

Chair

Key relationships: *Vice Chair, programme managers (and wider committee) and trustees*

Development in Action (DiA) is seeking a new Chair to lead our youth- and volunteer-led organization. The role of Chair is a great opportunity to develop leadership and management skills within a small and dynamic youth-focused organisation, committed to the young people involved in it and the organisations we we work with in India.

This is an exciting time to join DiA, as we are in the process of finalising a new strategy to guide our work for the next three years. You will be a highly motivated individual, committed to DiA's mission and values and looking for a new challenge.

DiA is a development education charity working to engage young people in global issues and to promote global citizenship in the UK. We do this through delivering youth workshops, hosting public events, providing an online platform for young people to engage with, and working with partners in India to offer a sustainable and responsible internship programme in India.

Responsibilities

DiA operates through a management committee of approximately 15 volunteers, working across four separate teams: India, UK, Communications and Fundraising. The Chair is responsible for the efficient management, support and development of the management committee, and the organisation more broadly, ensuring that committee teams deliver against the organisational strategy.

- Lead the implementation of Development in Action's new three-year strategy, working closely with the Vice Chair, across the committee.
- Manage, and support, two of the four Programme Managers (India, UK, Communications, Fundraising) to deliver their team objectives.
- Facilitate the planning, development and implementation of annual operations, setting direction through chairing regular committee meetings and focused workshop days.
- Liaise with Trustees to report on activities and work with them to respond to situations of risk and/or emergency in the UK or in India.
- Monitor, with the finance team, the organisational budget and ensure financial procedures are in place and followed systematically across the committee.



- Develop and maintain a strong, positive organisational culture and ensure all activities meet with quality, health and safety and duty of care requirements.
- Represent DiA at external events and respond to opportunities to build further external relationships.

Skills, Qualities and Experience

- 2+ years professional experience in the third sector (international development and/or the youth desirable).
- 2+ years proven organisational and coordination skills of project/programmes.
- Experience of volunteer management as a volunteer or as a volunteer coordinator.
- Understanding of the debates and key issues around international volunteering.
- Commitment to importance of global citizenship in contemporary world.
- Ability to work with, and through, others to inspire them to deliver tasks and objectives, including ability to delegate.
- Responsive to time-sensitive situations within an appropriate time-frame.
- Clear thinker in fast-changing situations, with demonstrable decision-making skills.
- Excellent written and oral communication skills, including a familiarity of working remotely.

Desirable

- Knowledge of DiA as an organisation and of our work.
- Experience of stakeholder management
- Knowledge of current discussion around youth engagement in international development.

Time commitment: Varied. On average: 12 hours/week including meetings, but varies between as little as 4 hours to as many as 18 hours. Weekend work required. We ask for a two-year commitment to the post.

Confirmed annual commitments

AGM (September)

Committee meetings (every 4-6 weeks)

1 x recruitment weekend (January/ March)

1 x training weekend (April/May)

? x training weekend



*Engaging young people in global
issues and promoting global citizenship*

Registered UK charity No. 1149279

Other information

Training and support

Face-to-face handover with departing Chair.

Please send a CV and covering letter (maximum one-side of A4) explaining why you are interested in the role, and how you meet the criteria to Andrew Fryer (andrew.fryer@developmentinaction.org). Shortlisting for this post will take place soon after the closing date. Interviews will take place in London once a provisional date is confirmed for all shortlisted.