



# Widgit

## Non Executive Director - Candidate Information Pack

Version 1.0 | July 2024



<b>About Us</b>	<b>3</b>
About Widgit	4
Who We Help	5
Where We Are Now	6
Our Values	8
Our Mission	9
Our Purpose	10
Our Commitment to Equality, Diversity and Inclusion	11
<b>About You</b>	<b>12</b>
About the Role	13
Person Specification	15
Additional Information	17
How to Apply	18

# Welcome From Our CEO



A very warm welcome to Widgit! I'm delighted you've considered joining our team, and hope you'll enjoy learning more about this exciting role, our organisation, and our hopes and dreams for the future.

Widgit Symbols were created with one goal in mind: to help people of all ages and abilities understand and feel understood. We stand by this belief today and are committed to doing business for good. As a company from humble beginnings, we want to grow in a way that aligns with our passion for people and the planet – from submitting our business for B Corp certification, to exploring employee ownership models.

As we continue on our growth trajectory following the pandemic, we proudly maintain our reputation as pioneering providers of symbol language and symbol technologies. From our desktop InPrint software to Widgit Online, our transition from traditional to Software as a Service (SaaS) signals a pivotal moment for the business. As such, we're looking for skilled individuals to support us on this journey. For this role, we require someone with financial confidence and SaaS financing experience, with a passion for effecting change as we steer a course for the future.

From our audience to our staff through to our board, inclusivity is at the heart of Widgit and what we offer. We celebrate what makes our colleagues and customers unique, while fostering an environment of compassion and kindness. With this in mind, we are keen to hear from individuals of all backgrounds when it comes to growing our team.

Thank you for expressing an interest in working for Widgit, and I wish you all the best with your application.

Kind Regards,  
Cate Rae, CEO



# About Us

What we do, our mission and values



# About Widgit

Founded in 1981 and incorporated in 1984, Widgit has been making educational software for 40 years, and we are the longest established Special Educational Needs (SEN) software company in the UK.

Today, Widgit's symbols and software titles are used to support people around the world and help them realise their full potential, no matter what their age, ability or background.





## Who We Help

Symbol support is a helpful bridge from the known (pictures/objects) to the unknown (printed word). People who use and are supported by symbols include:

- Children and adults with a learning impairment or communication challenge (for example, autism, Down's Syndrome, dyslexia or dementia);
- Children beginning to read or who struggle with text;
- People for whom English is an additional language;
- Individuals with speech and language difficulties;
- People in emergency situations or those who are critically ill;
- Disadvantaged people (for example, those who have fallen out of the education system before achieving functional literacy levels);
- Visitors from a foreign country or those learning a foreign language.



## Where We Are Now

Widgit is approaching 50 employees and is in a scale-up phase, undertaking projects such as integrating a new CRM system and developing an in-house HR function. The business has experienced continuous growth (both UK and internationally) in the previous years and is experiencing the related organisational/leadership and cultural opportunities and challenges.

In line with Widgit's values, the company is actively becoming a B-Corp organisation. As a Non Executive Director you will contribute to Widgit's transition towards realising that goal, fostering a culture that prioritises social and environmental responsibility alongside financial performance.

If you are passionate about technology for good, and being part of a business that prioritises an inclusive and supported workforce, we invite you to join our team and make a positive difference to the lives of people around the world.

# Our Values

Our values and purpose are core to everything we do. The impact we make is important and our focus is on making a difference in people's lives.

We believe in demonstrating our values not only with end users and customers but with our staff. At Widgit, our values underpin our decision making and the way we act.

#integrity #kindness #quality

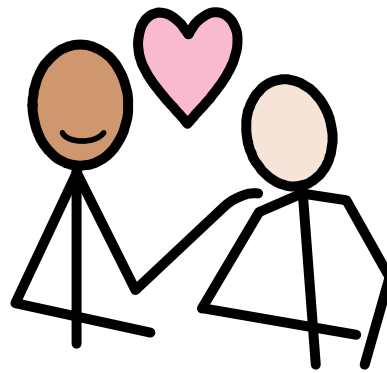


# We believe in...



## Integrity

Treating everyone and everything we do in an honest and respectful manner.



