TEAM HOPE™

Helping vulnerable children overseas

Board of Directors Vacancy (Voluntary)

Information Pack

Helping vulnerable children overseas

Board of Directors Vacancy (Voluntary)

Information Pack

Dear Applicant,

Thank you for your interest in becoming a Director of Team Hope. We have put together this information pack to provide you with:

- Background and general information about Team Hope
- Information about the board of director's role, governance and the values that underpin our work
- Director role description and person specification
- Guidance on how to apply

Directors have an important leadership role in Team Hope providing oversight, scrutiny and direction. We welcome the opportunity to meet with potential applicants before submitting an Expression of Interest letter, so we can share more information about what we do and address any initial questions you may have about the role.

Being part of the Team Hope Board has been a rewarding experience. Not only have I met a

whole new network of people, I have also learned and experienced first-hand about charity governance.

It has been a privilege to have been engaged with Team Hope as it has transitioned into a highly respected Irish charity. As an organisation, we have committed ourselves to an ambitious and exciting strategic development plan, a plan that will develop not just our Christmas shoebox appeal but also our ongoing development commitments. I am certain that new Board members will really appreciate the opportunity to get to know and work with the current Board and staff team to play a part in leading Team Hope as it develops and progresses forward.

We look forward to hearing from you!

Jennifer Thompson Lally
Chairperson

Background and General Information about Team Hope

Team Hope is an Irish, Christian and child-focused international development organisation. Founded in 2010, we work in Africa and Eastern Europe to help children affected by poverty or marginalisation. Best known for our annual Christmas Shoebox Appeal which sees thousands of gift filled shoeboxes delivered to children affected by poverty, Team Hope also works to bring long term change through sustainable development projects as well as working to raise awareness of global poverty in Ireland.

Key Achievements

- In the last 15 years, Team Hope has delivered almost 3 million shoeboxes to children affected by poverty across Africa and Eastern Europe. In the 2023/2024 year, Team Hope delivered 176,686 shoeboxes to children across 12 countries in Africa and Eastern Europe.
- In 2023/2024, Team Hope funded projects in four countries in Africa and Eastern Europe including Rwanda, Burundi, and Kenya, with our sustainable development projects currently working in the sectors of Addressing Hunger and Poverty, Water and Sanitation, Child Empowerment and Protection, Healthcare and Education. Case studies and further information about the impact of our work can be found at https://www.teamhope.ie/changing-communities
- Team Hope's 'Confirming Hope' project which raises awareness of the UN Sustainable Development goals ran in 53 primary schools across the country in the school year 2023/24, reaching over 1,484 students.

Vision

Team Hope is committed to a world where children are able to fulfil their holistic potential, free from the injustice of poverty, discrimination and inequality.

Mission

Team Hope works with communities to transform children's lives by tackling poverty and inequality through our Christmas Shoebox Appeal, sustainable development projects and in raising awareness of poverty's causes and impacts.

Values

Team Hope holds the following Core Values: Dignity and Compassion, Integrity, Inclusion, Partnership, Accountability and Transparency. More detail on these can be found on our website here: https://www.teamhope.ie/about/

Ethos

As a faith based organisation, our Christian ethos provides the basis for why Team Hope exists and the values we hold. We believe that God has created and loves all individuals equally, presenting us with the call to do the same: to 'Love your neighbour as yourself.' This represents a radical challenge in a world where many are not treated equally and where poverty, discrimination and marginalisation lead to suffering and unfulfilled potential. Christian teaching gives a strong call for us to address poverty in all of its manifestations. We are called to show love to the poor, to have compassion, to combat oppression and to create societies which protect and empower the disadvantaged. Poverty is not just limited to an economic interpretation but is based on a holistic model including economic, social, spiritual and relational aspects. Given the unique vulnerability of children, Team Hope works primarily to show compassion to them, to address the structural causes of poverty and to advocate on their behalf.

Team Hope Board of Directors Information Pack

Organisational Structure

Role of the Board

In line with the Charities Regulator Governance Code the responsibilities of Team Hopes Board includes:

