

## Vacancy Notice: Chair of the Board of Trustees

*Women's economic equality is one of the biggest opportunities of our time. Empowering women is the key to driving social change in low and middle income countries. Working with the Cherie Blair Foundation for Women is an opportunity to be part of that change.*

We are an entrepreneurial and evolving organisation charting a new strategic direction with ambitious goals. We enable women entrepreneurs around the world to develop and grow their enterprises and overcome the barriers they face, influencing the structures and systems that limit their opportunities.

With our partners we empower women in low and middle income countries with the skills, technology, networks, mentoring and access to financial services that they need to build and expand their micro, small and growing businesses, and in doing so benefit not only themselves but also their families and communities. Since 2008 the Foundation has had real impact on the lives of over 141,000 women entrepreneurs in more than 105 countries around the world. In doing so we have developed our expertise to successfully empower women entrepreneurs. Our team is dynamic and hard-working. We utilise a range of interventions including technology to deliver cutting-edge programmes.

Our current Chair is coming to the end of ten years with the Foundation, and we are seeking a new Chair to provide leadership to the organisation, be a partner to the Chief Executive Officer and other board members, and help take our ambitious work forward.

To become a Chair you will have previously been a trustee of a charity and/or on the board of a for-profit organisation, preferably as a Chair. You will have organisational leadership experience, be strategic, have knowledge of charity governance, be committed to the Foundation's objectives and mission and be prepared to represent the Foundation to our diverse stakeholders.

We have a Founder in Cherie Blair who is passionate about our mission, two Vice Chairs specialised in Corporate Services and International Development who will support the Chair and four other trustees with relevant skills and experience to provide support as required. We are particularly seeking skills in the following areas at this time:

- Governance, leadership and strategic fundraising support
- A trusted advisor to the Chief Executive Officer as she implements the Foundation's recently revised strategic plan
- Experience in growing a strong and sustainable organisation - ideally with some experience of doing this in the non-profit or social enterprise arenas
- Planning, presiding over, and facilitating board and committee meetings; partnering with the Chief Executive Officer to ensure that board resolutions are carried out
- Acting as an ambassador for the organisation
- In collaboration with the Chief Executive Officer, growing annual revenue and fostering the Foundation's overall financial health

This is an extraordinary opportunity for an individual who is passionate about the success of women entrepreneurs and who has a track record of senior leadership, ideally at board level. The selected Chair will have achieved leadership stature in business, government, philanthropy, or the non-profit sector.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the non-profit sector
- Demonstrated success as a non-profit board member or board chair
- A commitment to and understanding of the Foundation's mission and the women it supports, preferably based on their own experience
- Track record of building credibility in the funding community that has resulted in income to a non-profit
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Experience of working as a team with board members
- Excellent written and oral communication skills coupled with natural affinity for public speaking
- Personal qualities of integrity, credibility, and a passion for improving the lives of women entrepreneurs in low and middle income countries

**Salary:** Voluntary - unpaid. Reasonable travel and other expenses will be reimbursed.

**Commitment:** Equivalent to approximately one to three days per month, for an initial term of three years.

**Location:** Trustees meet four to five times a year in Central London. However, applications are welcome from candidates outside the UK.

**To apply**

Please send your CV with a covering letter (maximum two sides of A4) explaining what you think you would bring to the role to [recruitment@cherieblairfoundation.org](mailto:recruitment@cherieblairfoundation.org) by 17:00 GMT on 28 February, 2019. We value diversity and welcome applications from people from all sections of the community, regardless of age, race, gender, colour, sexual orientation, disability, religion or belief.

## **Job Applicant Privacy Notice**

**Data controller: The Cherie Blair Foundation for Women, PO Box 60519, London W2 7JU**

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does the Foundation collect?**

The Foundation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does the Foundation process personal data?**

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

#### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks.

The Foundation will not transfer your data outside the European Economic Area.

#### **How does the Foundation protect data?**

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

#### **For how long does the Foundation keep data?**

If your application for employment is unsuccessful, the Foundation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

#### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [enquiries@cherieblairfoundation.org](mailto:enquiries@cherieblairfoundation.org) stating 'SUBJECT ACCESS REQUEST' or telephone the PA to the CEO on 0207 724 3109.

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

#### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

#### **Automated decision-making**

Recruitment processes are not based on automated decision-making.