

ROLE DESCRIPTION

CO-OPTED BOARD MEMBER

(Portfolio: Property / Estates)

Who we are:

Make CIC is a purpose driven, socially trading organisation, with the mission **to help people turn their passions into prosperity**. We have a particular focus on the creative economy, but our impact extends to third sector organisations and environmentally focused enterprises. We do this principally by providing community workspaces as well as running programmes and projects which benefit our community of interest.

Make CIC is a profit for purpose organisation which trades for public benefit. It is an asset locked Community Interest Company limited by guarantee.

What the role is for:

Make CIC is looking to co-opt a board member who can support the organisation as it undertakes significant expansion over the next 18 months, which includes the purchase and refurbishment of a property in Birkenhead and opening another workspace in Huyton.

We are looking for someone with a background in property who can support the Make CIC board and its Chief Executive with their experience and knowledge. This may be from a career in property management; or working as a surveyor; it could be from a background in construction &/or capital projects; it could be related to the health, safety and compliance aspects; all of the above, or something else property related.

Members of the board, co-opted or otherwise, use their skills and experience to support the organisation, helping it achieve its vision and mission. Principally this role would be supporting Make CIC in its business as usual activities owning, leasing, operating, managing and maintaining its properties. Over the next 18 months this will also include supporting Make as we acquire, and subsequently investment in, a property in Birkenhead; and open a new workspace in Huyton.

The role of the board is to:

- Ensure Make CIC works for the benefit of its community of interest.
- Deliver the company's mission, vision and business objectives; within the company values.
- Help to oversee the organisation's resources and risks, including monitoring loan covenants.
- Support the Chief Executive with business as usual, in particular within members portfolio areas of skill.
- Support the board with assurance and scrutiny of Make's activities; in particular within members portfolio areas of skill.
- Help to decide the annual business plan & budget.
- Help to set and monitor the business objectives.
- Act in the best interests of Make CIC.
- Act with reasonable care and skill.
- Champion and represent the organisation

This role will be appointed as a co-optee and not a full company director. It is a fantastic opportunity for someone to join the board of a well regarded driven organisation which has a significant impact on the local community.

This may be a great opportunity to gain board level experience if the candidate doesn't already have any, as previous non-executive board experience is not a requirement. This role will work alongside a group of executive and non-executive directors who have a broad set of work and life experiences.

Portfolio / Focus	Property / Estates
Remuneration	Co-opted members join on a voluntary basis Reasonable expenses will be reimbursed
Term	18 months appointment
Commitment	Between 1 - 10 hours a month. 4 x board meetings, quarterly, in-person, for half a day 1 x annual planning day, full day.
Location	Make CIC is based across the Liverpool City Region (1) Birkenhead, Wirral (2) Vauxhall, Liverpool (3) Huyton Village, Knowsley.
Responsible to	Chair of the Board

	Category	Essential	Desired
	Qualifications		
1	Professional industry relevant qualification, such as RICS		✓
2	Relevant demonstrable experience / knowledge	✓	
	Experience		
3	Experience of identifying, scrutinising and managing risk	✓	
4	Experience as a board member on a non-profit board		✓
5	Experience of property health & safety, and compliance		✓
6	Experience in asset / estates management		✓
	Knowledge		
7	Knowledge of the "big 6" health & safety at work regulations	✓	
	Other		
8	Passionate about the third sector/social enterprises and having an impact in the community	✓	
9	Excited by the prospect of supporting Make CIC	✓	

Person Specification

The above table demonstrates the key qualities and experience of someone we think would be great for this role. We have also included their associated importance are the areas that we will focus on when reviewing your cover letter and CV.

Equality, Diversity and Inclusion at Make CIC

Make CIC's is committed to including and celebrating the valuable contribution that is made by people from all backgrounds.

We are working to eliminating discrimination and promoting equality of opportunity in all aspects of our relationships, regardless of age, cultural background, class, disability, ethnicity, gender, sexual orientation, gender reassignment, faith, working patterns, language, union activity, or individual health status.

Our recruitment process is governed by our Equality and Diversity policy which contains processes and responsibilities to ensure that your recruitment journey is fair and unbiased.

We're committed to continually improving our practices and welcome any feedback via email: hello@makecic.org

Assistance, adaptations and adjustments

If there are any adaptation or adjustments we can make to assist you in your application or with our recruitment process, please let us know at hello@makecic.org

How to apply

Please send an application by email to liam.kelly@makecic.org
This would be your C.V. (including any references) and a covering letter of 500 words or less.

FAQs

Could I have a discussion first with someone from Make about the role and the organisation before applying?

Yes, absolutely, please email liam.kelly@makecic.org to arrange a call

Do I need to live in the Liverpool City Region?

No. As long as you're able to attend board meetings in-person then applications are welcome from anywhere.

How is conflict of interest managed?

Make CIC maintains a probity register for all members to declare conflicts of interest and in most cases conflicts are managed through transparency and registration. Some however can't be and we would encourage you to discuss this ahead of submitting an application.

We are actively discouraging anyone from applying who is a family member or in a close personal relationship with one of the board members.

Do I need to disclose any information?

Although this is a co-opted appointment, we will not be appointing anyone disqualified from acting as a company director. Equally, although we are not a charity, we follow the same standards of the **fit and proper persons test** which is set out by the UK Government.