

## **ISE Director role profile**

### **About ISE**

Our role is to empower organisations to maximise the success of their business by recruiting and developing students transitioning through a range of education pathways. We achieve this by bringing together employers, the education sector and supplier partners. We provide leadership and support across all entry level programmes that support new entrants, career changers, re-skilling and up-skilling.

### **Your commitment**

It's vital to the success of the board that all directors are able to commit sufficient time to fulfil the role effectively. While actual hours will vary throughout the year, as a guide this will require 1-2 days per month on average. This includes:

- Four to six board meetings per year, one involving an overnight stay
- Time for preparation and follow up for each board meeting
- Ad hoc calls or meetings as required
- Activities relating to the individual project responsibilities.

You will be an active participant in board meetings and ISE key events, and demonstrate a willingness to work collaboratively with other board directors and the ISE team.

Directors are expected to attend ISE conferences and events, although as the number of events has grown significantly over recent years every board member does not need to attend every event. The summer recruitment conference and annual awards dinner is the event most board members attend. To ensure visibility and representation of the board across all events, we expect 2-3 directors to attend each event and will agree at the start of the year the appropriate distribution. Attendance is normally at the member's organisation expense. All directors are expected to attend the AGM (currently run virtually).

### **Your responsibilities**

As a director, you have an overall responsibility to act in good faith, act honestly and responsibly, in the best interests of the ISE and according to the organisation's constitution. The primary fiduciary duties of directors are set out by Companies House and explained in detail [here](#)

In summary, your responsibilities are:

- To ensure the organisation's financial integrity and strategic direction
- To contribute to the strategy of the organisation and ensure the focus of the board is at the right strategic level
- To support, challenge and hold the joint CEOs to account
- To act as a representative for the membership, bringing their views and interests into Board discussions
- To ensure effective succession planning and nurture future talent for the Board
- To act with collective responsibility.

In addition, every board member will have responsibility for an aspect of the ISE's strategy which means you will:

- Provide leadership to other board members and/or the ISE team involved in the activity
- Report back at every board meeting on progress by contributing to the overall dashboard, action log and risk register
- Chair meetings of other board members/members/ISE team where necessary
- Assist in the engagement of other members where necessary.

### **Personal qualities and behaviours**

The ISE Board Charter outlines the team behaviours we agree to adopt. In addition, there are individual qualities and behaviours we look for in all directors:

#### **Integrity**

As a director you must have the highest personal standards with regard to honesty, reliability, and commitment to the role. You will lead by example and always do the right thing and have the right conversations, even if this is difficult.

#### **Clear understanding of and commitment to the work**

Directors need to be clear about the ISE vision and strategy. You will be an active contributor to the strategy of the organisation, and play a key role in shaping and overseeing initiatives that ensure success. Through using your experience, expertise, contacts and knowledge, you'll provide guidance and enable the ISE to deliver the strategy effectively.

#### **Personal strength**

You will give strength and support to others while being resilient. Having the ability both to deal with the 'bad times', and to bounce back afterwards is key to the future of the ISE. By demonstrating a commitment to transparency, high ethical standards and collaboration you'll help to support an environment of trust and respect.

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