



# CO-CHAIR

APRIL 2025

# ABOUT WOMANKIND WORLDWIDE

Everyday women, girls and people with diverse gender identities face intersecting forms of discrimination, poverty, and violence. Founded over 30 years ago, Womankind is a vibrant and successful international feminist organisation working hard, in collaboration with our partners and allies worldwide, to change that. Our focus countries are currently Afghanistan and Nepal in South Asia and Ethiopia, Kenya, Uganda, and Zimbabwe in Africa. Our Vision is a world where women, girls and people of all genders enjoy equal rights and freedoms and live with joy, choice, and dignity.

## OUR VALUES

### Feminism

This means as a feminist organisation we analyse the world through the lens of power. Our feminist approach informs the way we work and other values such as inclusion and a commitment to learning.

### Inclusion

When we work collectively, we can propel ourselves to a new world – one where women and girls can live their best lives.

### Partnership

We join with all women, partners and allies to achieve our feminist future.

### Transparency

Being transparent and accountable builds trust in our partnerships so we can unmask and challenge patriarchal power structures.

### Commitment to learning

We actively recognise all women have different experiences and that we can all learn from their expertise.



# THE ROLE

## ROLE

Co-Chair (UK Lead)

## LOCATION

Womankind's office is in central London. Co-Chair can be based anywhere but must have experience of working with the UK charity commission and have knowledge of UK charity law. Our current board members are based in the UK, Malawi, Botswana, Kenya, and France. Meetings take place on a hybrid in-person/online basis, with an annual in-person board day in London.

## TIME COMMITMENT

- Estimated time commitment: 12 hours per month per Co-Chair
- Board Meetings: 4 times per year
- Finance & Resource Committee (FRC) meeting: 4 times per year

Additional time is required for coordination between Co-Chairs, monthly meetings with Co-CEOs, and with other officials. Trustees also support activities such as fundraising, strategic planning, and audits between meetings.

## DURATION

The initial term is three years, with a preference for candidates able to commit for the full duration. Trustees may serve up to two consecutive three-year terms.

## REMUNERATION

This is an unpaid voluntary position. Reasonable expenses for travel and subsistence while on Womankind business are reimbursable. The Womankind Board holds one annual in-person meeting per year. Travel expenses for this meeting are provided and payable in advance, in line with Womankind's travel policy.

## SUPPORT

The Co-Chairs are supported by the Vice-Chair, Honorary Treasurer, and a staff team comprising Co-CEOs, Company Secretary (currently Director of Finance & Resources), and Leadership Support Manager.



## JOB SUMMARY

The Co-Chairs lead Womankind's governance in line with the Governance Code. In doing so, they enable trustees to attract resources, ensure openness, accountability, and compliance with legislation and regulation, and promote feminist attitudes and a culture where everything works towards fulfilling the charity's vision:

*A world where all women, girls, and people of all genders enjoy equal rights and freedoms and live with joy, choice, and dignity.*

The Co-Chairs are responsible for board management, supporting individual trustees and the Co-CEOs, and facilitating scrutiny of Womankind's strategic direction, values, policies, and operational efficiency. They also play an active role in representing the organisation to a range of internal and external stakeholders.



# RESPONSIBILITIES

The Co-Chairs ensure effective joint leadership, coordination, and accountability with each other, the Vice-Chair, Treasurer, Co-CEOs, and the rest of the Board. Some areas of responsibility are led by one Co-Chair while others are jointly managed. Both Co-Chairs contribute across all responsibilities as needed.

## 1. LEAD GOVERNANCE AND ACCOUNTABILITY (UK CO-CHAIR LEAD)

- Ensure the organisation upholds high governance standards in line with the Governance Code and complies with its governing document, charity law, company law, and other regulations.
- Work with the Treasurer to ensure timely and high-quality statutory reporting.
- Ensure the charity pursues its mission and applies its resources accordingly.
- Maintain oversight of the organisation's financial position and ensure trustees understand and fulfil their financial duties.
- Oversee the delegation of the Board's role in investigating and resolving serious incidents, including safeguarding matters.
- Ensure the effective and efficient administration of the organisation.

## 2. BOARD MANAGEMENT (JOINT RESPONSIBILITY)

- Ensure effective communication and coordination between Co-Chairs, officials, and the Board.
- Act as the principal point of contact for trustees and check in individually at least twice a year, including for their well-being.

- Plan, chair, and facilitate board meetings, away days, and development sessions. Ensure accurate minutes and implementation of decisions.
- Foster open debate on strategic and governance issues while ensuring collective decision-making.
- Ensure the Board focuses on governance and strategy, avoiding day-to-day operational matters.
- Periodically review board performance, including through 360-degree feedback.
- Oversee Board committees, ensuring accountability and proper reporting.
- Ensure the recruitment, election, and induction of new trustees and officials.
- Build the Board team by identifying capable trustees and planning for succession.
- Address any conflicts or grievances using Womankind's policies and procedures.

## 3. FACILITATE SCRUTINY OF STRATEGIC DIRECTION, CULTURE AND VALUES, POLICIES, AND OPERATIONAL EFFECTIVENESS (JOINT RESPONSIBILITY)

- Lead the Board in scrutinising strategy, policies, and organisational effectiveness.
- Review board papers, guide discussions, and ensure key issues are prioritised for decision-making.
- Support the development of anti-racist feminist leadership, attitudes, behaviours, and organisational culture.
- Safeguard and strengthen the organisation's reputation.

## 4. EXTERNAL REPRESENTATION (JOINT RESPONSIBILITY)

- Attract support and facilitate board members in securing funds, engaging networks, and advocating for Womankind.
- Represent Womankind at events and act as a spokesperson when required.
- Contribute to external communications, including impact and trustee reports, media engagements, blogs, and crisis communications.

## 5. SUPPORT TO THE CHIEF EXECUTIVE OFFICERS (JOINT RESPONSIBILITY)

- Act as the primary board contact for the CEO/s.
- Establish a joint agenda with the CEO/s to achieve board plans.
- Hold regular meetings with the CEO/s to discuss concerns and challenges openly.
- Ensure clear processes for recruiting, appraising, and setting CEO/s remuneration, in line with Womankind's policies.
- Monitor organisational performance and review the CEO/s' performance regularly.
- Provide opportunities for CEO/s' professional development.

## CANDIDATE PROFILE

- Demonstrable commitment to women's rights, feminist values, and Womankind's mission and values.
- Proven experience as a Chair, Co-Chair, or Vice-Chair of a UK-based organisation, preferably in the non-profit sector, with knowledge of the charity commission.
- Proven track record in senior executive leadership positions.
- Passion for shared leadership roles.
- Understanding of trustees' legal duties, responsibilities, and liabilities in the UK charity sector.
- Good understanding of international issues and challenges faced by UK NGOs working globally, including coloniality.
- Strategic thinker with the ability to provide creative solutions.
- Willingness to express independent judgment while operating with tact and diplomacy.
- Ability to foster strong board dynamics and collaboration.
- Credible and effective external representative.





# HOW TO APPLY

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy)-Organisation e.g., Lupita-Akello-CV-0325-WomankindWorldwide or Lupita-Akello-CoverLetter-0325-WomankindWorldwide.

## TIMELINE

Closing Date:	2nd May 2025
First stage interviews:	20th, 21st & 22nd May 2025
Final interviews:	TBC

## SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## EQUALITY STATEMENT

Equality and diversity are at the core of Womankind Worldwide’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [zgreenwood@oxfordhr.com](mailto:zgreenwood@oxfordhr.com) in the first instance.



## ABOUT OXFORD HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

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