

# Northern Ireland Advisory Committee

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## Role profile template

<b>Job Title</b>	Chair of Northern Ireland Advisory Committee		
<b>Directorate or Region</b>	UK	<b>Country</b>	Northern Ireland
<b>Location of post</b>	Belfast	<b>Remuneration</b>	Unremunerated but reasonable UK travel and expenses reimbursed
<b>Reports to</b>	Chair of the British Council	<b>Duration of job</b>	Three-year term, with possible extension for a further three years

### Background and Context

The British Council was founded to build connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language.

British Council Northern Ireland brings the best of international education and arts to Northern Ireland and helps students, teachers, artists and others connect professionally with people around the world. We enrich people's lives here in Northern Ireland and abroad by encouraging and supporting this interplay of ideas, skills and experiences.

The British Council is a registered charity incorporated and governed by a Royal Charter. It is led by a Board of Trustees that is accountable to the UK's Charity Commission for its activities.

The British Council draws on strategic advice from three country advisory committees - for Wales, Scotland and Northern Ireland - which report to the Board of Trustees.

The role of the Chair is to advise the Country Director in a non-executive capacity to maximise the impact that British Council can make in and for the relevant UK country. As

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Chair, you will lead the Northern Ireland Advisory Committee to fulfil its purpose and objectives as set out in the Terms of Reference.

### **Key Responsibilities of the Chair:**

- Leading the Committee to fulfil its purpose and objectives outlined in the Terms of Reference
- Chairing Committee meetings, normally three a year (and possibly an away day)
- Acting as an advocate for the British Council's work in Northern Ireland and in the UK as a whole
- Hosting and speaking from time to time at events organised by British Council Northern Ireland
- Attending other relevant British Council meetings and functions
- Reviewing the papers for six Board of Trustees meetings a year and providing comments to the Chair of one of the three Country Advisory Committees currently serving on the British Council's Board of Trustees
- Attending the annual meeting of the Chairs of the three Country Advisory Committees with the Chair of the British Council

The Chair of the Committee is appointed for a three year term, renewable for a further three years. Country Advisory Committee Chairs are co-opted on a rotating basis to serve on the British Council Board of Trustees for a two-year period, representing all three Country Advisory Committees

### **This will involve:**

- Preparing for, and full participation, in six Board of Trustees meetings a year in London and an away day
- Acting in a representative role by consulting the Chairs of the other two Country Advisory Committees in advance of Board of Trustees meetings (by videoconference or otherwise)
- Presenting a short note summarising key opportunities, risks and issues arising from each Committee at Board of Trustees meetings. This note is included in the Chair of the British Council's written report to the Board of Trustees
- Making a brief report during Board of Trustees meetings and feeding back to the Chairs of the other two Country Advisory Committees

Committee Chairs are appointed for a three-year term, renewable for a further three years. Positions on the Northern Ireland advisory committee are not remunerated but reasonable UK travel and expenses will be reimbursed at standard British Council rates.

### **Application process:**

Applicants are asked to send a CV, supporting statement highlighting how you meet the criteria as set out in the role profile (up to 600 words) and covering letter to Sarah Brisbane, Equality & Operations Manager, British Council Northern Ireland, [sarah.brisbane@britishcouncil.org](mailto:sarah.brisbane@britishcouncil.org).

Attached are further details about British Council Northern Ireland and the Northern Ireland Advisory Committee.

**Please specify any passport/visa and/or nationality requirements**

None but candidates must have the right to work in the UK

**Please indicate if any security/legal checks are required for this role**

None

**Person Specification**

Candidates will have gained the following experience and will be assessed against some/all of these criteria

**Essential and desirable Skills and Experience**

**Essential:**

- Experience of a senior role within a major private, public or voluntary sector organisation in a management and/or Board capacity
- Significant recent experience in one or more of the three pillars (core business areas) of British Council activity – Arts & Culture, Education, and English and Exams
- Varied range of contacts in Northern Ireland
- Belief in, understanding and knowledge of, what Northern Ireland can contribute on the world stage
- Capacity to act as a ‘critical friend’ to Northern Ireland Country Director
- Highly effective communication skills
- Strong international background and/or interests
- Excellent interpersonal skills

**Desirable:**

- Understanding and knowledge of one or more of the main geographical regions in which the British Council works

**Date**

04/10/21