## Kindness

Acting in a positive, supportive and understanding way towards everyone we work with.



## Quality

Taking pride in our work and constantly striving to improve and evolve.



# Our Mission



**We are Widgit and symbols are our world.**

We believe in the power of symbols to support communication and understanding.

Our unique combination of software and symbols empowers practitioners to support the diverse needs of symbol users of all ages.

From our inspirational community to this planet we call home, we care deeply about people, the environment and our place within it.

When it comes to unlocking potential, we believe symbols have a positive impact and help to ensure no one feels left behind.





# Our Commitment to Equality, Diversity and Inclusion

Diversity, equity, and inclusion are fundamental to who we are at Widgit. We are committed to fostering a workplace that values and respects the unique perspectives, backgrounds, and experiences of every individual.

We are committed to increasing diversity and inclusion within our board. We therefore welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you're attending an interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word or plain text format for accessibility reasons.
- Offering a first stage interview to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.



# About You

About the role, responsibilities and experience









# Person Specification

We're eager to hear from interested individuals with a broad range of backgrounds and expertise. The essential criteria for the role is:

- Experience of small to medium size enterprise (SME) business scaling up through organic growth.
- Experience working within a business operating a “Software as a Service” (SaaS) model.
- SaaS financial management expertise and a broad understanding of company finance issues.

## Experience

- Demonstrable strategic leadership and management skills and able to provide effective strategic guidance.
- Leadership experience within a small to medium organisation.
- High level of commercial acumen and an entrepreneurial approach.
- Experience of company governance and working with or as part of a Board.
- An understanding of employee ownership is desirable.

## Knowledge and skills:

- Strong interpersonal skills with personal stature and integrity and a proactive approach to collaboration, communications and innovation.
- Able to work collaboratively as part of a cohesive team.
- Able to voice concerns appropriately in a frank but professional manner and to deal with conflict constructively.
- Possess the high levels of trust and integrity, and ability to act impartially and without bias.
- Commitment to and appreciation of the company's mission and values.
- Personal commitment to the principles of equity, diversity and inclusion (EDI).
- Good understanding of company governance issues.
- An understanding of the Companies Act, the direction of public companies, and responsibilities of directorship of a public sector provider – while not being disqualified from acting in such a capacity.



# Additional Information

## Time commitment

The Board meetings occur three times a year, often accompanied by a preceding strategy day and stop over. The commitment also includes the Annual General Meeting and further time spent liaising with the Board and Executive Team on an ad-hoc basis.

## Conflicts of interest:

All candidates will be asked to declare any conflicts of interest. This will be examined to see if an actual conflict exists.

## Terms of appointment:

3 years.

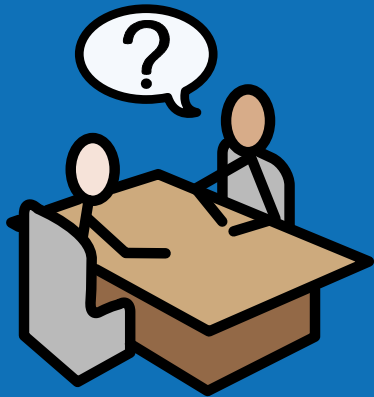
## Location:

Widgit's offices are based in Warwick. Meetings are held both in person and online.

## Remuneration:

The position is remunerated at a rate of £13,750 per annum. Travel costs and other direct reasonable expenses incurred are also reimbursed.





# How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Widgit. If you wish to apply for this position, please supply the following by 23:59 on 18/08/2024.

- A detailed CV, setting out your career history, with responsibilities and achievements
- A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification. Please note that the cover letter is an important part of your application and will be assessed.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent

If you have further questions after reading this pack, please email [widgit@inclusiveboards.co.uk](mailto:widgit@inclusiveboards.co.uk) or call 0207 267 8369.

Please visit [www.inclusiveboards.co.uk/opportunities](http://www.inclusiveboards.co.uk/opportunities) to apply online or send your CV and cover letter to [widgit@inclusiveboards.co.uk](mailto:widgit@inclusiveboards.co.uk).

**INCLUSIVE  
BOARDS**



[www.widgit.com](http://www.widgit.com)

July 2024