



ROLE DESCRIPTION:

TRUSTEE

Organisational Overview

Zimbabwe Educational Trust are a diaspora led UK registered charity. We work to support children and young people within vulnerable communities in Zimbabwe by providing education and removing the barriers to education. Working with grassroots partners we deliver impactful projects where outcomes can be sustained. Our collaborative model helps our grassroots partners to access the funds they need, build capacity from within, track outcomes and above all to do what they're best at – deliver.

Since our establishment in 1987 we have helped tens of thousands of people from some of Zimbabwe's most vulnerable communities. Themes of our work include; life skills, vocational training, work experience, birth registration, sexual and reproductive health, child marriage, food security and climate change resilience.

ZET has one member of part-time staff and is looking to grow significantly in the next 2-5 years.

Time Commitment

Trustee meetings take place every three months, typically for two hours and are usually on a Saturday afternoon (UK time). Trustees are expected to contribute to additional work in-between meetings according to the needs of the moment and their specific areas of expertise. There is no set minimum or maximum duration for Trusteeship.

Location

Our team is based in Leeds and in-person meetings are desirable but non-essential. All board meetings include remote participation (e.g. MS Teams) so Trustees can be based anywhere.

Expertise

This role would suit someone looking for a strategic, leadership role in a small charity making a big difference to educational outcomes in Africa. We are open to Trustees from all walks of life and with varied skills and experience. We have some areas where we know we want to strengthen our board but please don't let these put you off if you feel you have something different to offer.

- Fundraising – all types though we're particularly interested in increasing monthly giving.
- Marketing/PR/ Communications
- Legal
- Accountancy/Finance/Audit
- IT/Technology
- Monitoring, Evaluation & Learning

Trustee Purpose

To take joint responsibility with the other Trustees for the governance and control of ZET.

Responsibilities

- Ensure that ZET complies with its governing document (including pursuing its objects as defined therein), charity law, and any other relevant legislation or regulations
- Use individual skills, knowledge and experience to assist the Board in reaching sound decisions; this may involve scrutinizing Board papers, leading discussions, providing advice and guidance, or any other issues in which the trustee has special expertise.

- Contribute actively in giving firm strategic direction to ZET, including setting overall policy, defining goals and setting targets, reviewing operations and evaluating performance
- Safeguard the reputation, values and people of ZET
- Ensure the financial stability of ZET and the proper use of resources

Person Specification





- Knowledge and experience of the voluntary and community sector
- Knowledge and experience of Zimbabwe and/or international development
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Ability to listen and willingness to speak out
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Ability to respect confidences and confidentiality
- Ability to work according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Get In Touch

We can offer you an opportunity to meet our Operations Manager and/or trustees first - a chance to tell you more about our work, learn more about you and whether we'd be a good fit for each other, with no obligation to commit. There is no closing date for applications.

To apply or find out more, please contact our Operations Manager, Andrew Jackson on andrew@zimbabweeducationaltrust.org.uk or call on +44 (0) 7458 304 443.

Find Us Online

Website		zimbabweeducationaltrust.org.uk
Twitter		zet_uk
Facebook		ZimbabweEducationalTrust
Instagram		zimbabweeducationaltrust

Supporting the work of Zimbabwean communities to keep children in school and out of poverty.

U.K Charity No. 327519