



Board Trustee 2025



About the Institute of Leadership

The Institute of Leadership is the professional membership body for an active, international community of over 50,000 leaders, managers, coaches and mentors – but we are much more than a professional body. We create world-class tools, deliver award-winning e-learning and undertake practical research to help unlock individual leadership potential.

We are a registered charity governed by a board of trustees. The Institute of Leadership was founded in 1947 and reclaimed its independent status as a professional body in 2016. This independence has enabled The Institute to become closer to its members and better support their leadership development to campaign more effectively for great leadership everywhere.

Why join our Board

As a co-opted Trustee of the Institute of Leadership, you will contribute to the strategic leadership, good governance, and long-term success of the organisation. This voluntary role is vital in ensuring we continue to operate effectively, ethically, and in line with our charitable purpose as a professional membership body.

The Institute empowers leaders and shapes the future of leadership and management. As a Board Trustee, you will play a key role in helping us expand our reach, innovate in our approach, and make a difference where it matters most. You will be part of an organisation that blends impact with innovation, ensuring that leaders at every level have the skills, knowledge, and confidence to shape a brighter future.

Serving as a Trustee is also a rewarding opportunity for personal and professional growth. You will enhance your own leadership capabilities, broaden your perspective, and expand your network through collaboration with accomplished and committed professionals. Together, our Board champions effective leadership and shapes the policies that promote excellence across sectors.

As this is a voluntary role, and co-opted, it is a role not elected by the wider membership, we ask that applicants are, and remain throughout their term, members of the Institute of Leadership – reflecting our commitment to appointing Trustees who are fully aligned with and invested in our mission to inspire leadership everywhere.

Message from the Chair of the Board of Trustees

Thank you for your interest in joining our Board of Trustees. This is a significant moment to contribute to the Institute of Leadership whose mission is to champion leadership in all its forms—and to inspire it everywhere.

As a professional membership body with a charitable purpose, we exist to support, elevate and connect those who lead, across sectors and around the world. Our mission is both timely and vital. At a time when effective, ethical, and inclusive leadership has never been more important, we are evolving to meet new challenges, embrace fresh opportunities, and ensure our work continues to have real and lasting impact.

As a Trustee, you will join a dynamic and committed Board, bringing your insight and experience to guide our strategic direction, strengthen our governance, and support our leadership team to deliver on our ambitions. You will help ensure that our values are upheld, our decisions are future-focused, and our members remain at the heart of all we do.

This is a chance to be part of something truly meaningful—to support the development of current and future leaders, contribute to a purposeful and forward-looking organisation, and grow personally through board-level collaboration and learning.

We warmly invite you to consider applying, and to play your part in inspiring leadership everywhere.



Emrys Green

Chair, The Institute of Leadership

Person Specification

As a Trustee of the Institute, you will provide strategic leadership, governance, and oversight as part of a committed and experienced Board. Trustees are Non-Executive Directors of the charity and play a vital role in ensuring the organisation fulfils its mission, complies with its legal duties, and upholds the values and standards expected of a professional membership body.



Trustees will possess a proven track record of leadership and personal achievement in a complex environment in either the private, public, or not-for-profit sector. Candidates are likely to have had prior Non-Executive Director or Trustee experience, and will be able to contribute sound judgement, commercial insight, and a collaborative approach to the Board's work.

We are particularly interested in hearing from candidates with the following background:

- International or commercial experience, especially in membership, education or learning and development
- A strong professional network that can support the organisation's growth and visibility
- Experience of charity governance and trustee responsibilities particular to the Institute's purpose, benefits to members and wider community set out in its governing document
- Familiarity with digital transformation or innovation in the membership or education sectors
- An ability to dedicate sufficient time and energy to the role

Key Responsibilities

Trustees are legally responsible for the general control and stewardship of the Institute of Leadership under the Companies Act 2006 and the Charities Act 2022.

Governance and Compliance

- Ensure compliance with governing documents, set out in its Memorandum, Articles of Association and Bye Laws, relevant legislation, and Charity Commission requirements
- Oversee preparation and approval of reports, accounts, and key documents
- Use funds and assets only in furtherance of the Institutes objects and purpose, and ensure financial sustainability
- Identify, assess, and manage risk with co-trustees; seek professional advice where appropriate, or where Trustees may be in breach of their obligations
- Ensure appropriate policies and procedures are in place to support ethical conduct, including safeguarding and whistleblowing arrangements that enable concerns to be raised and addressed appropriately.

Strategy and Planning

- Work with the CEO and Exec. team to shape and review strategy to ensure the future health and success of the Institute
- Along with co-trustees and Exec. make balanced, informed decisions that consider both long- and short-term impact
- Contribute to the development of organisational plans, performance indicators linked to business plans, budgets and policies

Financial Management

- Ensure policies and procedures are in place to monitor financial performance and plan for short, medium and long-term financial health

Key Responsibilities

Effectiveness

- Appoint and support the CEO, reviewing performance and setting remuneration
- Ensure effective accountability structures and delegation mechanisms are in place
- Promote inclusive decision-making and engagement with diverse stakeholders and the drivers in the external environment
- Provide constructive challenge and act as a 'critical friend' to the CEO and Exec. In guiding and shaping decision making, actions and results
- Acknowledge and recognise work well done
- Use reasonable care and skill in work as trustees, using personal skills and experience as needed to ensure that the Institute is well-run and efficient.

