



Chair of Board of Trustees

Main Location: Ilford

Applicants Pack

Introduction

The Board of Trustees of Age UK Redbridge, Barking and Havering is collectively responsible for the governance, strategic direction, financial health and staff and volunteers of the charity. The charity is a partner organisation with national Age UK.

As the Chair of the Board of Trustees, you will provide leadership to the Board and the Chief Executive, and have the ultimate responsibility for the charity, including its property and other assets, finances and employment of staff and volunteers.

The role of the chair is not accompanied by any financial remuneration, although expenses for travel may be claimed. The chair has a three year term and is eligible for re-appointment for one additional term of three years.

The role

Principal Responsibilities

(1) Strategic leadership

- To lead the Board and Senior Leadership Team in setting the strategic direction of the charity, defining goals, setting targets and evaluating performance against agreed targets; reviewing risks and ensuring these are monitored and appropriately mitigated;
- To work co-operatively with the Chief Executive and other Trustees to develop the effectiveness of the Board and to adhere to best practice in governance;
- To act as an informed and influential ambassador for the charity in the local community and externally;
- To hold responsibility for adherence to the legal agreement as a Brand Partner with Age UK
- To ensure continued improvement to achieve and maintain an excellent standard of service to beneficiaries;
- To ensure compliance with the charity's code of conduct and professional standards by behaving personally in a professional manner at all times and ensuring this code of conduct is observed by all trustees; promoting charity policies including equality and diversity;
- To ensure the charity acts within employment and health and safety laws;
- To ensure that proper and formal arrangements are followed for the appointment, supervision, support, appraisal and remuneration of the Chief executive;
- To liaise regularly on behalf of the Trustees with the Chief Executive in order to maintain an overview of the Charity's operations; for performance management; for planning and preparation of Board agendas

- To conduct annual appraisals and remuneration review for the Chief Executive in consultation with other Trustees
- To ensure a constructive relationship with, and provide support to the Chief Executive, staff and volunteers, observing proper boundaries of responsibility.

(2) Governance and finance

- To ensure that governance standards comply with the NCVO Code of Good Governance 2005, the Charity Governance Code 2017, the Charities Act 2011 and the Companies Act 2006;
- To ensure that the charity complies with its governing documents, and any other relevant legislation or regulation;
- To ensure the effective and efficient administration of the charity, including adherence to appropriate policies and procedures;
- To ensure the financial stability and sustainability of the charity, working co-operatively with the Treasurer and Chief Executive;
- To safeguard and protect the assets of the charity and ensure the proper investment of its funds;
- To monitor the use of any powers delegated to committees, the Chair, the Chief Executive and others which enable the business of the charity to be carried out effectively between meetings.

(3) Strategy and planning

- To lead the Board of Trustees and the Senior Leadership Team in planning for the charity's future and setting strategic direction through business plans and monitoring progress on a regular basis;
- Developing and agreeing the Charity's strategic plan, ensuring that is effective in meeting the needs of beneficiaries and that the resources (staff, skills, finance) are in place to deliver it.

(4) Efficiency and effectiveness

- To chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process;
- To ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- To foster, maintain and ensure that constructive relationships exist with and between the Trustees
- To work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- To monitor that decisions taken at meetings are implemented.

The Person

You will need to be an energetic person, with passion and time to devote to the leadership of this vibrant local charity. You should have experience of being a charity trustee, possibly in the health or social care sector, or a related field, and have a vision of how care for older people can be improved through the contribution of the charity.

The Chair of the Board of Trustees must be able to demonstrate :

- Personal gravitas and authority to lead a significant local charity
- Strong inter personal and relationship building abilities
- Tact and diplomacy, with the ability to listen and engage effectively
- Ability to achieve consensus and commitment
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment

Also:

- Commitment to the charity and acting as an ambassador, and in its best interests at all times
- Ability to think strategically
- Ability to exercise good, independent judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and compliance with the policies of the charity as they apply to trustees
- Ability to work effectively as a member of a team
- Ability to exercise tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Commitment to the Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Time commitment

- Willingness to devote the necessary time is crucial – there are six Board meetings each year, lasting about three hours. Additional time is required for regular (monthly) meetings with the Chief Executive, ad hoc committee and other informal meetings with Trustees, and for reading documents and responding to emails.
- Travel and attending events out of hours is also required.
- The chair can expect to spend around 1 - 1.5 days per week on the charity business.

Additional information

The Vice Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. Additional duties commensurate with the role will be required from time to time.

How to apply?

Please email a cv and cover letter FAO Brent Thomas, Director, Eastside Primetimers to marlijn@ep-uk.org

If you would like a call to discuss the role in more detail please email marlijn@ep-uk.org to arrange a convenient time for you and us.

The closing date for applications is Monday 14th October 2019