



## JOB SPECIFICATION

### Independent Trustee

May 2018

*The position reports to the Chair of the CIPHE's Board of Trustees*

#### Introduction

The Chartered Institute of Plumbing and Heating Engineering (CIPHE) is a professional body and the leading members-led education and research organisation to represent heating and plumbing engineers. It is a registered charity with 7,200 members. It has an international presence, with members in over 30 countries, alongside the direct support of some 150 manufacturing and merchant companies within the plumbing and heating sector.

#### Trustees' Responsibilities

The Board, led by the Chair, works in partnership with the CIPHE Chief Executive Officer and senior staff to help implement the strategic aims of CIPHE, and to optimise relationships between the Board, the Institute's staff, and an important body of volunteers across the country.

As a Trustee you will help formulate, monitor, and review our strategic aims and ensure best practice in governance. In more detail, applications are invited from people who are NOT members of the CIPHE, who have a strong interest in public service and public health, and a passion for excellence, who can demonstrate:

- Leadership skills gained in the community, business, or workplace.
- Strong communication skills - working closely with a wide variety of organisations including government.
- An understanding of how to set clear organisation-wide objectives and monitor performance.
- The ability to contribute to the formulation of the Institute's strategic direction and its future.
- Exposure to legal practices

The appointment, which will commence in 2018, is for a four-year term with a commitment to attend around five meetings a year. The role is unpaid, but expenses can be claimed.

If you feel you possess the necessary skills to support the Institute as it embraces the strategic and technological challenges that face a leading Chartered Institute, please contact the **Chief Executive Officer, Kevin Wellman**, for an **information pack** at:

The Chartered Institute of Plumbing and Heating Engineering, 64 Station Lane, Hornchurch, Essex, RM12 6NB; or email Kevin on [kevinw@ciphe.org.uk](mailto:kevinw@ciphe.org.uk) or telephone him on 01708 463115

Alternatively, send him a comprehensive **CV** and **covering letter** telling us how you fit the bill.