Trustee Management

- Ensure proper appointment of Trustees and compliance with eligibility criteria in line with legislation
- Support trustee succession planning and contribute to a healthy and effective Board culture in line with the Institutes governing document and/or legal provisions

Employees and Volunteers

- Ensuring compliance with legislation (including employment, pension, equality and health and safety)
- Promote fair, safe and inclusive working conditions for all staff and volunteers to ensure best practice

Skills and Experience

As a Trustee of the Institute, you will contribute to the governance and strategic leadership of a professional membership body with a charitable purpose. The role requires an individual who can bring insight, integrity, and an understanding of the responsibilities of charity trusteeship in a values-led, member-focused environment.

Candidates should demonstrate:

- A strong understanding of charity governance, including the legal responsibilities of Trustees, regulatory compliance, and the role of the Charity Commission
- Financial literacy and confidence in reviewing budgets, reports and financial statements, with the ability to contribute to oversight of income, expenditure, and long-term sustainability
- Excellent communication skills, with the ability to present ideas clearly and contribute constructively to Board discussions
- Experience in strategic planning and execution at a senior level, with the ability to think both long- and short-term in support of the Institute's mission
- An understanding of risk management and assurance frameworks in a non-profit or membership context
- A track record of working effectively in collaborative leadership settings, such as boards, advisory panels, or cross-sector partnerships
- An appreciation of the wider professional development and education landscape, particularly in relation to leadership, learning and lifelong development
- Familiarity with the needs and expectations of members, stakeholders, and beneficiaries within a values-driven organisation
- A genuine commitment to supporting the Institute's role in championing ethical, inclusive and effective leadership



Personal Qualities

- Uphold and act as ambassadors for the Members Code of Practice for the Institute's members
- Acts with integrity, professionalism and a deep commitment to the organisation's mission, avoiding any conflicts of interest
- Collaborative and inclusive, with strong interpersonal and listening skills
- Sound judgement and the ability to make balanced, informed decisions that enable the Institute to deliver on its purposes
- A strategic thinker who can assess risk and challenge constructively
- A brand ambassador who upholds the values and promotes the reputation of the organisation in all professional and personal dealings
- Emotionally intelligent and self-aware, fostering constructive working relationships with fellow trustees, senior staff and stakeholders
- Understands and respects the distinction between governance and management
- An inquisitive mindset, taking reasonable steps to understand regulatory and legal requirements

Term, Commitment and Compensation

This is a voluntary position, and Trustees are not employees of the organisation. Trustees serve in an independent, non-executive capacity and act in accordance with their legal duties under charity and company law.

Trustees and Non-Executive Directors are entitled to claim reasonable out-of-pocket expenses incurred while carrying out their duties, in line with the organisation's expenses policy. This may include costs related to travel, accommodation, subsistence, and caring responsibilities for attending Board or committee meetings, training, or official events. Full guidance will be provided upon appointment.

The term of office for this appointment is two years, with the potential for reappointment subject to Board approval and in accordance with the organisation's governing documents. Trustees must be willing and able to dedicate sufficient time and energy to the role. This typically involves around 10–12 days per year, which includes preparation for and attendance at:

- Quarterly Board meetings (usually held in-person)
- The Annual General Meeting (AGM)
- Participation in at least one Board committee, aligned to your skills and experience
- Occasional attendance at the organisation's flagship events
- Relevant training, briefing sessions or informal updates

While Board meetings are scheduled in advance, additional time may occasionally be required to contribute to strategic planning activities, urgent governance matters, or working groups, depending on organisational needs and the Trustee's area of expertise.

We are committed to supporting our Trustees through access to ongoing training, briefings and development opportunities that will enable you to stay informed, confident and effective in your governance responsibilities.

To be eligible, applicants must be a current Member, Fellow, or Companion of the organisation and remain in good standing for the duration of their term.

Application Process

To apply, please provide your CV and a cover letter of no more than 2 A4 pages (12pt font) outlining your experience and what you would bring to this role, and why you are interested in joining the Board of the Institute of Leadership.

Applications should be sent by email to the Head of HR; Cassandra Thompson, at: HR@leadership.global

Key Dates:

- Deadline for applications: 27th May 2025
- Shortlisting: By 30th May 2025
- Interviews (Online): Week commencing 2nd June 2025
- Appointment start date: Mid June in readiness for first meeting 27th June 2025

The Institute of Leadership is committed to fostering an inclusive and diverse organisation. We believe that a wide range of perspectives, backgrounds, and experiences is essential to our success.

We encourage applications from candidates of all genders, races, ethnicities, sexual orientations, disabilities, and religions, as well as those with different national origins, life experiences, and perspectives.

If any assistance is required at any stage of the recruitment process, or if you have any questions about accessibility, please contact our Head of HR so that we may support and work with you to meet your needs.

Interviews will take place online.

Applicants must have the Right to be a Company Director in the UK.