

## **Institute of British Sign Language (IBSL)**

IBSL is a deaf-led Charity and an independent awarding organisation of qualifications relating to British Sign Language and British Sign Language Interpreting studies. In June 2009 iBSL were accredited by the Office of the Regulator for Qualifications and Examinations (Ofqual) and issued our first qualifications in April 2010.

Since inception, iBSL have developed a suite of 18 accredited qualifications relating to this highly specialised area. We are continuing to develop our portfolio and have plans to expand into Deafblind Communication, Bi-Lingual (English to BSL), Deaf Relay Interpreting as well as Continued Professional Development opportunities for interpreters and BSL teachers

Address of Organisation -: Institute of British Sign Language, Empire Court, 2<sup>nd</sup> Floor, 30 Museum Street, Warrington, WA1 1HU

Legal Status -: Charitable Trust

Number of Meetings -: 3 times per year during normal business hours

IBSL are looking to recruit a number of new Trustees onto our established Board to guide the organisation through our next exciting chapter of development.

### **Members of the Board of Trustees will be expected to: -**

- Ensure the organisation complies with the law and Charity Commission requirements;
- Know, understand and support the organisation's mission, goals, policies, programmes, services, strengths, and needs;
- Support the majority decision on issues decided by the Board of Trustees;
- Assist the organisation where appropriate by attracting potential income streams through personal influence with others (individuals, organisations, companies etc.) or by other means (donations etc.);
- Attend meetings regularly and prepare for them, including reading the papers submitted, and participate fully in them including by asking timely and substantive questions;
- Maintain independence and objectivity, and act with a sense of fairness, and professionalism and personal integrity even though not necessarily obliged to do so by law or custom;
- Maintain the confidentiality of confidential details of the organisation's business and of Board meetings;
- Show appropriate respect to other members of the Board of Trustees, staff volunteers and users of the organisation;
- Avoid pursuance of a personal agenda through membership of the Board of Trustees, inappropriate relationships with management and staff and prejudiced judgements;
- Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the Board of Trustees in a timely fashion; not get involved with detailed management decisions.

We require two national representatives, one of whom will be responsible for representing iBSL in and around Scotland and the other will be responsible for representing iBSL in and around Northern Ireland as per Ofqual requirements.

### **Scottish and Northern Irish representatives -:**

Skills/Experience/Expectations -:

- Knowledge and Experience of the national agenda in relation to BSL and the local Deaf communities
- Willing to challenge
- Bring new ideas and new perceptions to iBSL
- Demonstrate entrepreneurial qualities

We are looking to recruit a National representative to liaise between iBSL and Deaf led organisations across the sector.

### **Deaf led Organisation representative-:**

Skills/Experience/Expectations -:

- Knowledge and Experience of market forces within Deaf led organisations
- Willing to challenge
- Bring new ideas and new perceptions to iBSL
- Demonstrate entrepreneurial qualities

We would also like to hear from interested parties with a proven track record in -:

- Financial Management and Planning
- Fundraising
- Marketing and Development

### **Financial Management and Planning -:**

Skills/Experience/Expectations -:

- To oversee the financial affairs and procedures of the charity
- To advise the Board on financial matters and decision making in line with good practice and in accordance with the governing documents and legal requirements
- To report to the Board of Trustees on the Charities finances
- To assist the Executive Director in the management of financial aspects of the Charity
- To liaise with the accountants in the preparation of the year-end accounts
- To be a permanent bank signatory and approver of expenses (second signatories for both actions are from a selection of the other trustees)
- Accounting and / or financial reporting experience. Previous experience in the financial affairs of a charity would no doubt be useful but is not necessary. More significant are competence, reliability, enthusiasm and an eye for detail.

## **Fundraising-:**

Skills/Experience/Expectations -:

- A readiness and ability to play a key role in fundraising/development activities
- The ability to think creatively and strategically
- Able to demonstrate good judgement and analytical ability
- Good communication, team working and interpersonal skills
- An ability to command respect among local, regional and national stakeholders

## **Marketing & Development -:**

Skills/Experience/Expectations -:

- To be responsible for conveying a positive image and reaching new markets
- To have a strong background in marketing operating in strategic capacity and decision making
- To commit to and promote the aims and objectives of iBSL.
- A willingness to devote the necessary time and effort
- The ability to think creatively and strategically
- To be able to provide good, independent judgement
- To understand and accept the legal duties, responsibilities and liabilities of Trusteeship
- The ability to work effectively as a member of a team while contributing an independent perspective

## **How to apply:**

Please submit your CV together with two professional reference and a covering letter indicating why you wish to be considered for the roles, what professional skills and qualities you are able to contribute to the organisation.

Please send to: Executive Director, [michellejones@ibsl.org.uk](mailto:michellejones@ibsl.org.uk)

Closing date: 12 noon 12 May 2017

Interview date: 1<sup>st</sup> & 2<sup>nd</sup> June 2017