



Co-Chairs of the Board: Role and person description

Role type: Voluntary with expenses reimbursed.

Location: Can be based anywhere, with the expectation of attending in person at a minimum of two London board meetings per year (expenses reimbursed)

Start date: You will need to be available to attend a board meeting on Thursday 25th July, from 2pm to 6pm, in London, as a trial session, to see how the NEON board operates. After this, if appointed, there will be induction sessions with the board and staff which may be online. The handover period for Chair will take some months and full duties would likely start in March 2025.

Time commitment: Around two days per month, plus four board meetings per year.

Application deadline: 08:00 Tuesday 7th May.

Following up and interviews: We may request a follow up conversation after your application has been submitted. We are expecting two rounds of interviews : **week of 20th May and week of 10th June.**

About NEON and the role

The New Economy Organisers Network (NEON) is a not-for-profit company with around 25 staff. NEON works with our network of over 1600 UK organisers and activists from different trade unions, grassroots groups, non-governmental organisations (NGOs), faith-based campaigns, civil society groups and movements from across the country. We run powerful trainings and provide support to folks to help win social, economic and environmental justice.

We are looking for two Co-Chairs of our board of company directors to lead NEON's governance, including strategy, financial oversight, risk management and line management of the Co-ED's. We will also be recruiting two new board members to add to the three currently in post (one of whom is currently Chair). Please note - if we do not find suitable applicants for Co-Chairs we will consider appointing a single Chair.

This is an exciting time for NEON as we are developing our new organisational strategy. The Co-Chairs will support the development and implementation of the new strategy with the Co-ED's. Our Co-Chairs should be excited and motivated by NEON's vision and approach, as well as offering the time, experience, strategic nouse and guidance to help

Key Responsibilities of the Co-Chairs

In addition to the responsibilities of all board members the Co-Chairs are expected to:

- Ensure the board and staff team are working and acting in line with NEON's [stated values and behaviours](#)
- Maintain the focus of the board and senior staff on NEON's purpose and goals
- Line manage NEON's Co-Executive Directors, including setting objectives, reviewing performance through regular one-to-ones and the annual appraisal process
- Act as an escalation point for grievances / HR related issues that cannot be resolved at staff level

They will ensure the board provides high-quality governance for NEON, including through:

- Setting and maintaining a strong working culture at board level
- Setting board meeting agendas and work plans with the ED's, and providing excellent chairing of board meetings
- Recruiting new board members as required
- Leading regular reviews of the board's effectiveness and skills
- Initiating and participating in board committees or working groups as appropriate

They will support NEON through:

- Building a strong, collaborative and respectful working relationship between board members and NEON staff
- Being available to senior NEON staff to respond to urgent issues of strategic importance as they arise
- Promoting NEON to networks of key stakeholders including funders, acting as ambassadors

Responsibilities of board members which are also responsibilities of the Co-Chairs are to:

- Attend four regular board meetings a year (usually four half day meetings)
- Support and help develop organisational strategy, including participation in strategy meetings additional to regular board meetings
- Contribute to the development of, and monitor the implementation of, policies in areas such as HR, finance and risk management
- Oversee the implementation of NEON's anti-oppression strategy throughout our programmes and ways of working
- Ensure compliance with governing documents and the law
- Ensure accountability to funders, network members and wider movement
- Maintain proper fiscal oversight, signing off and scrutinising reports against budgets
- Oversee the management of risks to NEON's funding, reputation and delivery

- Help with fundraising where appropriate (e.g. attend events or make introductions)
- Provide support on specific issues to the organisation's senior staff, when required
- Exemplify NEON's values and culture through ways of working and interacting
- Maintain effective board performance (including appointing new board members)
- Promote the organisation to target stakeholders, acting as ambassadors

Key skills, experience and attributes we are looking for

Essential

- Experience of leadership in an organisation, campaign or other activity related to NEON's work, including experience on a governing board or equivalent, e.g. a management committee
- Committed to NEON's vision, purpose, culture and its way of working. Able to communicate this enthusiasm to others
- Excellent leadership and facilitation skills, including the ability to chair meetings effectively by balancing the need to reach decisions efficiently with the need to ensure all voices are heard
- Willingness and ability to devote the necessary time to carry out the responsibilities of Chair, including ability to be available flexibly to respond to issues as they arise
- Able to lead a diverse team of board members with different identities and personal, professional and political backgrounds
- A proactive approach to identifying current or potential future issues which the board needs to address
- A good understanding and acceptance of the legal duties, liabilities and responsibilities of trustees and clarity on the difference between governance functions and management functions
- Share NEON's strong commitment to anti-oppression and be motivated to help us embed it into all of the work that we do
- Strong strategic awareness of social movements / social change and experience of high level strategy development
- An excellent communicator with strong leadership, collaboration and interpersonal skills, able to both empower and challenge supportively
- Good, independent judgement and the ability to think creatively about NEON's strategy, assets and external environment
- Ability to work well in a Co-Chair model with a clear understanding of the communication and division of responsibility required to support its effectiveness

Desirable

- Direct experience of at least one of: campaigning; organising; strategic communications; fundraising; influencing strategy; working or campaigning against oppression and with communities affected by discrimination; organisational management, such as HR, finances and risk.
- Bring a strong network of contacts from any part of social movements or policy-making, who will be interested in NEON's vision and goals

Required values and behaviours

- Personal commitment to NEON's mission to build an economy and politics based on social and environmental justice
- Commitment to eradicating oppression and building connections with marginalised groups
- Ability to reflect and learn, including sharing failures and uncertainties.
- Openly taking feedback from the team and members of the community on your behaviours and work
- Commitment to learning how to align your actions with the values of NEON: solidarity; generosity and respect
- Growing levels of self-awareness, including an understanding of how your background has shaped the opportunities afforded to you and how you relate to people from different backgrounds
- Willingness to develop emotional intelligence, including a growing ability to empathise with and appreciate others, creating opportunities for those you work with to grow and develop
- Ability to work across all levels and demonstrate a team-player and 'can do' attitude.

How to apply

Please complete [this application form](#) and submit it to jobs@neweconomyorganisers.org by the deadline. The data you provide as part of your application will be treated as per this [data notice](#)

For an informal conversation about the role, please contact jobs@neweconomyorganisers.org asap as we have opportunities to discuss the role, requirements and organisation further, but which are subject to availability. Conversations are available between **16th April and 30th April**.

We strongly encourage people from under-represented communities to apply. If you would like to speak to someone to get more background on the role before applying, please contact jobs@neweconomyorganisers.org.

We are committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in progressive movements and we're committed to doing what we can to correct this. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities; people who identify as being LGBTQIA; people who have a mental health condition; and people who identify as working class or have done so in the past.