

16.03.15

## PBI UK seeking to appoint 2x Trustees

Peace Brigades International is an international organisation that provides support for human rights defenders. We operate in 16 country groups supporting six field teams in Guatemala, Colombia, Mexico, Kenya, Indonesia and Honduras.

Our focus in the UK is providing peaceful protection and support for human rights defenders at risk whilst raising awareness and fostering support from an international audience. We work with human rights defenders at every level from protecting small grassroots organisations to lobbying on their behalf with governments and international bodies.

We are currently requesting applications for the role of **Trustee**, based in London, who will be responsible for guarding the vision and values of PBI. For one appointment we are looking for a treasurer and for the second appointment we are looking for someone with experience in the field of communications.

### Office location

PBI-UK, 1b Waterlow Road, London, N19 5NJ.

Any enquiries should be sent to [admin@peacebrigades.org.uk](mailto:admin@peacebrigades.org.uk).

### Outline of Role

As a Trustee you will be required to:

- Set and maintain vision, mission and values
- Develop strategy
- Establish and monitor policies
- Set up employment procedures
- Ensure compliance with governing document
- Ensure accountability
- Ensure compliance with the law
- Maintain proper fiscal oversight
- Select, manage and support the chief executive
- Respect the role of staff
- Maintain effective board performance
- Promote the organisation

### Skills and experience preferred

- Some experience or knowledge of what the role of a trustee entails
- Some understanding about budgets and financial reports
- Some understanding of personnel issues

- Some knowledge of the legal and financial obligations of a small UK-based NGO
- Some knowledge of PBI and the role of human rights defenders
- Familiarity and some experience of using consensus decision-making
- Communication skills with an ability to listen and to communicate clearly

#### How to apply

To apply for the position please send a copy of your CV and a cover letter (maximum 2 pages) outlining why you are interested in working for PBI UK as a trustee and how would you be suitable for the role to [admin@peacebrigades.org.uk](mailto:admin@peacebrigades.org.uk).

**Applications must be received by 10:00 on 15<sup>th</sup> June**

**Candidates invited for interview will be contacted by 22<sup>nd</sup> June 2015.**

**Interviews will be arranged at a later date.**