



JOB DESCRIPTION			
Job title	Trustee of Twin and Non-Executive Director of Twin Trading	Team	Twin's board members
Job holder	Vacant	Date amended	22.01.2019
Company's profile	<p>Twin is a development through trade NGO working with 49 producer organisations representing 400,000 coffee, cocoa and nut smallholder in 17 countries across Latin America, Africa and Asia. Our wholly owned coffee and cocoa trading company - Twin Trading, works to access value-added markets for our producer partners and offers quality products with development impact.</p> <p>We unlock the power of trade to strengthen producer organisations and delivery social justice, economic development and environmental sustainability for small farmers. We are engaged throughout the value change to balance producer support with creating market demand, building partnerships that deliver sustainable, scalable and meaningful change.</p>		
Job aim	<p>Twin's board members serve as Trustees on the governing body of Twin, a registered charity, which primarily works on producer business development activities with overseas partners, and as Non-Executive Directors of Twin Trading, a trading company that trades coffee and other products on the international market and provides trade finance to farmer organisations; and are responsible for the general control and management of the organisation.</p> <p>In line with the Board's retirement cycle, and further to a recent Skill Audit, we are now seeking to recruit 1 additional board members who:</p> <ul style="list-style-type: none"> • In addition to the general specifications of the role, can offer Finance expertise and advice to the organization, and/or; • Who, in addition to the general specifications of the role, can offer Commercial Expertise and Business acumen, that is: <ul style="list-style-type: none"> ○ Expertise in the UK Coffee Retail Industry / FMCG Sector (i.e. understanding of coffee selling to major retailers like Sainsbury or Tesco) or experience in a marketing company that brands food products in the mainstream industry. ○ Trading Expertise: experience in trading processes within commodity supply chains, and/or; ○ Who, in addition to the general specifications of the trustee role, can offer knowledge and experience about financial control and budgeting, policy development, legal compliance. <p>The Nominations Committee would also like to particularly encourage the nomination of female candidates.</p>		
DIMENSIONS & LIMITS OF AUTHORITY			

Twin's board members have, and must accept, ultimate responsibility for running the affairs of their organisation and ensuring it is solvent, well run, and delivering the charitable and commercial outcomes for which it has been set up.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Board members have the following statutory duties:

- To ensure that Twin & Twin Trading pursue its objects as defined in the governing documents;
- To contribute actively in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- To ensure that the policy and practices of Twin are in keeping with its aims;
- To ensure that Twin complies with UK charity & company law and any other relevant legislation or regulations;
- To be an active member of the Board participating in board meetings, sub-committee meetings and panels;
- To ensure that the organisation uses its resources exclusively in pursuance of its objects;
- To safeguard the good name and values of the organisation;
- To ensure the effective and efficient administration of the organisation;
- To ensure the financial stability of the organisation;
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds;
- To fulfil other duties and assignments as may be required from time to time by the Board: Board members may also agree to be appointed as Directors in Twin's Associated Company Boards (Divine Chocolates & Liberation Foods);
- To appoint the Managing Director and monitor his/her performance;
- To develop good relations with Twin's staff, members and friends;

PERSON SPECIFICATION

Desirable Skills

- Experience participating in Boards or formal committees;
- Understanding of and commitment to the values of Twin;
- Strategic vision;
- Good, independent judgement;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- Willingness to be available to staff for advice and enquires on an ad hoc basis;
- Excellent communication skills;
- Understanding of the challenges facing Twin producer members;
- Strong commitment to producers from the South and a desire to help them achieve better market access, improved climate resilience and self-reliance;
- Understanding of charity governance issues;
- Networking capabilities
- Relationship building skills

Additional *essential* experience will include:

- Good depth of understanding of Finance issues or;
- Commercial Expertise:
 - Coffee Retail industry expertise (i.e. understanding what it means to sell coffee to major retailers like Sainsbury's or Tesco s) or experience in a marketing company that brands food products in the mainstream industry.
 - Trading Expertise: experience in the trading processes within commodity supply chains.
- Good depth of understanding of Latin America;

Additional desirable experience will include:

- Experience in Fairtrade and/or international trade and development
- Language skills in Spanish or French

PACKAGE

Board members are not remunerated and will make a contribution of approximately 10 days per year on a pro-bono basis.

Board members can claim travel and other expenses incurred by them in attending Board meetings, sub-committee meetings, AGMs or any meeting in connection with the business of the organisation.

PROCESS

Board members are elected according to Twin's Memorandum & Articles of Association for a 3-year term.

After serving one term, board members are eligible for re-election for one further consecutive term. After 2 consecutive terms, board members must stand down for at least one year before becoming eligible for re-election.

Each year Board Members are required to participate in 4 (all-day) Board meetings as well as any Annual or Extraordinary General meetings, sub-committee meetings or expert panels or working groups (to be agreed). Participation may be In-person (meetings are generally held at Twin's offices at 1 Curtain Road, London EC2A 3LT, UK) or via telephone or video conference.

Please send your CV and cover letter explaining your suitability for the role to jobs@twin.org.uk and indicating the vacancy title in the subject by 10th February 2019