



APPLICATIONS INVITED FOR ROLE OF: SECRETARY-GENERAL AND TRUSTEE

1. An Exciting Opportunity

Commonwealth Association of Planners (CAP) members are invited to apply for the role of CAP Secretary-General and Trustee. Applicants should be professionals who can demonstrate enthusiasm and proactivity, have excellent communication and financial management skills, have experience of working within or volunteering for a not-for-profit organisation, and have a keen interest in planning in the Commonwealth.

Members who feel that they would be an excellent fit for the role must request a nomination letter from their CAP Member Organisation (i.e. the Jamaican Institute of Planners, Canadian Institute of Planners, etc.). Member associations are encouraged to nominate one or more candidates.

This opportunity has arisen due to the decision of the current Secretary-General Clive Harridge to stand down after 10 years in post. However, Clive will remain in post until a replacement is appointed and will provide on-going support to his successor, as may be required.

The Secretary-General is responsible for the management and administration of CAP's finances and affairs. As one of CAP's two Trustees (the other being the President of CAP) the post holder is responsible for the overall control of the organisation under Scottish Charity regulations.

The Secretary-General post is for the period up to the next CAP biennial Business Meeting (expected in November 2022) and extendable beyond then by mutual agreement. Please note that the post is not currently remunerated but out of pocket expenses will be reimbursed.

2. About CAP

Celebrating its 50th year, CAP represents over 40 000 planners from 27 countries throughout the Commonwealth. CAP also has a Women in Planning Network and a Young Planners' Network and plays a leading role in developing the planning profession and planners throughout the countries of the Commonwealth. It is almost a 100% volunteer-run organisation with the support of a paid, part-time Administrator.

3. Role Description and Key Tasks

In brief, under CAP's Constitution the Secretary-General is responsible for the orderly and proper maintenance of the accounts and records, and the administration of CAP affairs in accordance with the directions of the Executive Committee. In particular, working closely with the President and CAP's Administrator, the role of the Secretary-General is to:

- Maintain CAPs accounts and financial records and prepare an annual statement of accounts duly audited.
- Ensure the effective administration of CAP including the preparation and dissemination of minutes of meetings of the CAP Executive Committee and Business meeting.
- Maintain regular contact with the Executive Committee and arrange meetings (actual or virtual) of the Committee as necessary.
- Ensure that CAP holds a Business Meeting every two years.
- Maintain regular contact with the President, CAP's Patron(s), the Administrator, Chairs of CAP Committees, and the leaders of CAP's networks, currently comprising the Women in Planning and Commonwealth Young Planners' Networks.
- Ensure that CAP is represented at relevant Commonwealth meetings.
- Liaise with the Director of RTPI Scotland over the work and management of the CAP Administrator.
- Submit an annual report to the Commonwealth Secretariat as part of the annual review of CAP's Accreditation status with the Commonwealth.
- Submit an annual report together with audited accounts to the Office of the Scottish Charity Regulator.
- Lead operational planning and work with the President to prepare and maintain a strategic plan.
- Be one of the authorised signatories for financial, organisational, and legal transactions.
- Maintain liaison with existing and potential Member Organisations.
- Draft and submit applications for funding as appropriate.
- Ensure that CAP's organisation and activities remain in compliance with the requirements of the Office of the Scottish Charity Regulator.
- Perform an executive management function.

4. Responsibilities of Post Holder as Trustee

CAP is a registered Scottish Charity and subject to related law and regulations under the auspices of the Office of the Scottish Charity Regulator. Charity Trustees are responsible for the charity's governance and strategy, and for making sure that the charity is administered effectively. They must account for its activities and outcomes. Further information about the role of Trustees can be found here: [OSCR | Trustee Duties](#)

5. Post Holder Requirements

- Qualified to degree level in planning or a related discipline.
- Member of an organisation which is also a member of CAP.
- Demonstrable interest in planning in the Commonwealth.
- Understanding of the Commonwealth and its values.
- Demonstrable experience of successful organisational and financial management.
- Demonstrable experience of working within or volunteering for a not-for-profit organisation.
- Excellent verbal and written communication skills including report writing.
- Ability to liaise on a weekly basis with CAP's Administrator in the UK during UK business hours.
- Ability to undertake CAP tasks on occasions at un-social hours (due to time-zone differences across the Commonwealth).
- Ability to take up the role as soon as possible after the appointment decision is made (currently expected to be before the end of April 2021).
- Ability to devote approximately 3-4 hours each week on average, recognising there will be times when inputs will need to be significantly more.
- Social media savvy.
- Ability to undertake occasional international travel.

6. Application Information:

Applicants for the post of Secretary-General and Trustee should submit the following information:

- Full name and home address.
- Curriculum Vitae (2 pages max).
- Supporting statement (1,000 words max) demonstrating suitability for the role.
- Confirmation of availability to undertake the role through to the next CAP Business Meeting (expected in November 2022).
- Date on which post could be taken up if successful, bearing in mind the wish for the appointed person to start as soon as possible.
- A supporting nomination letter from the Member Organization.
- Contact information for one reference.

Applicants should be aware that their Member Organisation may need to take nominations to their Council or Board for approval prior to a supporting nomination letter being prepared. Applicants are encouraged to contact their Member Organization for requirements.

CAP is committed to being a model organization that supports fair and inclusive access to opportunities for everyone, regardless of gender identity or expression, sex, sexual orientation, race, national or ethnic origin, colour, religion, age, ability, family status, or genetic characteristics. We encourage all experienced individuals to apply for this role.

Any queries should be sent by email to CAP's Administrator, Annette O'Donnell: annette.odonnell@rtpi.org.uk

Clive Harridge would be pleased to discuss the role with prospective candidates – arrangements to be made through Annette O'Donnell.

Applications should be submitted by email before 24.00 hours on 28 February 2021 to: annette.odonnell@rtpi.org.uk

If necessary the nomination letter from the Member Organisation can be submitted later but must be received by Annette O'Donnell before 24:00 on the 14 March 2021.

Please note that if a nomination letter is not received by the 14 March then the application will not be considered.

7. Appointment Decision

Interviews of shortlisted candidates will take place virtually. A final decision on the appointment is expected to take place before the end of April 2021.

8. Additional Information about CAP

CAP's website: <https://www.commonwealth-planners.org/home>

LinkedIn: <https://www.linkedin.com/company/commonwealth-association-of-planners>

Twitter: <https://twitter.com/CAPplanners> - @CAPplanners

Facebook: <https://www.facebook.com/CAPPlanners> @CAPplanners

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