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**Board of Directors recruitment**

**January 2019**

**About us**

Tax Justice UK was incubated by the global Tax Justice Network and spun out as an independent organisation in mid-2017. Our focus is on making the UK tax system fairer and more effective.

Our strategy is to create the political space that allows for tax reform. TJ-UK will do this in three ways. Firstly we will amplify a number of credible voices that already back a shared view on how to reform the tax system. Secondly we will help shape a media narrative about what a fairer tax system looks like, building on the strong media profile we have already built. Finally we will work with politicians on intermediate policy changes that lead towards the more wide-ranging reform that is needed.

We will achieve this through focusing on three long term goals:

1. *Build a broad platform of influencers for reform of the UK tax system.*
2. *Shape a public narrative on the need for a fairer and more effective tax system.*
3. *Persuade decision-makers that these reforms are viable policy options.*

TJ-UK’s initial work will focus on campaigning for smarter taxes on wealth and capital, however, we are well placed to respond to broader tax issues, including on how to combat tax avoidance and evasion.

While we are a new organisation, we have built profile and credibility, including by:

* Publishing our 2018 pre-budget report [*The World We Want*](http://www.taxjustice.uk/taxing-wealth.html), which set out our stall on how to use smarter taxes on wealth to fund the NHS. This report was welcomed by both tax campaigners and tax professionals, as well as by political figures such as Vince Cable.
* Establishing TJ-UK as a key voice in the media, with multiple appearances in print, online and broadcast.
* Inputting into tax policies of various UK political parties.
* Mobilising over 230,000 people to support petitions calling for a fairer tax system with 38 Degrees and SumofUs.
* Convening UK groups working on tax issues to start to develop shared strategies. The group includes Christian Aid, Church Action on Tax Justice, Common Vision, the Equality Trust, Fair Tax Mark, Oxfam, TaxWatch, and Tax Justice Network.
* Being part of a coalition of groups that successfully worked to amend the Sanctions and Anti-Money Laundering Bill to include a provision requiring the UK’s Overseas Territories to create public beneficial ownership registers. While TJ-UK’s role was relatively minor, we helped through organising a successful petition and signing statements and letters in support of the amendment.

TJ-UK currently has two staff members: Robert Palmer, who is Executive Director, and Paul Hebden, Head of Communications. We will recruit for a third member of staff in 2019, depending on funding.

The organisation is financed through donations from members of the public, and the support of Barrow Cadbury, Friends Provident, Joffe Charitable Trust and Funding for Social Change.

The current directors are: Will Snell, Sarah-Jayne Clifton, George Turner and Toby Quantrill.

**About the role**

The board of directors is responsible for the strategic direction of the organisation and oversees the work of the Executive Director. The board currently meets four times a year, and there are occasional ad hoc calls on specific issues. TJ-UK is a company limited by guarantee and we have an appropriate directors and officers liability insurance policy in place. The board is currently exploring the possibility of term limits, for example limiting directors to two terms of three years.

*Board responsibilities:*

In England and Wales company directors [are legally required](https://www.gov.uk/running-a-limited-company) to:

* Follow the company’s rules, shown in its [articles of association](https://document-api-images-prod.s3.eu-west-1.amazonaws.com/docs/qxnCizov-MkyUmy8LX1pVdOb3qQfQAZAgFecpjOog_M/application-pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-Credential=ASIAWRGBDBV3HECUHP6N%2F20181211%2Feu-west-1%2Fs3%2Faws4_request&X-Amz-Date=20181211T120756Z&X-Amz-Expires=60&X-Amz-Security-Token=FQoGZXIvYXdzEHgaDCm5Y5FD3AvhkdwDFCK3Azi%2BTiDDQYZu0hGtdYeKyp%2BhnE3fzJD4IRJ8RhrEiGG0YHbNZWSTuZxb6J2NJlXZMkWgGarNLGh5lcf0rUQ44oAdvNvmCvCnI5W%2BYSU3fdzgEcWhsjFEyik5j8bw2aIlCdkUBReKsqA1w888QgZIwfs4MOzQ5L1lCmzVp2vCTmVV%2B%2FK75gKHuYOPFi7p4zpPknY1OLO8q%2FyLwqqQN2Y%2FlKi5E1Y7sQjQXRHpOY09Nikyx5%2BxYxE3JDXK7wF5tTCxYeLJWxuQSivDyYrEjVNUdXzM4BJam4Lt7x%2BZ6%2BKAplllqBj272iyLaeXNgZrES7i9ySFafZ6RrbhGL7BPSzAmJHaObfkF1jyGeJ%2BgxR7i3odh3AuxEsgiOhJmfBit5AbAr6F9wHn4QZm9g2waCwpgMp2B%2Bu8fwrNhOPRLrTjQbgUQ5gEWtq9mxDd8TubSW7qWsaytm8l%2BDXrMR6nLkqc7oQRK5RXvB5MALC%2BOfOqMPyM5UkD1a2lUyUFvZaPByZu32tnqcFWnBS9a00S3ZC6dHkk2IhgUtH0Zx4TAy8RBEiHDqythzRUNTjJgUHaMc%2BzI%2F5kTfbZhqIo36a94AU%3D&X-Amz-SignedHeaders=host&X-Amz-Signature=af33f27ab0d0696b9593243e7138d96fb354f30da4c0dab941540e0c90767040).
* Keep company records and report changes.
* File the organisation’s accounts.
* Inform the board of any potential conflict of interest including any relevant interest in a transaction involving the organisation.
* Ensure the company sends HMRC a company self assessment tax return and pays any corporation tax that’s due.

In addition to the Directors’ legal responsibilities outlined above, the TJ-UK board will:

* Approve an annual strategy and budget for the organisation.
* Approve the annual accounts to be submitted to Companies House.
* Approve a staff handbook outlining the organisation’s policies on issues such as human resources and expenses.
* Provide periodic advice and support to the Executive Director as necessary.
* Approve the recruitment of new staff in line with the agreed budget.
* Approve the creation of new staff positions or changes to staffing structure.
* Approve any medium to high risk funders.
* Set the Executive Director’s salary and approve any changes.

**Who we are looking for**

We are prioritising bringing on board more female and Black Asian and Minority Ethnic (BAME) trustees, as we believe that strengthening diversity in our governance is critical in ensuring that we become more effective in achieving our aims. Specific tax expertise is not a requirement for board membership.

Essential:

* Commitment to the vision, mission and values of Tax Justice UK.
* Strategic vision.
* Good, independent judgement.
* Willingness to speak one’s mind.
* Ability to work effectively as a member of a team.
* Willingness to devote the time to carrying out the director role effectively, including participating in board meetings and conference calls in between meetings, scrutinising board papers, and responding promptly to board email discussions
* Understanding, and acceptance, of the legal duties and liabilities of being a director of a UK company.

Significant skills and experience in at least one of the following areas is desirable:

* Public and/or political campaigning.
* Working in policy / advocacy / campaigning for:
  + a trade union organising public services workers
  + an organisation which advocates on behalf of welfare beneficiaries and/or public services users
* Knowledge of finance or economics, including of how the UK tax system works

If you are currently disqualified from being a company officer or if you have an undischarged bankruptcy, you are prohibited from being a company director.

**How to apply**

Please send in a CV and a letter of interest of no more than 2 pages by 9 am 18 March 2019 to [board-recruitment@taxjustice.uk](mailto:board-recruitment@taxjustice.uk).

The chair of the board, Will Snell (will [at] taxjustice.uk), and the Executive Director, Robert Palmer (robert [at] taxjustice.uk), are both available to answer any questions.