website at

[www.concordis.international](http://www.concordis.international)

[A copy of the latest Annual Report and accounts can be found on the Charity Commission website at www.gov.uk/find-charity-inform](http://www.gov.uk/find-charity-inform)