



JOB DESCRIPTION

Job Title	Non-Executive Director
Base Location	Equity Release Council (the Council) operates a hybrid operational model, whereby staff and the Board work remotely, meeting virtually as and when required but also on occasion face-to-face. Within this context Non-Executive Directors will be expected to participate in face-to-face meetings in London as well as virtually using Microsoft Teams, Zoom, and other online meeting systems.
Hours	Non-Executive Directors are expected to work in the region of 12-15 days per annum allowing for additional hours to be agreed as and when required particularly to support familiarisation activity in the early stages of tenure. This includes but is not limited to attendance at quarterly Board meetings plus participation in Standing Committees, ad-hoc governance working groups, member engagement activity, networking, consultation events, and other activities which are commensurate with the role of non-executive director. Some months will require more time than others.
General	The Council's Non-Executive Directors play a critical role in the success of the organisation. The Board has significant legal and ethical responsibilities to the organisation's staff, members, and stakeholders. Confident and knowledgeable Non-Executive Directors help the organisation maintain credibility, provide important access to the potential partners, collaborators, and supporters, offer independent perspective, and serve as effective advocates for the Council. The Council is a not-for-profit membership organisation and as such its surpluses are reinvested into the organisation for the benefit of its members and the achievement of its strategic objectives. Within this context, the Board's main purpose is to enhance the prosperity and viability of the organisation by collectively directing the organisation's affairs for the overarching benefit of the Council's membership.
Key Relationships	Internal <ul style="list-style-type: none">• Chair• Chief Executive• Chief Operating Officer• Head of Risk, Policy & Compliance• Business Development & Member Relations Manager• Public Affairs Manager• Fellow Non-Executive Directors• Chair of the Standards Committee*• Standing Committees

* The Council is conducting a review of the Standards Board structure but irrespective of the review, a distinct entity will continue to function within the Council, whose focus is on ensuring the relevance and robustness of the industry's standards.

- Assurance
- Nominations
- Remuneration
- Ad hoc governance working groups
- Members' Panel
- Standards Committee (rotational guest)

External

- Financial Conduct Authority
- Primary and secondary stakeholders**
- Professional representative [and membership] bodies
- Members' organisations

MAIN DUTIES AND RESPONSIBILITIES

The Board's main purpose is to enhance the prosperity and viability of the organisation by collectively directing the organisation's affairs for the overarching benefit of the Council's membership. Specifically, the organisation's non-executive directors focus on seven key areas:

1. Establishing the Vision, Mission, and Values

- Determine the Council's vision and mission to guide and set the pace for its current and future development.
- Define the value proposition.
- Set, monitor, and review the organisation's goals; and
- Set the tone and culture of the Council.

2. Strategic Planning

- Review and evaluate present and future opportunities, threats, and risks in the external environment; and current and future strengths, weaknesses and risks relating to the organisation.
- Determine strategic options, select those to be pursued and decide the means to implement and support them.
- Agree the organisation's policies, business strategies and operational plans which underpin the Strategic Plan; and
- Ensure the organisational structure, capability and resources are appropriate for implementing the chosen strategies.

3. Ensuring Legal and Regulatory Compliance

- Develop and monitor appropriate organisation policy, practices and reporting processes which ensure compliance with relevant legislation and regulation.

4. Financial and Operational Oversight and Scrutiny

- Ensure the solvency of the organisation, safeguarding assets and ensuring the effective and efficient use of resources.
- Approve the annual operating budget and inform the continual review of a multi-year budget cycle.
- Agree any variation from budgetary targets, in accordance with the organisation's financial regulations.
- Agree funding for non-recurrent expenditure.
- Ensure financial probity through the regular review of financial and accounting balance sheets and reports; and
- Ensure retention of financial documents as required by legislation and informed by best practice.

