

seed madagascar

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Candidate Pack

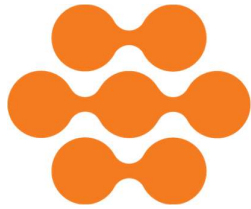
Vice Chair Trustee

Fundraising Trustee

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1 Message from the Chair

The Trustees represent different backgrounds and experiences but what pulls us together is a commitment to SEED's work on the ground in Madagascar. Several of us have been to Madagascar and have either volunteered or worked with SEED, so we have seen first-hand how important our work is, and the positive impact SEED has.

We are looking forward to welcoming two new Trustees to the Board, one as a Vice Chair and one with fundraising expertise, and for them both to join the amazing team of dedicated staff and volunteers who are delivering sustainable development, conservation and community work through a range of projects based on local needs.

SEED is growing thanks to successful marketing, fundraising project development and delivery. We are now looking to implement our new strategic plan to deliver sustainable development for the people of southeast Madagascar.

Madagascar is an extraordinary country with exceptional biodiversity but has severely lacking infrastructure and a high level of anthropogenic threats due to extreme poverty and considerable dependence on natural resources. We are privileged to work with its wonderful people, and we hope that you will want to join us.

2. Introduction to SEED

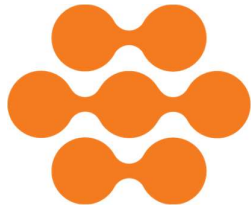
SEED has been working in the southeast corner of Madagascar for over 20 years. SEED stands for Sustainable, Environment, Education and Development and we focus on building meaningful, sustainable change in one the poorest regions of one the poorest countries in the world.

Our projects range from school building to maternal health, from insect farming to sexual health and rights. Check the breadth of our work here: <https://madagascar.co.uk/projects>

Our website provides a good feel of our work, with wonderful photography of the people, countryside and unique wildlife of Madagascar <https://madagascar.co.uk/>

We are active on social media where you can find us on [Instagram](#), [Facebook](#), [LinkedIn](#), [X](#), and [YouTube](#).

The majority of our staff are Malagasy, working in Fort Dauphin to design and deliver projects on the ground, alongside our international team, who bring external expertise and international best practices. In Madagascar, we have 95 staff in total (70 Malagasy and 25 international). They are supported by a small UK-based and remote working team of 10.



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3. Governance structures

SEED's board of Trustees has 8 members, including the Chair, who meet quarterly. There are 3 sub committees of the board focusing on: Audit and Risk; Marketing and Fundraising; and HR. These are chaired by a Trustee and consist of at least one other Trustee and up to two of the Senior Management team. We also have lead Trustees for Safeguarding and Whistleblowing.

The Board is international with Trustees based in a number of different countries, so the Board works remotely.

The operations are run by the Managing Director and the Director of Programmes and Operations who are both long standing senior managers.

You can find more information about our Board of Trustees here:

<https://madagascar.co.uk/about/trustees>

4. The Trustee roles

Vice Chair Trustee

In addition to the general role of Trustee, which is detailed below, the Vice Chair will stand in for the Chair during any absences and be a support to the Chair. As well as this, the Vice Chair Trustee will:

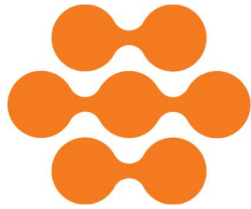
- Deputise for the Chair in their absence or when the workload is high. This would include chairing Board meetings and participating in sub committees, liaising with the Managing Director and other trustees
- Assist the Chair in the management of the Board, to include meeting preparation and ensuring that governance structures are working effectively
- The Vice Chair will join one of the sub-committees
- The Vice Chair will need previous Board experience at a senior level in a not-for-profit sector. Ideally this will include some experience of chairing or leading discussions with fellow board members.

There is an expectation that the Vice Chair will progress to become the Chair as and when the Chair steps down. This would be subject to the Board and the Chair taking a view as to whether this is appropriate, and to a full board vote.

Fundraising Trustee

In addition to the general role of a Trustee which is detailed below, the Fundraising lead Trustee will:

- Bring fundraising expertise and leadership to the Board
- Support the fundraising team of staff and volunteers with a strategic approach to this work



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- Ensure the charity is in the best possible position to develop and deliver high quality strategies in fundraising
- Join the Marketing and Fundraising sub committee
- Have a substantial background as a senior fundraiser with an understanding of charity fundraising at strategic and operational levels. This experience will ideally be with organisations of a similar size to SEED.

Trustee Role Description

Terms and conditions: Voluntary role

Responsible to: Chair of Trustees

Base: the Board works remotely

Overview of SEED

SEED Madagascar is a successful, growing British Charity working in partnership with communities in the southeast of Madagascar. We integrate high-quality community health, rural livelihoods, schools and conservation programmes to support long term, sustainable change and add to international best practice through research and publication.

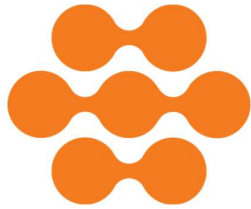
SEED has been working in Madagascar for over 20 years and has a wide range of impactful projects ranging from school building to sexual health, from beekeeping to improving lemur habitats. More recently, SEED has been working to address the famine in the southeast with emergency food distribution.

Employing most of its staff in Madagascar, SEED also engages international staff and interns as well as running a volunteer programme. Full details of our operations can be found on our website which includes our annual report and accounts, fundraising advice and information on our staff and Trustees: <https://madagascar.co.uk/>

The role will carry the usual responsibilities of a Trustee as defined by the England and Wales Charity Commission <http://www.charitycommission.gov.uk/publications/cc3.aspx> and we encourage all applicants to read through this prior to making application.