- **Advancing Team Hope's Charitable Purpose:** Setting/maintaining the mission, vision and values, agreeing a strategic plan and reviewing performance, ensure governing documents are adhered to, ensure effective budgeting for planned outcomes.
- **Behaving with Integrity:** Agree policies and ensure compliance (including, GDPR, code of conduct, statement of belief and conflict of interest policy), ensure compliance with legal obligations and uphold the reputation of Team Hope.
- **Leading people:** Appoint and manage a CEO, ensure compliance with best practice and legal obligations for HR and management, agree remuneration for staff, review grievance procedures/participate in grievance processes as required, ensure best practice is applied in volunteer management, ensure an effective policy framework and matching procedures are in place, including for health and safety.
- **Exercising control:** Ensure appropriate financial controls are in place, ensure governing documents are adhered to and fit for purpose, ensure risk management procedures/ policies are in place, ensure compliance with the Charities Regulator's Governance Code and Fundraising Guidelines.
- **Working effectively:** Attend regular board meetings, plan for board succession and recruitment, be available to resolve problems or address emerging issues of significant importance as required, review board performance, participate in sub-committees as required.
- **Being accountable and transparent:** Ensure systems are in place for accountability to supporters, relevant regulatory bodies and to the people Team Hope works to help. Produce publicly available unabridged financial accounts, ensure relevant codes and standards of practice are publicly stated and adhered to, ensure systems are in place to report effectively to donors, ensure a complaints policy is implemented.

Role of the CEO

The board delegates the operational management of the organisation to the CEO who is tasked with fulfilling the organisation's strategic plan and ensuring regular reporting to the board on the organisation's performance. The Chief Executive Officer reports to the Board, and between meetings operationally through the Chairperson, and attends all Board and sub-group meetings of the board as appropriate. The CEO is the primary delegated spokesperson for the organisation.

Organisational Chart

Team Hope has a small staff, currently comprising 8 employees and its operations rely heavily on a large number of volunteers in Ireland (primarily in support of the Christmas Shoebox Appeal) as well as a number of partners who are based in our countries of operation and deliver Team Hope's projects.
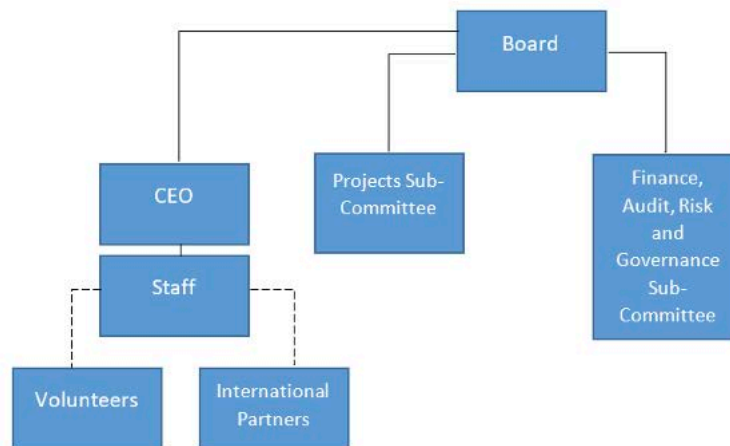
Governance Framework

Team Hope is a company limited by guarantee, registered in Dublin, Ireland (Company no. 359820). Team Hope is a Registered Charity (no. 20047627) and has been granted tax exemption by the Revenue Commissioners (CHY14524).

Team Hope is governed by a voluntary board of directors with the day to day running of the organisation delegated to a staff body led by a CEO. The board currently has 2 subcommittees one focusing on finance, audit, risk and governance and the other providing oversight on overseas projects.

Team Hope is a member of the Wheel, Charities Institute Ireland and the UK based network, Bond. Team Hope's full, audited accounts are available on our website and can be accessed here: www.teamhope.ie/governance

Director Role Description and Person Specification

The ideal candidate will be passionate about Team Hope's vision, mission and values and be committed to our Christian ethos. They will be able to dedicate the necessary time to this essential, voluntary role in our organisation. Board meetings occur a minimum of 4 times per annum, last for 2-3 hours and generally take place outside of business hours. In addition, the board has 2 sub-committees which directors may be requested to participate in.

Skills, Knowledge and Experience:
To be prepared to use skills, knowledge, experience and insights for the good of Team Hope. It is desirable for Board Members to have skills, knowledge and experience in at least one of the following areas:

- Strategic leadership
- Governance
- Social Media
- Community links and involvement
- Financial management
- Fundraising
- Health and Safety
- Human Resources (including volunteer recruitment)

- Legal practice
- Marketing and Public Relations
- Programmes or operations similar to Team Hope's international development activities
- Voluntary sector
- Corporate Engagement

How to Apply

Submitting an Application

- Submit an Expression of Interest Letter (maximum 2 A4 pages) detailing why you would like to become a Director of Team Hope, what you would bring to the role and how you would contribute to our mission, vision and values.
- Attach a CV (no more than 2 pages).

Please Submit Expressions of Interest to board@teamhope.ie by **7th April 2025.**
It is intended to speak with shortlisted applicants on **Saturday 12th April.**