

## 1. Purpose of the Role

The Board of the Institute of Workplace and Facilities Management (IWFM) is seeking to appoint up to three Co-Opted Non-Executive Directors (NEDs) to strengthen the Board's collective capability in areas identified through the 2025 Board Skills and Knowledge Audit, as approved by the Board in October 2025.

These appointments are intended to address clearly identified skills and experience gaps and to provide additional expertise to support IWFM's strategic priorities.

Co-Opted NEDs are full Board members and Company Directors, appointed for their specialist expertise and external perspective.

## 2. Core Responsibilities (All Co-Opted NEDs)

All Co-Opted NEDs are required to:

- Act in accordance with IWFM's Articles of Association and ensure the organisation pursues its Objects
- Contribute to the overall governance, strategic direction and long-term sustainability of IWFM
- Provide independent judgement and constructive challenge to Executive and Board colleagues
- Safeguard IWFM's reputation, values and the standing of the FM and workplace profession
- Ensure financial sustainability and effective stewardship of IWFM's assets
- Act at all times in the best interests of IWFM, its members, staff and wider stakeholders

## 3. Board-Agreed Priority Skills and Expertise

IWFM is seeking to appoint Co-Opted Non-Executive Directors who can strengthen the Board's expertise in a number of priority areas aligned to the Institute's strategic direction.

The Board is particularly interested in candidates with significant experience of digital and technology transformation, who can support Board-level oversight of IWFM's Digital Delivery Transformation Programme planned for 2026–2027. This includes contributing to strategic direction, governance, risk oversight and organisational change, rather than operational delivery.

In addition, candidates with expertise in one or more of the following areas are encouraged to apply: education, training and professional development; marketing, communications and member engagement; and international or multi-sector experience.

Candidates are not expected to demonstrate expertise across all areas. Appointments will be made to ensure the Board benefits from a balanced and complementary mix of skills and experience.

Priority area	Board is seeking experience in
<b>Digital &amp; technology transformation</b>	Board-level leadership or governance of major digital or systems change; digital strategy; technology-enabled service delivery; change management and benefits realisation
<b>Education, training &amp; professional development</b>	Education or qualifications strategy; professional standards or accreditation; skills frameworks and lifelong learning
<b>Marketing, communications &amp; member engagement</b>	Strategic marketing or communications leadership; brand development; member or customer engagement within membership or subscription organisations
<b>International or multi-sector experience</b>	Operating across international markets or jurisdictions; experience spanning multiple sectors such as professional bodies, education, not-for-profit or commercial services

#### 4. Statutory Duties and Governance Responsibilities

Co-Opted NEDs are Company Directors and must be eligible to serve under the Company Directors Disqualification Act 1986. Statutory duties include:

- Acting within powers and in accordance with IWFM's Articles
- Promoting the success of IWFM for the achievement of its Objects
- Exercising independent judgement and reasonable care, skill and diligence
- Avoiding conflicts of interest and declaring any actual or potential conflicts promptly
- Not accepting benefits from third parties related to the role
- Maintaining confidentiality and collective responsibility

#### 5. Person Specification – Essential Attributes

Candidates will be expected to demonstrate:

- Strong alignment with IWFM's purpose, values and professional mission
- Proven ability to operate effectively at Board or equivalent senior governance level
- Strategic thinking with the ability to see long-term implications and take a broad organisational view
- Confidence in constructively challenging and supporting executive leadership
- Sound judgement, integrity and independence of thought
- Ability to analyse complex information, including financial and performance data
- Excellent communication and interpersonal skills
- Willingness to devote the necessary time and preparation to the role

## 6. Practical Requirements

All Board members are expected to:

- Prepare thoroughly for Board and Committee meetings
- Participate actively and constructively in meetings
- Use electronic Board platforms and collaboration tools effectively (including Microsoft Teams)
- Declare conflicts of interest and withdraw from discussions where appropriate
- Support collective Board decisions once reached

## 7. Term and Time Commitment

- Co-Opted NEDs are appointed for a fixed term, as determined by the Board
- The role typically requires attendance at scheduled Board meetings, occasional Committee work and ad-hoc engagement aligned to specialist expertise
- Additional time commitment may be required during key phases of the Digital Delivery Transformation Programme

## 8. Next Steps

Candidates wishing to apply for a Co-Opted Non-Executive Director position should submit a completed IWM Co-Opted NED Application Form, together with a current CV.

The application form enables candidates to provide evidence of how their skills and experience align with this role description and the Board's agreed priority areas, with a particular focus on Board-level contribution, independent judgement and strategic oversight.

Applications must be submitted by the closing date stated in the recruitment advertisement and will be assessed against the criteria set out in this role description. Shortlisted candidates will be invited to take part in the next stage of the selection process, which may include interview and due diligence checks.

## Contact us

Any queries about the contents of this document please contact [governance@iwm.org.uk](mailto:governance@iwm.org.uk)