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& social change

## **Voluntary Chair, Development Board IMiX - the migration communications hub**

*24 May 2018*

Immigration is one of the key debates within UK politics and media and is regularly cited as a top three issue by the public. IMiX is working to ensure that debate includes voices from migrants and those who support them.

IMiX was created to support the refugee and migration sector to shift public attitudes on migration to create an open and welcoming Britain for people who make the UK their home. We do this by using innovative communications techniques and support campaigning for change within our partner organisations. The IMiX team is small but effective, taking risks and trying new things, but also using old school approaches to securing change.

IMiX is currently a project of Global Dialogue a charity (1122052) and a limited company (05775827) registered in England and Wales. Global Dialogue has incubated IMiX since 2016, and we anticipate that IMiX will transition out of Global Dialogue in early 2019 to become either an independent charity or join a new, permanent host organisation.

We seek a skilled and independent Chair to lead the Development Board that will oversee this transition. This is a voluntary role, although travel and other related expenses can be met from project funds if required.

### **Role Summary**

Global Dialogue seeks a senior professional with organisational development and communications experience to serve as voluntary Chair of the IMiX Development Board. The Chair will work closely with the Director of IMiX, the Executive Director of Global Dialogue, and the Chair of the Global Dialogue board, taking responsibility for overseeing the transition of IMiX out of Global Dialogue in early 2019.

The purpose of the IMiX Development Board is to support the IMiX Director in realising the exciting strategy, support the transition of IMiX out of Global Dialogue, and champion IMiX externally. At present the Development Board includes representatives of Global Dialogue and of the funder

network Migration Exchange, senior communications and third sector expertise, and includes people with recent lived experience of migration.

### **Key Responsibilities**

- Chair IMiX Development Board meetings, scrutinise board papers, lead board discussions and provide guidance on new initiatives
- Provide support and guidance to the IMiX Director in leading the IMiX team and executing the IMiX strategy
- Assist in identifying and evaluating options for the IMiX transition, support the IMiX Director and Global Dialogue staff in making a timely and appropriate decision, and communicate this to key partners and funders
- Oversee the transition of IMiX out of Global Dialogue, including aspects of organisation design, change management, and key legal and financial considerations
- Put in place the appropriate governance structures for IMiX after transition, continuing in a leadership role if necessary
- Note that if IMiX becomes a registered charity these responsibilities will include the statutory duties of a trustee which are currently held by the trustees of Global Dialogue

### **Qualities of a Chair**

#### **Essential**

- Understanding of and commitment to the work of IMiX
- Ability and willingness to devote the necessary time and effort
- Strategic vision
- Good independent judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship should this be necessary
- Ability to work effectively as a member of a team
- Excellent listening and communication skills, and ability to work collaboratively and with emotional intelligence

#### **Desirable**

- Experience of being a trustee
- Experience of organisation design and change management
- Experience of creating, managing or commissioning communications in a charitable or campaigning context
- Lived experience of migration

### **Time Commitment and Location**

The IMiX Development Board meets six times each year, on a bi-monthly basis, at the offices of IMiX at CAN Mezzanine, Loman Street, London SE1.

The Chair will also support the IMiX Director at occasional meetings with Global Dialogue staff, partner organisations and funders, particularly during the transition period during late 2018 – early 2019, and we anticipate that this could require up to one day each month for six months.

We hope that the successful candidate will stay to lead the IMiX board after the project has transitioned successfully out of Global Dialogue and anticipate that this will require up to half a day each month from spring 2019 onwards. However, we are also very open to applications from people who would take on this role on a time limited basis of twelve months to summer 2019.

**Application Instructions**

Please contact Emma Harrison, IMiX Director at [emma.harrison@imix.org.uk](mailto:emma.harrison@imix.org.uk) if you would like an informal discussion about IMiX and the work of the Development Board.

To apply please submit a CV and a short cover letter or email to Debbie Pippard, Chair of Trustees, to [info@global-dialogue.eu](mailto:info@global-dialogue.eu).

The closing date for applications for the role of Chair of the IMiX Development Board is Monday 18<sup>th</sup> June 2018 and we aim to be in touch with all candidates that week.

Thank you for your interest in supporting IMiX. We look forward to hearing from you.