



CoST Trustee Recruitment Pack

Board Member Representing International Civil Society

Description of the Role and Person Specification

November 2021



Introduction

We are seeking to recruit an exceptional individual to join the CoST board representing the perspective of international civil society. This is an opportunity to join one of the world's leading initiative working to improve transparency and accountability in infrastructure investments. This recruitment pack explains the role, what will be required from the successful candidate and how you can apply.

About CoST

We currently have nineteen members across three geographical regions: Africa, Latin America and Eurasia. We also have an impressive [track record](#) of impact including substantial financial costs savings, institutional reforms and improvements in project delivery.

Our Mission is to: *Enable a multi-stakeholder approach in the disclosure, validation and use of infrastructure data. This improves transparency, participation and accountability and contributes to quality infrastructure that meets people's needs.*

We recently launched our ambitious [Business Plan](#) 2021-2025. It outlines four strategic priorities:

- Increase our impact with a growing number of CoST members and affiliates
- Increase international support for improving transparency, participation and accountability in infrastructure investment
- Improve learning and knowledge sharing
- Ensure efficient use of resources to maximise impact.

More information on CoST can be found [here](#).

Role and Composition of the Board of Trustees

The board delegates the day-to-day operations of the Charity to the Executive Director, but ultimately it is responsible for everything that we do. This includes:

- Governance
- Purpose, strategy and budgets
- Overall performance
- Values, integrity and reputation
- Identifying and managing risks.

In addition, the Board pays particular attention to:

- Maximising impact and effectiveness
- Ensuring we use our finances prudently
- Making sure we act fairly, responsibly, transparently, proportionately and ethically.

The board has recently approved an increase in size from six to nine members, comprising four elected by CoST members and five appointed by the board. The composition is:

- Two elected by CoST members representing government
- One elected by CoST members representing civil society
- One elected by CoST members representing business
- A Chair appointed by the board

- One appointed by the board representing international business
- **One appointed by the board representing international civil society**
- One representative of the International Secretariat appointed by the board
- One other appointed by the board.

The Position

Salary: Unpaid. The costs of travel and accommodation will be met and out of pocket expenses will be reimbursed.

Hours: Approximately four meetings per year with at least one of those in-person. Virtual meetings are usually of two hours duration. In-person meetings take place in London or in a CoST member country and are of 2 to 3 days duration. You may also be asked to comment on papers, contribute to discussions and answer questions in between meetings and represent CoST at influential events.

Term: The appointment is for three years with the possibility of a second term of a further three years.

Location: Anywhere

Person Specification

Candidates must have:

- At least five years of working in and/or representing civil society at a senior level
- A commitment to open government in general and the mission of CoST in particular
- A willingness to meet the minimum time requirement (see above)
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team and to take decisions for the good of CoST.

The board of trustees collectively needs skills and experience in the following areas:

- Data and technology
- Open government
- Infrastructure (e.g. governance, financing and PPPs)
- Gender and social inclusion
- Civic engagement and business integrity
- Human resources and finance
- Anti-corruption
- Fundraising and business development
- Multistakeholder initiatives
- Delivering infrastructure in developing and transitional countries.

Equality, Diversity and Inclusion

CoST is committed to equality, diversity and inclusion. We will consider all applicants who meet the requirements of the role and encourage applications from women, people with disabilities, and people who identify as Black, Asian or from a Minority Ethnic background.

How to Apply

To apply, please provide the following:

- A detailed CV
- A supporting statement of not more than 400 words, explaining how your skills and experience match the requirements of the role, directly addressing the criteria outlined in the person specification.

Applications should be submitted to Company Secretary Sean Henderson
s.henderson@infrastructuretransparency.org by 1st December 2021

Key Dates

Deadline for applications: 1st December 2021

Interviews: 6th – 8th December

Appointment 15th December

First board meeting TBC.



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CoST International



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Construction Sector Transparency Initiative (CoST)



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