



# AGCAS

The Association of Graduate  
Careers Advisory Services

## AGCAS Community Director

### Role description

#### Objective:

The Community Director, supported by the AGCAS Head of Member Services, is responsible for the community pillar of the AGCAS strategy. Their remit includes areas such as:

- Task Groups
- Region and Devolved Nation support
- Member-to-member communications
- Subscriptions
- Awards for Excellence

#### Principal responsibilities:

- With the support of the Community Committee and the Head of Member Services, deliver the AGCAS community strategic actions.
- Optimise emerging opportunities to develop AGCAS' community agenda.
- Raise AGCAS's profile with other key professional and sector organisations.
- Ensure that appropriate community-focused policies and procedures are in place and are designed to increase member acquisition and engagement.
- Chair the AGCAS Community Committee and Task Group Chairs Annual Meeting.

#### Time commitment:

- Preparation for, and attendance at, four Board meetings per year.
- Preparation for, and attendance at, an annual strategy day.
- Preparation for, and attendance at (as Chair) three Community Committee meetings per year.
- Preparation for, and attendance at, Task Group Chair's Annual Meeting.
- Representing AGCAS internally and externally, particularly in the presentation of our member's professionalism, knowledge and expertise.

*N.B. all meetings will be held online throughout the 2020-21 academic year.*

In addition, involvement in general Board matters throughout the year, including Board discussions by email between organised meetings.

The role will also include input into AGCAS equality and diversity activity.

#### Term of office:

- Three years with an option for a further three years.

**Reporting to:**

- Board of Trustees.

**Remuneration:**

- The role of Community Director is not accompanied by any financial remuneration, although expenses for travel in relation to AGCAS business may be claimed by Trustees

**Person specification****Experience:**

- Individuals are sought who have a strong empathy with AGCAS's mission, together with an in-depth understanding of our work and ambitions, which includes a commitment to the sharing of expertise and promotion of the careers and employability profession.
- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Experience of strategic planning
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision-making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

These should be combined with an ability to engage the AGCAS Board, the AGCAS membership and wider audiences in AGCAS's community agenda.

**Knowledge, skills and understanding:**

- Intellectual curiosity and an enquiring approach
- Genuine passion for sharing ideas
- Interest in and a passion for equality, diversity and inclusion across all areas of the higher education student career development and graduate employment profession
- A motivator who will encourage members to engage with AGCAS activity across all strategic areas and themes
- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make challenging decisions and recommendations to the Board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the President, Trustees and Executive Director.

As well as role specific duties, there are statutory duties applicable to every Trustee, they are:

- To ensure the organisation complies with its articles of association
- To ensure that the organisation pursues its objectives as defined in its articles
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives
- To contribute actively to the Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- Ensuring that the charity's governance is of the highest possible standard
- To appoint the Executive Director and monitor their performance
- Sitting on appraisal, recruitment and disciplinary panels as required