

## Job Information

### Role and person description – Non-Executive Board member

Role type: Voluntary

- Can be based anywhere but may need to travel to London for Board meetings.
- Meetings will be held quarterly and will usually last 3 hours. It is preferred that all meetings are face to face where possible.

Application deadline: 22 June 2026 at 10:00am BST

### About Timewise

Timewise's mission is work that works for everyone. For over two decades, we have been at the forefront of efforts to create work that better reflects modern lives, combining high-profile advocacy with pioneering action research and practical expertise to drive real change for workers and employers alike.

As the UK's leading experts in work design, we advance our vision through three complementary roles:

- **An advocate for people** — giving voice to those who lack power over how, when and where they work, and opening routes back into the workforce for those locked out of it
- **An expert voice on work and the economy** — bringing together policy knowledge and on-the-ground experience to provide authoritative insight on the future of work
- **A partner for employers** — supporting businesses to design better jobs that work for both their organisation and their people

Our mission has never been more urgent, with growing challenges around recruitment and retention facing employers, rising levels of ill health and disability in the workplace, the Employment Rights Act reshaping their legal obligations, and AI and technology transforming how work is organised. Demand for Timewise's expertise is growing. We are looking for at least two new Non-Executive Directors who share our ambition and want to help shape what comes next.

### Non-Executive Board recruitment

The board is collectively responsible for leading Timewise to long term success, to develop our vision and community purpose, execute our plans and manage risks appropriately.

Key responsibilities of the Non-Executive Board

- Attend a minimum of four meetings per year.
- Advise on and help to develop Timewise strategy and delivery.
- Provide independent oversight for Timewise and offer strategic guidance to help Timewise achieve the objectives, visions and values as set out in our long-term strategy.
- Broaden Timewise stakeholder networks, including funding opportunities.
- Provide oversight of Timewise budget, policies and procedures, ensuring the strategy remains relevant and achievable.

- Regularly monitor financial performance versus budgets and targets.
- Evaluate the outcomes, results and impacts of the organisation.
- Ensure Timewise reflects the communities it serves and regularly consults with its stakeholders – employees, funders, partners and collaborators, inviting them to contribute to the development of the Timewise strategy.
- Ensure the business meets all legal requirements (company and CIC law).
- Use the annual reports to demonstrate the extent of Timewise’s impact on the communities it serves.
- Understand and carry out duties under the Companies Act 2006 and other relevant company law.
- Be transparent about financial and other matters.
- Commit to Board membership of Timewise for a minimum period of 3 years (unless exceptional circumstances arise).

### **What skills and experience are we looking for?**

It is essential that Non-Executive Board members must:

- Have a strong commitment to and understanding of the aims of Timewise.
- Be an excellent communicator with leadership and interpersonal skills.
- Be able to both empower Timewise employees and networks.
- Be able to challenge supportively.

Previous experience on boards is not a necessity, but we are particularly keen to hear from people with knowledge of and experience in one or more of the following areas:

- Business leadership in frontline sectors - senior leadership experience in retail, hospitality, construction, transport and logistics, or health and care, with strong understanding of workforce and people strategy
- Income generation and financial sustainability - experience across grant funding, major donor fundraising, social investment, corporate sponsorship and/or commercial income
- Public affairs and government relations
- Finance and risk governance
- Legal, regulatory and governance expertise

We especially encourage applications from anyone who: identifies as a woman or as non-binary; identifies as LGBTQIA+; lives with a disability or disabilities; is or has lived experience of being working class; and Black, Asian and Minority Ethnic (BAME) candidates.

We currently have five Advisory Board members, including our Chief Executive.

### **Apply**

Applications should include a one-page cover letter and a CV. Enquiries and applications should be sent to [financeteam@timewise.co.uk](mailto:financeteam@timewise.co.uk) by 22 June 2026 at 10:00am BST.