

STRICTLY PRIVATE AND CONFIDENTIAL



The Institute of Export & International Trade

Appointment of Trustee-Directors

Candidate Brief

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ABOUT THE INSTITUTE OF EXPORT & INTERNATIONAL TRADE (www.export.org.uk)

Overview

The Institute of Export & International Trade (IOE&IT) is the professional membership body representing and supporting over 7,000 individuals and businesses involved in importing, exporting and international trade. IOE&IT is the leading organisation in this field and plays a critical role in the successful promotion and development of the United Kingdom's role and capability in international trade.

Specifically:

- IOE&IT's mission is to enhance the export performance of the United Kingdom by setting and maintaining professional standards in international trade management and export practice
- it does this principally through the provision of education, CPD, training programmes and practical business support services including technical advice and documentation resources
- IOE&IT also serves as the voice of the export and international trade sector, representing the views and priorities of members to the government, the media and key stakeholders and strategic partners in order to influence policy and champion international trade's central role in the UK economy
- IOE&IT's members make up a dynamic, enthusiastic community of common interest and there is a vibrant programme of events around the UK at which members are able to network, receive briefings on policy and regulatory developments and share their views and experience
- the Institute is a UK charity founded in 1935. In recent years it has established an international reputation working with governments, multi-national agencies and development agencies.
- the majority of the IOE&IT 120-strong team is based in the UK, with colleagues also based in the EU, Africa and the Caribbean.

Operating in an environment of challenge and opportunity, not least in the wake of the 2016 EU referendum result, IOE&IT is demonstrating its capacity, commercially and in terms of its influence, to play a central role as an adviser to individuals and business; as a provider of vital technical and regulatory advice; and as an authoritative, influential and constructive voice for the sector amongst those developing policy and economic strategy nationally and around the world.

IOE&IT's successful focus on these priorities is illustrated by a number of recent achievements and developments:

- winning – individually and in consortia – a number of major UK government contracts to deliver export training, advice and support. These include the UK Customs Academy and the Trader Support Service programme, and represent the majority of IOE&IT's turnover of £16m in 2023.
- growth in membership numbers and increased member engagement
- closer relationships with external stakeholders, notably UK government departments
- international expansion, including the opening of new offices in London, Belfast and Nairobi (the Institute owns the freehold of its modern offices in Peterborough, from where most of its training and education programmes and advisory services are administered).

Governance overview

The Institute is a charity registered as a charitable company limited by guarantee, with a board of Trustee-Directors. A successful application has been approved by the Privy Council for the Institute to convert to Chartered status. Although some aspects of the Institute's governance will of necessity change after the

transition to Chartered status, such alterations are expected to be relatively minor. This brief is written in line with the current governance arrangements.

The current Articles of Association allow for up to 12 Trustee-Directors from three categories: members representative Trustee-Directors (elected by the membership at the AGM), independent Trustee-Directors (also elected by the membership at the AGM) and co-opted Trustee-Directors.

The President is Lord Green of Hurstpierpoint, the former Minister of State for Trade and Investment, and the Chair is Terry Scuoler CBE, formerly Chief Executive of MakeUK/Engineering Employers Federation.

There is a requirement for two independent Trustee-Directors to take up post in 2024, initially on a co-opted basis and subject to formal confirmation by members.

THE ROLE OF TRUSTEE-DIRECTOR

The board exists to provide strategic direction and leadership to the organisation, to fulfil the legal responsibilities prescribed by company law and charities law and to provide effective oversight of and support to the executive. The Trustee-Directors have – collectively and individually – a fiduciary duty to IOE&IT and its members, as well as legal responsibility for the company’s compliance with company law, accounting practices, employment law and other relevant regulations.

The board regularly reviews its own performance, structure (there are three standing committees covering Finance, Membership and Academic matters), composition and remit to provide the most effective leadership and oversight to the organisation.

Trustee-Directors normally serve for an initial term of three years, may stand for a second term and, if appointed (by the board) as Chair, Vice-Chair or Honorary Treasurer, may serve for a maximum of a further six years.

The board meets at least six times a year, and Trustee-Directors would additionally be expected to attend the AGM, board committee meetings as required and a small number of other board events such as strategy and planning days. Ad hoc meetings and conference calls are undertaken when required. Trustee-Directors can therefore expect to spend a certain amount of time reading and otherwise preparing for meetings and board discussions.

There are also a number of occasions during the year when Trustee-Directors are able and encouraged to attend and support IOE&IT events.

CANDIDATE SPECIFICATION

Our clients are looking for candidates whose breadth of experience, successful career record and intellectual and strategic strengths will complement the current board and contribute decisively to IOE&IT’s continued growth and impact. Whilst previous non-executive/trustee experience is not essential, candidates should be able to point to a credible record of working at board level, with a clear understanding of the role, function and effective operation of a well-run board.

The board clearly needs to have a diverse make-up in terms of sector backgrounds and experience, and good candidates may come from a range of professional pedigrees. In terms of sector experience, our clients are particularly interested in candidates whose backgrounds include any of:

Technology

- knowledge of/connection with the technology spectrum in its widest sense
- strategic appreciation of emerging technologies and their future impact on how companies will need to adapt and operate to take advantage of technological change
- ideally, a solid understanding of the adoption/adaptation of technology to support service development

Consultancy/Advisory

- first-hand experience in a major consultancy/advisory environment with highly credible record in strategy, operational and/or transformation disciplines
- strong understanding of the international consultancy sector: how, why and when companies engage consultants
- ideally, experience of leading or working in multi-partner consortia

The requirement is ideally for candidates with a good understanding of international/cross-border working; first-hand knowledge of export/international trade matters would be a distinct plus, as would prior involvement with national, international or other multilateral bodies such as those sponsored by the UN, WTO etc. Candidates should ideally also be able to demonstrate an empathy with the character and constitution of IOE&IT as a commercially ambitious yet not-for-profit membership body with a strong public interest ethos at its heart.

REMUNERATION

As IOE&IT is ultimately a charity, these positions are unremunerated. This will not change after the transition to Chartered status. Reasonable expenses will be met and D&O insurance will be provided.

RECRUITMENT PROCESS AND CONTACTS

This assignment is being managed on behalf of IOE&IT by Robin Murray Brown of Kinvara Partners. Contact details are:

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