



Non-Executive Director & Chair of Audit and Resources Committee
Policy Connect
Minimum commitment: Equivalent to 1 day per month

About Policy Connect

Policy Connect is a collaborative think tank that reaches across the party-political spectrum to engage with policy-makers in a neutral, evidence-based fashion. We are seeking to appoint a new Non-Executive Director to join our Board of Directors and chair the Audit and Resources Sub Committee to the Board. We are looking for someone, who will bring passion and commitment, and the capability to use their financial and strategic expertise to play a crucial role in securing organisation's future ambitions.

The nature of our work

By bringing together parliamentarians with public and private organisations Policy Connect tackles big issues across a range of sectors affected by policy. We deliver key pieces of independent research with evidence-based recommendations to inform and improve UK public policy. All of our work is delivered by the dedicated teams at Policy Connect who are passionately involved in policy work, and experts in their area of inquiry.

With a unique reach into Parliament – and as a leader in research and engagement for a number of diverse policy areas – Policy Connect is a not-for-profit think tank and social enterprise who receives financial support from a wide range of organisations including charities, NGOs, education and learning institutions, and small, medium and large corporate businesses. All of these organisations believe that cross party discourse between Parliamentarians, Government, business and academia is desirable for developing considered, evidence-based policy that helps improve citizens' lives. With over two decades of policy work, Policy Connect has overseen the research and delivery of more than 50 key publications. Policy Connect also has a long history of success in running engaging forums, commissions and All-Party Parliamentary Groups.

Our people and expertise

The people who work at Policy Connect are passionate about the future of public policy making. The organisation brings talent, expertise and approachability to every project we work on. With a personalised approach and dedication our team brings together as many views as possible to reach a balanced perspective.

The expertise Policy Connect offers comes through a tight-knit and dynamic team driven by excellence. Our staff is a diverse mixture of new blood and seasoned policy experts who blend together in a unique combination of fresh ideas, experience and the vision and drive it takes to make a real difference.

The role

- Chair the Audit and Resources Sub Committee, which meets four times per year ahead of general board meetings to scrutinise matters relating to finance, HR and the organisation's audit (*please consult the Annex for the Sub Committee's terms of reference*)
- Represent the Audit and Resources Sub Committee at quarterly board meetings and report on matters relating to finance, HR and the organisation's audit to the rest of the board
- Support the executive team, providing advice and constructive challenge and take responsibility as a Board member for helping to shape the organisation's aims, values and strategic goals
- Act as an ambassador for Policy Connect, working with a range of internal and external stakeholders, including the parliamentary and industry membership as well as our strategic partners
- Support the wider Policy Connect team with advice, contacts and business development in our policy areas with the option of entering into a closer mentoring relationship with individual staff members if appropriate, feasible and desired

The Candidate

Required:

- Commitment and passion for the values, goals and ethos of Policy Connect
- Strong and effective communication and interpersonal skills, with the ability to engage with a wide range of people across the organisation, including our staff and our membership
- The ability to operate within the context of a small, dynamic organisation
- Experience in finance and accounting and the ability to scrutinise the organisation's financial performance and alignment

Desirable:

- Experience in dealing with not-for-profit organisations and/or charities
- Expertise and senior level contacts in one or more of the following policy/industry areas: sustainability, technology, manufacturing, design and innovation, employment, skills and higher education, health

If you would like to find out more about the role, please contact either Policy Connect's Chief Executive Jonathan Shaw at officemanager@policyconnect.org.uk or on 0207 202 8585 or the outgoing Chair of Policy Connect's Audit and Resources Sub Committee, Clare Minchington at Clare@Minchington.net.

Annex

Policy Connect Audit and Resources Sub-Committee: Terms of reference

The Audit and Resources Sub-Committee is a Sub-Committee of the Policy Connect Board.

Membership

- Chair plus 3 Board Members – to be appointed by the Board, after considering recommendations from the Nominations Committee
- In attendance: Chief Executive and Chief Operating Officer

Frequency of meetings and quorum

The Sub-Committee will generally meet four times a year, and not less than three times a year. A quorum at each meeting will be two Members, including the Chair. Some or all of the Members may join the meeting electronically.

Functions and responsibilities of the Sub-Committee

Finance

- To consider financial, legal and statutory matters
- to receive and approve annual budgets and quarterly management accounts, and take action over variances as appropriate; and to agree a budget to be presented to the Board
- To monitor management accounts and agree action to be taken when necessary
- To monitor cash flow and agree action to be taken when necessary
- To ensure compliance with accounting legislation and requirements
- To monitor the internal financial control procedures
- To monitor risk

HR

- To monitor staff recruitment and retention
- To agree staff pay increases
- To agree any action to be taken on HR issues
- To support and review the performance of the Chief Executive

Audit

- To consider and make recommendations on the appointment, re-appointment or removal of the external auditor
- To approve the remuneration to be paid to the external auditor
- To agree with the external auditor the scope of the external audit
- To review with the external auditor the findings of their work and assess the effectiveness of the audit