



## ASF-UK Trustee Recruitment

Call for Expressions of Interest



# Architecture Sans Frontières UK seeks new trustees

ASF-UK is seeking expressions of interest from individuals with a passion for international and community development who would like to join our Board of Trustees in a voluntary capacity. Our aim is to recruit 4-5 new trustees in time for formal election at our AGM in early July 2018.

Knowledge of architecture or the built environment is not an automatic pre-requisite as we want to build a board with a wide variety of perspectives and expertise.



## Skills & Experience

We welcome applications from individuals with the following skills and experience:

- » **Financial management and accounting.** We are seeking an individual with a background in finance and company administration, possibly someone or is or has been an accountant, or financial administrator for another charity in the past, who understands company record keeping, booking-keeping to trial balance and who can offer some hands-on practical support and advice to our administrator to ensure we consistently produce good and accurate financial records, management accounts including budgets and cashflow projections. We estimate this support may require 1 day per month of your time in addition to participation in normal board meetings.
- » **Legal and contractual.** We are seeking an individual with excellent knowledge of the legal matters most likely to impact the effective running of a small charity. They will support the Board with general advice and guidance on legal matters, especially in respect of Human Resources/employment law, Intellectual Property and contracts for service. We estimate this support may occasionally require 0.5 day per month of your time in addition to participation in normal board meetings.
- » **International development and aid.** We are seeking individuals that have strong knowledge in international development ideally with experience in working on urban development in the Global South. In particular we would welcome an individual that has experience of looking at some of the following issues - urban poverty, community development, housing, planning and resilience and risk. ASF-UK is increasingly developing long-term partnerships with organisations in the Global South and we would value the knowledge and experience of someone both working on international development issues and who has helped develop partnerships that build capacity with NGOs and institutes abroad.

We also welcome applications from individuals with knowledge, experience in the following areas all of which are fundamental to what ASF does:

- » Built environment - architecture / urban design / urban planning
- » Community-led development, civic participation, and co-production
- » Volunteering programmes, especially in an international context
- » Marketing and PR / events management
- » Sponsorship and fundraising.

## Personal Qualities

ASF-UK looks for a variety of qualities in its Board of Trustees. You will be someone with excellent interpersonal and communication skills and with professional expertise in one or more of the above areas. You are likely to have management level experience within your profession, able to guide ASF-UK's growth and development over the next few years.

- » You will have a strong personal commitment to ASF's aims and an interest in the important work that we are engaged in.
- » You will be able to exercise governance responsibilities with drive, enthusiasm, initiative, creativity, commitment and discretion.
- » You will have the time to contribute effectively with the ability to absorb and analyse complex information quickly and accurately.
- » You will be able to work as part of a team with other Trustees, the Management Committee, providing support and encouragement to our volunteer Associates.
- » You will be able to make constructive contributions to debate and be prepared to make your knowledge, expertise and contacts available to the Board of Trustees, when relevant.

Knowledge and experience of running a small charity is not essential - but it will be useful!

## Equality and Diversity

We are committed to equality, and actively seek to create a board of trustees that is genuinely diverse. We welcome expressions of interest from everyone, irrespective of gender, gender identity, age, nationality, ethnicity, faith, disability or sexual preference.



## Duties and Time Commitment

All trustees should expect to commit approx. 0.5 to 1 day each month to the role, allowing for time to prepare for and attend trustee meetings, and to complete any follow up actions agreed.

As ASF is a national organisation, its Trustees and Associates are based in many parts of the country. The majority of Trustee meetings take place every 4-6 weeks. They last approx. 1.5 hours and most take place in the evenings or at weekends. Most are conducted virtually by Skype or Google Hangout.

2 or 3 trustee meetings take place each year at a central venue in London, normally combined with other key events, such as the AGM and an annual 'away day', both of which provide an excellent opportunity to get to know our amazing Management Committee and volunteer Associates, who undertake most of the day-to-day work of the charity.

We understand that trustees may occasionally need to miss a meeting due to other work or personal commitments, but it is essential that all trustees are willing in principle to commit sufficient time to prepare for and attend Board meetings on a regular basis.

Members are normally appointed for a period of three years. (Renewable.)

## Role of Trustees

ASF's Board of Trustees are also legally its company Directors and have an individual and collective responsibility for the effective governance of the charity. Through regular meetings of the Board, you will participate in the strategic decision-making, setting policy, approving budgets, ensuring that the charity meets its legal and charitable obligations.

Outside of the regular cycle of meetings, trustees must be willing to will act as an 'ambassador' for ASF-UK, helping us to make strategic connections, assisting with advice relevant to their own specialist areas, such as legal matters or fundraising, and attending key events as appropriate.

## Remuneration

ASF-UK is a registered charity. As such, being a trustee is a voluntary position, which is not remunerated. However, reasonable travel and subsistence costs can be reimbursed when needed to enable Trustees to attend meetings.

## How to Apply

Please email your CV and a statement (maximum 2 sides of A4) to the following address: [admin@asf-uk.org](mailto:admin@asf-uk.org)

Please set out why you are interested in being considered for Board of Trustee membership, and what skills and experience you feel you would be able to contribute.

