



Recruitment of Board Members
Candidate information pack
June 2023

About us

The Jersey Advisory and Conciliation Service (JACS) is the independent employment relations service for the island, created by the Jersey Advisory and Conciliation Service (Jersey) Law in March 2003. As JACS embraces its 20th year we continue to be passionate about the delivery of the high-quality, independent, impartial services which we provide to islanders. We understand how good employee relations are crucial to a functioning economy.

The purpose of JACS is to assist employers, employees, and trade unions to work together for the prosperity of Jersey businesses and the benefit of employees. We do this by assisting in the building of harmonious relationships between employers and employees, both collectively and individually, thereby helping improve the performance and effectiveness of organisations.



JACS is available to help:

- Provide answers to employment problems before they escalate
- Settle employment disputes between employer and employee or between employer and trade union through conciliation, mediation or arbitration
- Give impartial, professional advice on good employment practice
- Pass on reliable information about employment relations issues
- Provide answers to discrimination (in employment) matters



Our people

The team at JACS comprises three full-time employees and one part-time employee. Whilst the team is small, we punch above our weight, seeing around 9,000 contacts per year and settling around 75% of tribunal claims lodged.

The service is headed by a Director (Patricia Rowan), and overall guidance on the running of the service is provided by a non-executive board, comprising not more than seven people. Based on a tripartite structure, the board comprises representatives from a broad cross-section and includes those with experience of representing employees, those with experience of representing employers and independent members.

The role of a board member at JACS is to guide strategy and manage risk. Board members provide governance to ensure the organisation meets all relevant legal and regulatory requirements. Day-to-day management and delivery of JACS services are carried out through the staff team. The board are not paid, and the time commitment is very manageable around work, at around six meetings per year. The tenure for board members is three years with the opportunity to extend by a further two terms.



Recruiting new board members

We are looking for three motivated individuals to join JACS committed and friendly board as we work together to embrace forthcoming opportunities and tackle challenges. The roles have arisen due to current board members coming to the end of their terms.

We are interested in a range of backgrounds; however, two of the board members leaving are accountants, so **finance** (qualified accountant or equivalent qualification) is a crucial skill we are looking for in at least one of the new board members. We are also interested in people with **commercial experience in large or small businesses** or potentially both. We are also interested in people who can bring **experience of working in the not-for-profit sector** to our board. A genuine interest in employee relations and discrimination in Jersey is a must for all candidates. There is no requirement for previous board experience, though we are looking for people who understand the principles of effective governance.

We are looking to improve the balance of diversity and perspective on our board. We believe our board should be representative of the breadth of employment sectors and the population across Jersey. We know that effective leadership and good decision-making are enabled through a diverse team, a culture of listening to and acting on diverse perspectives and having board behaviours that embody respect, openness and constructive challenge.

The board are a friendly and welcoming group of people who are fun and caring. Their support and commitment to JACS is second to none, and the Director and the team hugely value their strategic input. The Director of JACS organises and attends the meetings, including compiling the board papers. Meetings are held on Thursday afternoons for around 90mins, and Zoom is used if physical attendance is difficult. In December each year, the team and board go out for a Christmas meal as a thank-you for the work done.

What we can offer you

Strategic experience

Strategic experience can be hard to come by. It can often take decades to find yourself in a role that requires strategic oversight. A board role is a fantastic way of getting a head start on this, at once allowing you to develop and hone your critical thinking, problem-solving and analytical skills as well as developing vital strategic sensibilities and team working skills.

Equally, for those who have already had some strategic responsibilities, a board role provides an opportunity to use those skills in a significantly different context.

Continued personal development

Joining a board can be a very interesting experience, not least because it allows you to adapt and apply everything you have learnt to date into an entirely new context. Through a board role, you can gain a clearer idea of your professional strengths and weaknesses whilst simultaneously learning new skills altogether. Understanding how to adapt your professional knowledge to valuable and impactful ends is a good reminder of your versatility, giving you confidence in your existing abilities whilst challenging you to push the boundaries of your expertise.

Teamworking

As a board member at JACS, you are part of a team and will have the opportunity to apply your unique skills and experience while also learning from others. Working closely with a team of people who have different perspectives is often one of the most enjoyable aspects of the role.

The ability to collaborate effectively with others and to challenge constructively the ideas of fellow board members as well as those of the staff team is essential to ensuring the board's strategic decisions are fully informed, reasonable and effective. Negotiating, empathising, listening and communicating ideas and concerns are key factors in this process and often help to set the tone and culture of board meetings.

Key information

Location	Jersey, JE2 3QG, Hybrid.
Time commitment	Six board meetings per year. 90 min each.
Remuneration	Unpaid.
Tenure	Three years with the opportunity to extend by a further two terms.
No. of opportunities	Three

Main duties and responsibilities

- Collectively oversee the strategic direction of JACS and work towards the achievement of JACS's vision and mission.
- Ensure that JACS complies with legal, regulatory, and fiduciary responsibilities in accordance with the terms of its constitution.
- Identify potential development opportunities for JACS, and leverage relationships to facilitate this.
- Protect the property, reputation and resources of JACS through ongoing identification, monitoring and management of risks.
- Advocate for JACS's commitment to equality, diversity and inclusion
- Encourage team working among board members and create a robust, profitable and fulfilling working relationship with Director and staff team.
- Appoint and give support to the Director of JACS.
- Act in the best interests of JACS at all times and to the benefit of present and future beneficiaries of JACS.
- Make a positive contribution to the JACS's governance in accordance with the constitution.

Qualifications and experience

Skills/experience in one or a number of the following areas is essential –

1. Finance (qualified accountant or equivalent)
2. Commercial acumen – from a large or small business background
3. Experience or involvement with the not-for-profit sector

We are also looking for -

- A commitment to the mission, values, and ethos of JACS.
- Ability to lead through facilitating, enabling, and consensus-building.
- Ability to challenge constructively and supportively.
- Ability to operate strategically, noticing trends, opportunities, and risks.

How to apply

To apply for this role, you will need to answer four role-related questions. Please provide evidence and examples from your work history or other aspects of your life to answer the questions and demonstrate how you meet the criteria required. We encourage you to write your answers in MS Word and copy and paste them onto the online form when ready. Please note that your response to each of the four questions shouldn't exceed 250 words. You can save your application and return to it later if you wish.

Our goal is to remove bias from the hiring process so for the first stage of the process, we are asking skill-based questions, which will allow us to assess your approach to a problem and understand what knowledge and skills you have. Your answers will be anonymised and reviewed by the selection panel. We will use these scores to shortlist for interviews, at which stage we will also review CV's. **Click [here](#) to apply.**

If you would like an informal discussion about the role, please contact our recruitment adviser at Eastside People, Bernice Rook, at bernice@eastsidepeople.org – having a call of this kind will not influence the success or otherwise of the application.

We want you to have every opportunity to demonstrate your skills, ability, and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

The **closing date for applications is Friday, 24 July 2023 at 12pm.** Interviews with JACS will take place in the next couple of weeks thereafter.



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Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.