



Director (Legal, Governance and Compliance) – role and scope of work

IIC is an independent international professional institute. We bring together conservation professionals from around the world, educating, enabling, and recognising excellence. This commitment drives everything we do – from our intellectually stimulating Congresses to activities specifically tailored to capture the imagination and curiosity of student conservators.

The Director will act as an important source of support and guidance to IIC Council and executive team on legal and governance matters as well as helping IIC access further professional advice where needed. The skills and knowledge you will bring must include legal expertise and knowledge of UK charity and company regulations to ensure IIC is carrying out its purpose for the public benefit, acting with reasonable care, skill and accountability and helping to ensure compliance under contractual requirements as well as realising IIC's objectives through the execution of legal and non-legal documents, such as memorandums of understanding, with external organisations such as IIC Regional Groups and Congress partners.

The Chair is a co-opted role on council and does not need to be a practising solicitor or an IIC Fellow, however the Chair must be aware of IIC's purpose, core activities, operations, and functions and share its vision and values. We acknowledge that this is a voluntary position, and that other obligations and limitations in terms of professional indemnity will need to be borne in mind when asking for advice.

Qualities and Skills Required

- Able to exercise a high degree of professional judgment and to work effectively within a multi-professional team.
- Able to support good practice in respect to governance, employment, data and privacy procedures.
- Extensive knowledge and professional experience of UK charity and company law
- Strategic planning skills
- Experience of contract management and negotiation
- Excellent communication and interpersonal skills
- Commitment to delivering on IIC's sustainability, access, and inclusion agenda
- Ability to ensure decisions are taken in a timely manner and are followed-up
- Tact and diplomacy

Time Commitment: Able to make an initial 3-year commitment on Council and to be prepared for a further 3-year term subject to successful performance and co-option. Attendance at 3 x Council meetings, the Annual General Meetings and any Extraordinary General Meetings (EGMs) where online attendance is possible and to meeting with IIC executive team and committee as necessary.