Please include your name, address and contact details, together with the phone & email contact details of two referees, with a note explaining your relationship with them. (Employer, colleague, etc.) Please indicate if you do not wish these referees to be contacted immediately.





## Who We Are & What We Do

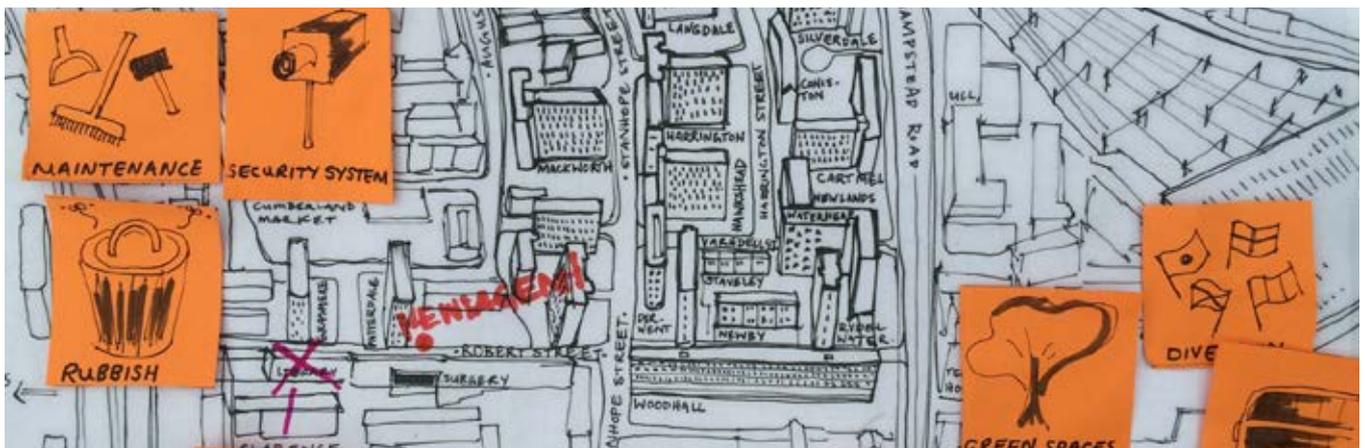
ASF-UK uses the skills, energy and commitment of architecture and urban planning professionals to help empower and change the lives of people who are marginalised or living in poverty, empowering them to address the unequal distribution of resources and life opportunities that accompany intensive urbanisation. Our three main objectives are: to influence urban policy and planning processes (Advocacy); to increase knowledge and understanding of community participation (Training and Capacity Building); and to enhance the capacity of local project partners (Live Projects).

Our aims are achieved by three different programmes:

- » **Change by Design** is concerned with advancing the thinking and practice of participatory design in ways that contribute to the democratisation of city-making and to addressing urban inequalities.
- » **Resilience by Design** focuses on bridging local with scientific knowledge to address complex socio-ecological issues in the context of rapid urban change, climate hazards, and resource scarcities.
- » **Challenging Practice** is an independent-learning programme that seeks to enable built environment practitioners to engage reflexively with the challenges of inclusive and sustainable urban development. Challenging Practice is an ASF-International programme coordinated by ASF-UK, and it is RIBA CPD accredited (Core Curriculum).

Much of our work takes place abroad as well as working in the UK. Currently we have projects in Nepal, South Africa, Sierra Leone, and the UK. Using the model made famous by Médecins Sans Frontières, a lot of our work is delivered by volunteers – most of whom are professional architects and built environment practitioners. We work in partnership with a wide range of other organisations from small NGOs to major research organisations, including a number of Universities. Our work is funded through a mix of grant aid, individual and corporate donations, sponsorship, and trading income.

ASF-UK is an active member of Architecture Sans Frontières International, a network with over 30 members worldwide.



## Additional Information

For further information about ASF-UK and about the role of trustees, please look at our website...

<http://www.asf-uk.org/> which includes links to project reports, blogs and case studies.

For further information about the role of trustees, please download this recent government guide:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

If you would like to speak to one of the current trustees, please contact:

- » **Rubbina Karruna (Chair)** - [r.karruna@asf-uk.org](mailto:r.karruna@asf-uk.org)
- » **Irena Bauman** - [i.bauman@asf-uk.org](mailto:i.bauman@asf-uk.org)
- » **Yvonne Deane** - [y.deane@asf-uk.org](mailto:y.deane@asf-uk.org)

*Thank you for showing an interest in our Trustee positions, we look forward to hearing from you. We are excited to be welcoming more people to our team!*



Architecture Sans Frontières-UK  
Impact Hub  
27 Dingley Place  
London  
EC1V 8BR

For general information please email: [info@asf-uk.org](mailto:info@asf-uk.org)  
For further information about ASF-UK: [www.asf-uk.org](http://www.asf-uk.org)  
Facebook: [@architecture.frontieresuk](https://www.facebook.com/architecture.frontieresuk)  
Twitter: [@ASF\\_UK](https://twitter.com/ASF_UK)

Architecture Sans Frontières-UK is a UK registered charity - Charity Number 1123786