



BOARD RECRUITMENT

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MCS Director Role Information

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Giving you confidence in home-grown energy

With energy costs constantly rising and climate change affecting us all – low-carbon technology has a bigger and bigger role to play in the future of UK energy.

We're here to ensure it's a positive one.

Working with industry we define, maintain and improve quality – certifying products and installers so people can have confidence in the low-carbon technology they invest in. From solar and wind, to heat pumps, biomass and battery storage, we want to inspire a new generation of home-grown energy, fit for the needs of every UK home and community.

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ROLE INFORMATION

Role title: Director

Responsible to: Chair of the Board

Role purpose: To control and guide the MCS Service Company and its property and funds as part of the Board of Directors

Hours: anticipated to be 6 days per quarter on average, but willing and able to provide additional time as required

Salary: £14,400 per year plus reasonable expenses

1. COMPANY OVERVIEW

The Microgeneration Certification Scheme Service Company (MCSSCo) trades as MCS. It is a wholly owned subsidiary of the MCS Charitable Foundation. Since 2008, MCS has become the recognised Standard for UK products and their installation in the small-scale renewables sector.

We create and maintain standards that allows for the certification of products, installers and their installations. Associated with these standards is the certification scheme, run on behalf of MCS by Certification Bodies who hold UKAS accreditation to ISO 17065.

MCS certifies low-carbon products and installations used to produce electricity and heat from renewable sources. It is a mark of quality. Membership of MCS demonstrates adherence to these recognised industry standards; highlighting quality, competency and compliance.

Vision

To see MCS certified products and installations in every UK home and community.

Mission

To give people confidence in low-carbon energy technology by defining, maintaining and improving quality.

Values

1. We are expert – ensuring quality through robust technical knowledge
2. We are inspiring – helping to reshape energy in UK homes and communities
3. We are collaborative – working with industry and government to create positive change
4. We are principled – operating in a way that’s clear, open and fair
5. We are determined – supporting the UK’s drive towards a clean energy future

MCS Charitable Foundation is the sole shareholder of MCS and acts as an independent, grant making Foundation, created by the government as part of changes in the ownership of MCS. The MCS Board of Directors reports into the MCS Charitable Foundation’s Board of Trustees.

For more information on MCS, please visit: www.mcscertified.com

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2. ROLE DESCRIPTION

We are particularly looking for individuals with the following skills and expertise:

- A track record and experience in the area of Public Affairs and Communications.
- Strategy and organisational development.
- Certification scheme administration and operations.
- Experience and knowledge in the low carbon and renewable energy sector.

All Directors shall have a personal statutory duty to:

- Promote the success of a company to act in accordance with the company's constitutional powers and to exercise those powers for the purposes for which they are conferred;
- to act in a way considered, in good faith, is most likely to promote the success of the company for the benefit of its members as a whole;
- to exercise independent judgment;
- to exercise reasonable care, skill and diligence, both by the standards of a reasonable person and in accordance with that directors' abilities;
- to avoid putting themselves into the position of having a conflict of interest;
- not to accept benefits from third parties in their capacity as a Director;
- to declare interests in any proposed, or existing, transaction or arrangement of the company;
- to ensure obligations under MOUs with other interest groups such as BEIS (or other relevant government body), Ofgem and consumer bodies are fully met.

All directors have the following roles and responsibilities for which they should make full use of any specific skills, knowledge or experience to help the board make good decisions:

- Ensure that the company complies with its Articles, company law and any other relevant legislation or regulations
- Ensure that the company pursues its objects as defined in its Articles
- Ensure the effective and efficient administration of the scheme and its resources, striving for best practice in good governance
- Set and maintain vision, mission and values
- Establish clear objectives to deliver the agreed plans and strategy to meet the company's objects in accordance with short, medium and long-term plans and regularly reviewing performance against those objectives
- Safeguard the good name and reputation of the company
- Promote the work of the MCS and the MCS Charitable Foundation.

This is an indicative rather than exhaustive list and Directors will be expected to perform all such additional duties as are reasonably commensurate with the role.

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3. PERSONAL SPECIFICATION

At this time The Board is seeking a candidate with a track record and experience in the area of Public Affairs and Communications.

Candidates must have a passion for helping MCS become an exemplar in communicating effectively with key stakeholders and demonstrable competencies in being results oriented, a decision maker, strategic thinker and team player.

You must be able to provide at least two days per month to fulfil your duty as Board member and the ability to put in additional time at certain periods when there are critically important public affairs and communications issues or opportunities for MCS.

We are looking for individuals that share our commitment to the objectives of MCS and are able to demonstrate that they can fulfil the role and responsibilities of being a Director, recognising their individual and collective responsibility.

The exact requirements are as outlined below:

Requirement	
Legal Criteria	Be over the age of 18
	Not have had a disqualification order made against them in accordance with the Company Directors Disqualification Act 1986 and been disqualified by law from acting as a company director
Essential Skills and Experience	Proven ability as a public affairs and communication specialist in a consumer-facing organisation
	Ability to devote the necessary time and energy (approximately 6 days per quarter)
	Independent and able to act in the best interests of the company, avoiding any personal conflict of interest
	Understanding of and willingness to comply with the requirements of company law and responsibilities of a Director
	Proven ability to work effectively as a member of a team, respecting the roles and remits of other team members
	Proven ability to exercise sound, independent judgement and strategic vision and speak their mind
	Proven ability of building and sustaining relationships with key stakeholder and colleagues to achieve organisational objectives
	Previous experience of operating as a member of a board or senior committee in a commercial organisation
	Understanding of and support for the aims and objectives of MCS

	Understanding of the sector and key political discussions, but agnostic to any one technology
	Experience of consumer advice/advisory services
	Knowledge/experience of personnel management
Desirable Skills and Experience	Experience in consumer protection policy
	Knowledge or experience of renewable energy and low carbon technologies and the industry within the UK
	Knowledge or experience of promotion and/or raising awareness for consumers, regulators and industry in the area of renewable energy and/or low carbon technologies
	Knowledge or experience of certification schemes and standards in the UK
	Knowledge or experience of strategic leadership of companies to ensure continuous improvement
	Knowledge or experience of effective financial management of companies
	Knowledge of standards and certification (in relation to technology/buildings)
	Experience in organisational strategic management / leadership
	Experience of strategic financial management in SMEs (NB. This does not imply the need for a formal accounting training)

4. APPLICATION PROCESS

Please read the MCS Director Role Information and enclosed supplementary documents:

- Articles of Association of MCS
- MCS Board Terms of Reference
- Director Declaration Form

If you would like to apply please submit:

- i) a copy of your CV;
- ii) a Personal Statement detailing how you meet the essential and desirable criteria for the role; and
- iii) a completed and signed copy of the Declaration Form.

Applications should be submitted by email to alison.hardman@mcscertified.com

The closing date for the receipt of applications is Friday 13th December 2019.

For any queries about the process please contact the MCS Secretariat on 07591 385955.

Full details regarding the interview process will be sent to shortlisted candidates in advance.

Please note that all data will be held in the strictest confidence and in compliance with GDPR and will only be used for the purpose of this appointment process.

Thank you for your interest in becoming a Director of MCS.

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