



RECRUITMENT PACK
CHAIR OF THE BOARD OF TRUSTEES

April 2025

Dear applicant

I am delighted that you are considering applying for the role of Chair of the Board of Trustees at Wikimedia UK. A small charity with a big impact, Wikimedia UK demystifies and drives engagement in open knowledge as the national chapter for Wikipedia and the other Wikimedia projects.

Our outgoing Chair, Monisha Shah, has served for four years and will be stepping down in June 2025 at a point where the charity has strong financial reserves, a newly launched five year strategy to 2030 and a three year grant agreement with our core funder, the Wikimedia Foundation. We are now looking to appoint a new Chair **to lead a highly effective and diverse board of trustees** and to support **a strong, experienced executive team** in the delivery of our vision and mission.

The ideal candidate might come from **a wide range of professional backgrounds** but will have a **good understanding of charity governance**, the **skills and experience to run productive meetings**, and a **collegiate, collaborative approach**. We are particularly keen to hear from candidates with leadership experience gained within the public or third sectors, with knowledge of at least one of the sectors that Wikimedia UK works with such as **civil society, cultural heritage, education, climate and health**.

As with all charity trustees, **the role is unremunerated** but trustee expenses will be reimbursed. Most meetings take place online but there are usually three to four in person meetings or events during the year, usually in London. The new Chair may choose to participate in international meetings—such as the annual Wikimedia community conference, Wikimania—or they may delegate this to another trustee.

Within this pack you will find a brief overview of the charity and a role description and person specification for the Chair role. To apply, **please send a CV and a short expression of interest** to sharon.mitcheson@wikimedia.org.uk by the deadline of **Sunday 18th May 2025**. Interviews are expected to take place online in late May or early June.

If you would like an informal conversation about the role, please email Sharon on the email address above to arrange.

With many thanks for your interest in Wikimedia UK, and best wishes



Alex Ashby
Vice Chair and Treasurer

About Wikimedia UK

Wikimedia UK is the national platform for open knowledge, bringing together practical and policy expertise about Wikipedia and the other Wikimedia projects. Delivering impact of over 1 billion views each year and engaging thousands of people through advocacy, education, outreach and partnerships, Wikimedia UK demystifies and drives engagement in open access to information.

Key documents relating to the charity are as follows:

- [2025-30 Strategic Framework](#)
- [2023/24 Annual Report](#)
- [2023/24 Strategic Report](#)
- [2024/25 Impact Report](#)

The organisation's articles, policies and procedures are all publicly available on our wiki:

- [Constitution](#)
- [Operational Policies](#)

Wikimedia UK's Board of Trustees provides strategic guidance, direction and oversight for the charity as a whole while recognising and respecting the domain of staff responsibility. In particular, the board:

- sets and maintains our direction, vision, mission and values, and helps develop strategy for effective charitable impact
- sets and maintains the policies, practices, budgets and other processes necessary to deliver those aims
- selects and supports the CEO who has oversight of operations, staff and employment procedures
- maintains fiscal oversight and accountability, including risk management and ensuring that the charity operates in a prudent and solvent manner
- ensures that the law and our Articles of Association are complied with
- promotes and champions the charity
- maintains its own effectiveness as a board

We have a board of up to 11 [trustees](#) who are appointed for three-year terms. Most trustees are elected however we can have up to four co-opted trustees at any one time. Trustees of Wikimedia UK are expected to sign the [Code of Conduct](#) and to declare any actual or potential conflicts and personal interests.

Full board meetings are held quarterly, as are meetings of the two formal sub-committees (Audit and Risk, and Governance). The meeting schedule for 2025 is online [here](#).

Chair of Trustees
Wikimedia UK

ROLE DESCRIPTION

Governance & Board Development:

- Lead the Board of Trustees in setting and supporting the charity's strategic direction and ensuring the work of the organisation is aligned with the strategy
- Oversee the recruitment and induction of trustees, ensuring an effective, diverse and inclusive Board
- Monitor trustee engagement and compliance with the Code of Conduct
- Lead the development of best practice in governance, including conducting regular board evaluations and working with the staff team on board training and development

Meetings:

- Chair quarterly meetings of the full board, an annual away day, and the Annual General Meeting, working with the CEO on setting the agenda and ensuring the timely distribution of papers.
- Facilitate constructive, open, and respectful discussion during meetings, ensuring all relevant factors are fully considered and clear decisions are made.
- Chair the Governance Committee (which meets as needed) and liaise with the Chairs of other Board Committees

Staff:

- Act as the main channel of communication between the Board and staff
- Act as the line manager for the Chief Executive, providing support and input through regular one-to-one meetings, and conducting annual appraisals

External Relations:

- Represent Wikimedia UK externally as required, collaborating with the Chief Executive on advocacy and outreach efforts
- Monitor the charity's financial performance and compliance with legal and regulatory requirements

Person Specification:

- Proven experience in a leadership role within a nonprofit organisation
- Demonstrated commitment to open knowledge and the values of Wikimedia UK
- Strong understanding of governance, strategy, and the nonprofit sector
- A good understanding and experience of best practice within charity governance
- Familiarity with charity finance, reporting, and fundraising practices
- Excellent communication, negotiation, and advocacy skills
- Ability to foster a culture of collaboration and inclusivity
- Experience in chairing meetings and leading diverse teams or boards
- Committed to promoting and supporting equity, diversity, and inclusion

- Knowledge and experience in one of the sectors or areas that Wikimedia UK's works with, such as cultural heritage, education or civil society, is desirable

Time Commitment:

- Approximately one day a month, including Board meetings (typically held quarterly), an annual strategic planning meeting, meetings with the Chief Executive and occasional attendance at public and community events.
- Reasonable expenses, including travel and accommodation, will be reimbursed.

Term:

- As per our Articles, co-opted trustees are appointed for an initial term of two years, with the possibility of co-option for two further terms. We are ideally looking for a commitment of at least three years from our new Chair of Trustees.
- Application Process: Please submit a CV and a cover letter outlining your suitability for the role to sharon.mitcheson@wikimedia.org.uk, using the subject line: "Chair of the Board of Trustees Application."

Deadline: Sunday 18th May 2025

Wikimedia UK particularly welcomes applications from individuals from diverse backgrounds. If you require this information in an alternative format or need adjustments during the application process, please contact Sharon on sharon.mitcheson@wikimedia.org.uk

This is a unique opportunity to lead a dynamic charity and play a pivotal role in advancing free knowledge and open content for all.