Main Responsibilities and Duties

- Ensure that SEED and its representatives function within all legal and regulatory frameworks continually striving for best practice in governance.
- Comply with SEED's Code of Conduct and policies, providing leadership on its value base and organisational behaviour, including safeguarding, human resources and financial management.
- Work alongside fellow Trustees and the Senior Management Team in developing

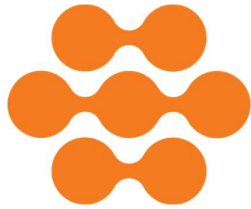


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SEED's strategic direction, promoting and developing this through good governance and clear strategic planning. To evaluate progress made towards achieving the strategic objectives.

- Ensure that SEED operates within its Charitable Objectives and organisational strategy in order that its work remains focussed and makes the greatest impact to those it serves.
- Actively contribute to the development of SEED's business plan, monitoring and evaluating performance against agreed objectives.
- Prepare for and participate fully in board meetings reviewing all reports coming to these meetings.
- To undertake training when required.
- Use any specific skills, knowledge or experience to help the Board of Trustees reach quick and sound decisions and participate in sub-committees.
- Support the recruitment of senior staff and offer on-going support and monitoring of their work.
- Assist in the recruitment, on-boarding and support of new Trustees when required.
- Act reasonably in decision making and leadership of the organisation and manage risks with a considered, proportionate and balanced approach.
- Maintain sound financial management of SEED's resources, ensuring expenditure is in line with the organisations' objects and that assets are protected and managed to ensure the proper investment of the charity's funds.
- Act as a counter-signatory on charity cheques and any applications for funds.
- Ensure the effective and efficient administration of SEED including having appropriate policies and procedures in place. These policies and procedures are reviewed and signed off by the Trustee Board.
- Ensure that SEED has robust safeguarding policy and procedures in place and that safeguarding is embedded across the organisation.
- Safeguard the good name and reputation of SEED, acting in the best interest of the charity, staff and beneficiaries at all times.
- Promote the work of SEED externally seeking opportunities that might further the work and visibility of the Charity.
- Support the Managing Director in leading the Charity, providing advice and practical help and participating in their annual evaluation.
- Maintain absolute confidentiality about all sensitive or confidential information received through carrying out the duties of a Trustee.
- Remain open and accessible to SEED's staff through occasional communication and site visits.



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Accountability:

As a Trustee you are responsible and liable for the governance and functioning of the charity and are accountable in varying degrees to a variety of stakeholders including service users, members, funders, the Charity Commission, and Companies House.

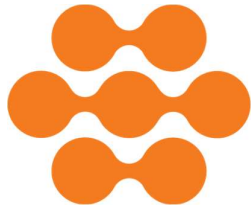
SEED Trustees should uphold the fiduciary duty required of all charity trustees to act in the best interests of both current and future beneficiaries of the charity, being held personally liable for any breach of that duty.

Support regarding this is given by fellow Trustees, the Managing Director and the Senior Management team.

Required skills & experience:

The successful applicant will:

- Demonstrate a passion for and sound knowledge of development and/or conservation issues facing least developed countries such as Madagascar.
- Demonstrate sound knowledge and keen interest in at least one of SEED's core areas (community health; sustainable livelihoods; environmental conservation) or in a key functional area (management, finance, marketing).
- Have a reasonable level of understanding of legal, financial, audit and other. regulatory requirements of a charity, ideally through experience as a trustee.
- Show commitment to SEED and have sufficient time and willingness to contribute effectively to board proceedings and subcommittee work.
- Be able to make quick and sound decisions based on an analysis of information presented to them.
- Have the confidence to both advocate for or challenge ideas and can remain independent of any influence from other organisations or individuals.
- Be able to work effectively as a member of a team and independently.
- Demonstrate an understanding of and commitment to SEED's Code of Conduct and values and always be a good ambassador for the organisation.
- Demonstrate the ability, social skills and confidence to give clear guidance and support to other Trustees or members of staff in respect of the philosophy and procedures of SEED in order to protect the reputation of the NGO.
- Be able to work to and advocate for all of SEED's policies and procedures, working within SEED's Code of Conduct, safeguarding those that SEED works with and reporting any concerns appropriately.
- Have empathy with those living and working in a developing country with the ability and desire to work with teams from different economic and cultural backgrounds.
- Have excellent listening and verbal communication skills and a flexible and patient attitude.



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Time commitments

Minimum of 4 Board meetings per year with participation on one sub-committee with its own 3 monthly cycle of meetings. There may be discussions and papers to be prepared ahead of board meetings and time spent working with the Managing Director and other Trustees. These meetings may be in person, more often are virtual and typically take between 2 and 3 hours.

The Trustee Board are encouraged to have one trustee a year take a trip to Madagascar to familiarise themselves with the environment the SEED works in and to meet and get to know the staff in country (some expenses will be covered).

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.

5. Recruitment process

- i) The role is being advertised externally for 4 weeks and will close on 7th October
- ii) To apply Please send a CV and covering letter to sue.hillman@seedmadagascar.org (lead HR trustee) Please contact this email if you have any queries at this stage.
- iii) We will shortlist in the week following closing of the advert
- iv) Shortlisted candidates will be invited to an interview on zoom. This will consist of discussions with the Chair and Lead HR Trustee and Managing Director. This will take place 21-24th October.
- v) Following this will be a discussion with the Managing Director and Director of Programmes and Operations.
- vi) The next stage will be to do a short project and to present this to the full Board of Trustees.
- vii) The successful candidate will be offered the role of Chair subject to references and DBS checks. SEED is a member of the Misconduct Disclosure Scheme, and we will seek safeguarding references in line with this, asking referees to disclose any disciplinary action taken as a result of safeguarding concerns.