CAAT Steering Committee recruitment pack

What does CAAT do?

At Campaign Against Arms Trade (CAAT) we carry out research and campaigning against the UK arms trade. We expose weapons sales, human rights abuses and corruption, and campaign for a better future. We believe that the arms trade is not only devastating to human rights, but also damages economic development both in the UK and abroad.

We want to see a vision of security that isn’t led by arms companies and the military. Instead we want to see an understanding of ‘security’ that addresses the main causes of insecurity, like social inequality and climate change.

CAAT Structure

CAAT was set up in 1974. It is a non-hierarchical, not-for-profit organisation limited by guarantee. Steering Committee members are the company Directors of CAAT. They are 24 individuals with a variety of relevant skills and experiences with overall responsibility for the running of the organisation. Steering Committee members meet four times a year in London, usually on a Saturday afternoon. The meetings address matters of policy, long-term planning and general guidance of the campaigns. Permanent staff are also company Directors of CAAT and on CAAT’s Steering Committee.

Steering Committee main responsibilities

- To scrutinise CAAT’s budgets, management accounts and financial statements, ensuring they meet the organisation’s needs and regulatory requirements
- To actively participate in SC meetings, offering guidance to the organisation’s campaigns, financial and long-term planning issues
- To keep up to date with CAAT’s campaign work
- To ensure CAAT submits accurate information on time to Companies House and any other appropriate statutory body
- To act as the employer of all CAAT staff, including participating in recruitment processes, supporting staff and involvement in other HR procedures as and when necessary
- To be involved in at least one working group that communicates between meetings as and when necessary
- To ensure CAAT is following and regularly reviewing its policies and procedures and keeping them up to date

Person specification

- Willingness to devote time, enthusiasm and effort to the duties and responsibilities of a CAAT Steering Committee member
- Ability to offer strategic advice, support and guidance to a not-for-profit campaigning organisation
- Commitment to the collective running of CAAT, sharing responsibility for organisational strategic planning and making decisions by consensus
- A good understanding of and commitment to Equal Opportunities
- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Director
- Committed to CAAT’s aims and objectives
What we are looking for

The skills and experiences we are in most need of on Steering Committee at the moment are:
- Knowledge and understanding of fundraising in the not for profit sector (from both Trusts and supporters)
- Skills and experience of strategy development and operational management
- Skills and experience of developing and implementing communications strategies for NGOs
- Strong understanding of arms trade issues
- Knowledge and understanding of people and groups affected by the arms trade
- Skills and experience in financial management and accounting (preferably in the not for profit sector)
- Knowledge and understanding of the UK political system
If you have skills and knowledge in any of these areas we’d love to hear from you. We would particularly welcome applications from people of colour, women and individuals based outside of London.

Remuneration

The Steering Committee role is a voluntary position. However, travel expenses and accommodation necessary in order to attend meetings will be paid for.

How to apply?

To apply for a position on Steering Committee please submit your CV as well as a cover letter, of no more than two pages, demonstrating why you’d like to join and how you meet the person specification and priorities we’re looking for.

Please email these documents to claire@caat.org.uk. A panel will then shortlist applications and invite candidates to interview. Successful candidates will be inducted to the role before the next Steering Committee meeting.

Thank you for your interest.