**Non-Executive Director**

**BACKGROUND**

CDFI Business Loans Ltd (CBL) is seeking to recruit a Non-Executive Director for its Board.

CBL’s mission is to provide access to finance for underserved Micro, Small and Medium sized Businesses (MSMEs) in the UK to help improve the social and economic outcomes for disadvantaged businesses, people and communities.

CBL’s aim is to create a fund from which £60m will be lent (via a team of Delivery Partners) to 2,000 MSMEs in the UK. Lending to disadvantaged MSMEs will have significant social and economic impacts including the creation and saving of 5,200 jobs.

CBL was established by a consortium of seven Community Development Finance Institutions (CDFIs, now rebranded as Responsible Finance Providers). Responsible Finance Providers lend to MSMEs throughout the UK which are in need of accessible, affordable and equitable finance. Responsible Finance Providers use traditional banking techniques to assess the viability and risk associated with lending to MSMEs while also take into consideration the social impact of supporting enterprises that other lenders do not.

These seven Responsible Finance Providers will be CBL’s Delivery partners.

CBL will offer loans of between £10,000 and £100,000 to established MSMEs at commercial interest rates for periods up to 5 years.

The CBL consortium has already engaged with banks, equity investors, HMRC and guarantee providers, both in the UK and in Europe, in order to minimise the risk of lending to the MSME market and to maximise returns to the investors. It is now at a stage where an independent Board of Directors is required to provide strategic oversight of CDFI Business Loans Ltd (The Fund) following its launch (planned for 1 April 2016).

The Fund will be managed by a contract management team, yet to be recuited.

We would expect applicants for the role of Non-Executive Director to recognise the importance of affordable and accessible finance to MSMEs and have a basic understanding of tax relief schemes, in this instance Community Investment Tax Relief, first loss guarantees mechanisms and experience of debt finance.

If you would like to discuss any aspects of our background ahead of applying for the role, please call Peter Newnham on 01606 882923 or 07711 588007.

**ROLE PARTICULARS**

**Role title** Non-Executive Director of CDFI Business Loans Ltd (“CBL”)

**Responsible for** The regular on-going supervision of CBL in accordance with its aims

**Appointed by** Theseven consortium members in accordance with their Memorandum and Articles of Association, and approved by key stakeholders

**Location** There is no fixed location for the role. Meetings will be arranged to accommodate the Board and Delivery Partners

**Purpose of the role** The Non-Executive Director will work with other Board Members to hold the Delivery Partners and contract managers to account for the organisation’s mission, providing inclusive leadership to the Board

**Remuneration** CBL is a social enterprise and therefore would expect its Directors to be engaged on a voluntary basis

**Expenses** All reasonable expenses will be reimbursed in accordance with CBL’s Expenses Policy

**Time commitment** Whilst we would estimate a time commitment of around 10 days per annum is required there is no fixed time commitment for the role - the Non-Executive Director would be expected to commit as much time as is necessary to carry out his/her role. This would include Board Meetings, meetings with the Delivery Partners and representing CBL at various events and meetings with key stakeholders

**Term** Three year term, subject to review, with no exclusion from being re-elected.

**Probation** There will be a three month probationary period where the appointment will be reviewed by a panel drawn from the Board

**How to apply** To apply please send the following:

* Your CV
* A brief personal statement (no more than 2 sides of A4) detailing why you are interested in the position of Non-Executive Director of CBL and what you feel you can bring to the role

to Peter Newnham at peternewnham@the-edge-regen.co.uk

**Deadline** All applications must be received by Wednesday 17th February 2016

The shortlist of candidates will be interviewed by members of the consortium in the week commencing 29th February 2016.

*If you have a disability that requires reasonable adjustments to the recruitment processs please contact Peter Newnham.*

**ROLE RESPONSIBILITIES**

The principal responsibilities include:

**Strategic leadership**

Provide support to the Chair and the Delivery Partners to ensure the organisation achieves its strategic objectives and fulfils its obligations to its stakeholders

Have an overview of the performance of the organisation in line with agreed KPIs and ensure that systems and controls are in place to measure and report to key stakeholders against their requirements

Make recommendations to the Board on the appointment of Directors and Non-Executive Directors to the CBL Board as they arise, in consultation with the Delivery Partners and such other appropriate stakeholders

Ensure the culture, mission and vision of CBL is embedded throughout the Board, the Delivery Partners and the contract management staff

**Efficiency and Effectiveness**

Attending, preparing and fully engaging in meetings of the Board to ensure they run effectively and efficiently, bringing impartiality and objectivity to the decision-making process so that resolutions are made in the best interests of CBL

Ensure effective relationships are maintained between the Chair, the Board, the Delivery Partners, the staff, the stakeholders and partners

Have an overview and understanding of the financial affairs of CBL to ensure its financial stability and ensure there are adequate controls and systems of risk management in place

Comply with and be accountable for monitoring the delivery of contractual obligations and ensure outcomes are met

**Governance**

Work with other Board Members to provide effective governance and ensure that the organisation as a whole operates within the objects stated within the Memorandum and Articles of Association

Ensure that CBL complies with all legal and regulatory requirements as may be needed from time to time, which guard the company against non-compliance with its governing documents

**External Relationships**

Act as an ambassador for CBL, maintaining close relationships with key stakeholders, acting as a spokesperson for the organisation when appropriate, and representing CBL at external meetings and events if necessary

Show, exhibit and maintain the higher degree of integrity, competence and prudence in all aspects of their business dealings

**Relationship with the Delivery Partners**

Establish and build strong, effective and constructive working relationships with the Chief Executives of the Delivery Partners, ensuring s/he is held to account for achieving agreed strategic objectives

**Social & Economic Responsibility**

Ensure CBL fulfils its core objectives of achieving ongoing social and economic impact, and in line with key stakeholders’ requirements for measurable performance in specified areas

*The above list is indicative only and not exhaustive. The Non-Executive Director will be expected to perform all such additional duties as are reasonably commensurate with the role.*

**PERSONAL SPECIFICATION**

The following is a non-exhaustive list of criteria we are looking for in a new Non-Executive Director. We are interested in hearing from a wide range of candidates, and so recognise that some of the qualities may need to be gained over time.

**Experience**

Experience of financial services, preferably in the commercial lending sector

Experience of working with Board Members, Chief Executives and Key Stakeholders to deliver high quality services in a results driven environment

**Competencies**

Good understanding of issues important to communities, individuals in those communities, enterprises and social enterprises in relation to their access to finance

An understanding and acceptance of the legal duties, responsibilities and liabilities of being a Director of the organisation

Understanding of the issues faced by SME-focused CDFIs – seeking views and meeting needs across diverse member groupings

Ability to plan strategically and make strategic decisions in line with the organisation’s governance arrangements

Relevant financial skills in line with the organisation’s business plans

Ability to work collaboratively with the Chief Executives, including undertaking regular support and supervision

Ability to develop highly effective external relationships with a range of stakeholders, including: government, financial institutions, external providers, etc. and using the media as appropriate.

**Soft Skills**

Personal commitment to the overall aims, objectives and values of CBL

Excellent communication and interpersonal skills with the ability to work with other Board Members, staff and a range of external stakeholders clearly, accurately, efficiently, with diplomacy and friendliness

Ability to think creatively and to solve problems innovatively when required

Willingness to speak out and the ability to respect the views of others

Well connected in the sector and beyond to assist with networking appropriate to meeting CBL’s longer term goals.