** As defined through the Council's Stakeholder Engagement Plan

5. Risk Management

- Ensure the executive is equipped with sufficient financial and non-financial resources to successfully deliver the objectives of the strategic and operational plans.
- Understand, evaluate, manage, and embrace risk as required, ensuring opportunities are maximised for the benefit of the Council and/or its members.

6. Stakeholder Engagement

- Steward relationships that will help realise the objectives of the strategic and operational plans.
- Advocate the Council, articulating the goals, missions and purpose of the organisation and its membership.
- Represent the Council to external stakeholders, representing members' views and influencing and/or contributing to stakeholders' own activities; and
- Listen to the needs of the organisation's members and direct any necessary changes that will enable the organisation to serve its community to the highest potential.

7. Appointment of and support for the Chief Executive

- Identifying, appointing, motivating, appraising, and supporting an individual with the skills, experience, and temperament needed to lead the day-to-day executive functions and deliver against the objectives of the strategic and operational plans.

OPERATIONALLY the Board of Directors should:

- Understand and fulfil the commitments of being a member of the Board.
- Commit to a specified term of office.
- Complete and maintain the requirements of the Companies Act 2006, including filling director and officer positions:
- Appoint a Chief Executive to lead the day-to-day operations of the Council; and
- Participate in regular Board meetings and decision-making.

STRATEGICALLY the Board of Directors should:

- Ensure vision and mission statements reflect the current values and circumstances of the Council and its membership and/or wider environment.
- In conjunction with the senior executive team, generate plans for the development of the Council.
- Engage in proactive risk management; and
- Fulfil an ambassadorial role, representing and advocating the Council, building, and maintaining relationships with key strategic stakeholders for the purpose advancing the organisation's objectives.

ADMINISTRATIVELY the Board of Directors should:

- Ensure the organisation's policies, strategies, protocol are maintained and met by all directors.
- Ensure Board succession planning is enacted.
- Ensure the completion and submission of the Annual Report, annual accounts, and other required documentation to the relevant legislative or regulatory bodies; and
- Manage the recruitment and retention of a Chief Executive.

PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to degree level or equivalent. 	<ul style="list-style-type: none"> • Relevant academic and/or professional qualification.
PREVIOUS EXPERIENCE	<ul style="list-style-type: none"> • Professional background in public, private, or third sector leadership at board level (or equivalent). • Leadership insight across the full range of corporate functions. • Experience of providing independent perspectives, constructive challenge, and supportive scrutiny. 	<ul style="list-style-type: none"> • Experience and/or understanding of the operations of a membership organisation, trade body, professional institute, standards setting entity or learned society. • Experience of working in the UK financial sector. • Track record of delivering against defined KPIs and of holding others to account for performance.
KNOWLEDGE AND SPECIALIST SKILLS	<ul style="list-style-type: none"> • Knowledge of not-for-profit corporate governance. • Can demonstrate experience/a track record of effectively engaging with the likes of government and/or regulators, and/or consumer groups. • Excellent oral and written communication skills. • Effective research and information gathering skills. • Ability to analyse and assimilate information from a range of sources. • Stewardship through planning, strategy, control, and value for money. 	<ul style="list-style-type: none"> • Familiarity with the professional membership/trade association sector. • Knowledge of the mortgages and later life lending sector including the key professions that operate within it. • Risk management. • Strategic planning. • Financial/budget oversight.
DISPOSITION	<ul style="list-style-type: none"> • A commitment to the Nolan Principles of ethical standards in professional life. • A commitment to personal professional development. • An approachable and effective role model who is self-motivated and able to motivate others. • Ability to network and establish effective working relationships at all levels. • Willingness to be flexible and adapt to changing priorities and respond to competing demands. • Intellectually agile and innovative. • Methodical and accurate with an excellent attention to detail. • Positive, enthusiastic, and optimistic, displaying confidence and exhibiting a presence and vision. • Able to exercise independent thought and judgement but to accept collective responsibility for Board decisions. 	

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