



Job Description-Non Executive Director Role X2

Overview

The Nigerian Schools Foundation (UK), also known as NSF (UK) is a not for profit, well established brand, with 10 years track record of delivering successfully in various areas. We are 100% grassroots volunteer led committed to giving back to the Nigerian diaspora community in the UK and the education sector, back in Nigeria.

Our UK based community programmes

With our UK based community programmes, we have a vision of connecting and promoting awareness within the Nigerian community, through sport, education and other social interaction.

Our activities include our main community event, NSF (UK) sports and family fun day. The event, a London 2012 Olympic legacy, is well regarded as a high profile summer event, sports & family fun day themed, which has attracted well over 2,000 attendees in the past.

In addition to our main event, we have an ambition to be the **GO-TO** organisation on UK based Nigerian community matters. We have worked with both the private and public sectors including charitable organisations and the UK government and its agencies. Recent examples include the **UK government** on vaccine hesitancy at the height of the pandemic, the **Office of National statistics** on hard-to-reach communities regarding UK census, the **Royal Commonwealth Society** on literacy campaigns in Nigerian schools, the **England Rugby Union (RFU)** on diversity and promoting awareness of rugby within the Nigerian community and **Mixta Africa**, a property company based in Nigeria, to promote Nigerian diaspora interest in real estate in the country.

Our work in the Nigerian Education Sector

Our experience and research have identified severe underinvestment in the Nigerian education sector. So our stakeholder intervention include hosting **annual seminars/webinars**, collecting and distributing over **7,000 recycled books** to underserved communities in the 6 geo political zones in Nigeria, **promoting literacy campaigns** in Nigerian schools by encouraging our member schools to participate in the oldest essay competition in the world, the Royal Commonwealth Society Queen's essay competition and with our **NEED project** (**N**SF **E**xcellence in **E**ducation **D**evelopment) we setup courses, training secondary school teachers in Nigeria and working with schools and other authorities to formulate educational policies and improve curriculum. In addition, we **support** our Network, of 50 plus **alumni associations** of Nigerian secondary schools origin, to **fundraise** directly for **infrastructure** development, **teaching** resources and **scholarships** for students.

Role purpose

- Non-Executive Directors of the Board are collectively responsible for the governance, leadership and efficiency of the organisation and ensure that it meets all its legal obligations.
- Act in an advisory capacity by bringing a breadth of business and management knowledge and experience from a professional background for the benefit of the NSF (UK).
- Constructively review, challenge Organisation's strategy.
- Scrutinise executive activity and monitor performance in meeting agreed goals and objectives.
- Provide an independent view and a broad perspective to the Board's decision making process.
- Ensure robust governance processes are in place and adhered to.

Duties & Responsibilities

- The safeguarding of the good name and values of the organisation.
- The effective and efficient administration of the organisation.
- The financial stability of the organisation.
- The protection and management of organisation property and to ensure the proper investment of the organisation's funds.

Hours required: 1-2 hours per week.

Attend: Monthly Board (virtual) meetings and the AGM.

Contract type: The successful candidate will be appointed by the Board of Directors and then formally elected by voting members at the next AGM for a 3-year term. Board members can serve a maximum of 3 X three year terms (a maximum of 9 years in total).

Salary: Voluntary, with reasonable expenses paid.

Person specification: (E* = Essential || D* = Desirable)

Skills and Qualities:	E*	D*
Experience of working in a senior / strategic role, working with others to drive the vision of a team or organisation.		X
Ability to act independently and impartially, making decisions objectively, based on understanding of facts and different perspectives.	X	
Ability to translate and apply professional skills and approaches into our Education and Community activities.	X	
Core skills required; any of Human Resources, Fundraising, Legal & Accounting.		X
Must be committed to NSF (UK) Values	X	
Clear understanding of, and can meet the legal requirements of being on a Board.	X	
Effective communication skills and interpersonal acumen.	X	

Aptitude to work in an environment in which challenging issues can Be confronted, opposing opinions are sought and trust is implicit.	X	
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How do I apply?

Please send your CV and a personal statement to:

Dr Remi Kayode

Director NSF (UK)

board@nsf.community

Please note that your personal statement must include evidence of your experience against the essential skills and experience as set out in the person specification for the role above.

Advert: 1st May to 9th June (6 weeks)

Closing Date: 9th June (5pm)

Interviews: week commencing 12th June

Appointment: By 26th June

