



Dear applicant,

We are delighted you are interested in joining the Board of Trustees of Kaloko Trust.

We are a small charity, but we are proud of what we have achieved over the last twenty-four years.

We are entering a period of transition and are looking to refresh and diversify our Board with three to four new Trustees, who are committed to making a difference and contributing their talents and energy to benefit some of the most disadvantaged communities in the world.

We currently have four Trustees and are particularly interested in receiving applications from those with skills and experience in the following areas:

- Fundraising, marketing and PR
- Human Resources / organisational development
- International Development, particularly rural development
- Experience of Africa, particularly Zambia.

Amongst the recruits we hope to find someone who would be a candidate for Chair in due course.

If you don't have these particular skills but are creative, committed and would like to help Kaloko thrive and grow into a more resilient, relevant and impactful organisation then please do still get in touch.

We hope you will find this application pack useful but please visit our website www.kalokotrust.org for more information, where you will find our Annual Reports and newsletters available for download.

Best wishes,

Jim Smyllie

Chair of Trustees



About Kaloko Trust: Empowering Zambian communities

Kaloko Trust works to relieve poverty and improve lives in rural communities of Zambia. We work with local partners and communities to improve access to food, water, health, education and income through effective, appropriate and sustainable development projects that harness the power of partnership to empower and change lives.

Kaloko Trust UK was established in 1995 as a registered UK charity (No. 1047622). Our staff consists of a Director based in the UK, who raises funds, oversees our support for partner organisations and reports to the Board of Trustees. The Director is supported by an Administrator also in the UK.

Our main partner, Kaloko Trust in Zambia is a separate legal entity, overseen by a Zambian Board. The support from KTUK takes the form of: securing funds, promoting the projects and work in Zambia; providing management support and capacity building; providing technical assistance.

The main geographical focus of activities is at Luansobe, an area of 400 square kilometres about 90 kilometres south of Ndola, and the adjoining Kashitu area, both in the Copperbelt Province. The local population live in subsistence-farming families, approximately 50% of the population are below the age of 15 years and single women head 1/3 of households.

Our Strategic Objectives 2018-20 (to be reviewed September 2019)

- Support Kaloko Trust Zambia (KTZ) to improve the quality and sustainability of their projects
- Support KTZ's organisational development, building their capacity to engage with donors and to manage risk
- Remain open to opportunities for partnership with 1-2 more Zambian organisations (within defined criteria)
- Maintain current scale of funding and look to add another income stream that has an appropriate return on investment
- Strengthen our organisational and financial capacity to deliver these activities, in UK and Zambia

For more information about our projects please refer to our last Annual Report on our website www.kalokotrust.org.



Job Description

Role Title: Trustee

Reporting to: Chair, Chief Executive and the Board of trustees.

Remuneration: No financial remuneration; expenses for travel may be claimed.

1.0 Being a Trustee

The Board of Trustees has a legal and ethical responsibility to ensure that the organization does the best work possible to achieve its mission and that it serves the interests of its various stakeholders in the achievement of that mission. In that they will stay informed, conscientiously participate in the decisions of the board and use the same degree of care that they would apply to their own personal and business decisions.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document – sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- 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, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' 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.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.



2.0 Person specification

Individuals are sought who have a strong empathy with our mission.

Experience:

- Experience of working in a managerial role is required.
- Successful experience of operating within a board in a charitable, public sector or commercial organisation is desirable,
- 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

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak your 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 Chair, Trustees and Chief Executive
- Specific technical skills or areas of expertise that you are willing to draw on to benefit the charity

3.0 Time Commitment

- The Board meets at least 4 times a year and attendance is expected.
- Support in preparation and review of the Annual Accounts

4.0 Location

- Trustees are required to attend three evening meetings a year, usually two virtual and one in London and lasting 2 to 3 hours. Additionally, trustees meet for one full day a year to plan future strategy.



5.0 Application Process

To apply for this role, please submit

- 1) A covering letter outlining your suitability for the role
- 2) Your CV
- 3) Details of a referee who will be in a position to comment on your suitability to act as a charity trustee

Please send as Word documents to: admin@kalokotrust.org

Closing date for applications: midnight on 12 May 2019

Interviews: Saturday 1 June 2019