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## Board of Trustees

### Trustee (UK)

Working Hours: 4 hours/month  
Location: UK Wide  
Responsible to: Chair  
Responsible for: N/A  
Salary: Expenses Only

### Introduction

Kijana Kwanza (Young People First) is a grassroots project based in Moshi, Tanzania that empowers children and young people with the skills and opportunities to prepare them for a future without poverty.

The organisation directly sponsors over 200 children and young people, most of whom are orphaned, abandoned or from single-parent families, who reside in the community, in foster care or on-site at one of our children's homes or youth hostels. Most of our children and young people attend school or are enrolled in a vocational course at college, whilst some undertake apprenticeships or work-shadowing in local industry. Outside of formal education, we deliver an extensive programme of extra-curricular learning, which emphasises soft skills development, leadership training and digital inclusion.

Aside from direct student sponsorship, Kijana Kwanza delivers a variety of day services and social welfare provision from its HQ in Moshi Town, for the wider community of children, young people and their families. These include free and subsidised English language and Computer classes, a Study Café, hardship grants and interest-free loans, seasonal campaigns, community events and microfinance initiatives.

Kijana Kwanza UK provides support to the work in Tanzania in particular through fundraising, governance oversight, and some advisory engagement in project delivery. This post is being recruited to join an expanding UK Board of Trustees.

For a full list of our activities, visit [www.kijana-kwanza.org](http://www.kijana-kwanza.org).

**We are specifically looking for Trustees with the following two sets of expertise: 1) financial management, to serve as Treasurer to the Board; and 2) safeguarding of young persons.**

### **Key Responsibilities:**

Alongside other members of the Board you will:

- ensure the charity has a clear vision, mission and strategic direction and is focused on achieving these;
- be responsible for the performance of the charity and its activities;
- ensure that the charity complies with all legal and regulatory requirements;
- act as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application; and
- ensure that the charity's governance is of the highest possible standard.

### **Duties & Tasks to Fulfil Key Responsibilities:**

#### **Vision & Strategic Direction:**

To work in partnership with other Trustees and senior staff to ensure that:

- the charity has a clear vision, mission and strategic plan that have been agreed by the Board, and that there is a common understanding of these by Trustees and staff;
- the business, operational and other plans support the vision, mission and strategic priorities;
- the UK Director's annual and longer-term objectives and targets support the achievement of the vision, mission and strategic priorities;
- Board policies support the vision, mission and strategic priorities;
- There are effective mechanisms:
  - a) to listen to the views of current and future beneficiaries;
  - b) to review the external environment for changes that might affect the charity;
  - c) to reassess the need for the charity and for the services it provides, or could provide; and
  - d) to review regularly its strategic plans and priorities.

### **Performance of the Charity:**

- To agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regularly reports on the performance of the charity;
- To ensure that the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity;
- To ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the Board;
- To receive regular reports from the UK Director on progress towards agreed strategic priorities;
- To hold the UK Director to account for the management and administration of the charity;
- To ensure that the UK Director receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer-term targets and objectives;
- To ensure that the UK Director develops a learning culture and that all staff, both paid and unpaid, review their own performance and regularly receive feedback;
- To articulate the values of the charity;
- To agree Board policies;
- To ensure that there are mechanisms for beneficiaries, employees, volunteers, other individuals, groups or organisations to bring to the attention of the Trustees any activity that threatens the probity of the charity;
- To ensure that the Board of Trustees has the skills required to govern the charity well and has access to relevant external professional advice and expertise;
- To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of Trustees;
- To ensure that there are succession plans for the Chair and the UK Director;
- To participate in individual and collective development and training of Trustees;
- To abide by the charity's Code of Conduct; and
- To ensure that major decisions and Board policies are made by the Trustees acting collectively.

## **Additional Duties**

- Read and scrutinise all Board papers and brainstorm discussion areas in advance;
- Attend Board meetings;
- Maintain correspondence via email;
- Participate in any sub-committees of the charity;
- Attend occasional networking events and meetings;
- Attend occasional ceremonial/fundraising events; and
- Support the work of the UK Director in areas where the Trustee has specialist knowledge or expertise.

[END]