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**Chair of Trustees
Recruitment Pack**

August 2024

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Cyclox
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Registered charity: 1190137

Welcome

Thank you for your interest in the role of Chair of Trustees at Cyclox.

Cyclox is a 22-year old charity with a mission to create safer streets for all in Oxford. We are guided by our Vision Zero strategy: for zero road deaths or serious injuries by 2030. We aim to lobby the local authorities to introduce the following:

- Improved infrastructure for cycling, wheeling and walking - for example dedicated cycle lanes, safe junctions and crossings, and more cycle parking
- 20 mph speed limit throughout Oxford
- Enforced safety measures for HGVs.

We also aim to:

- Encourage and enable more road users to start cycling
- Collaborate with other pressure groups on safer streets for all
- Increase diversity and inclusion in our organisation.

Following the retirement of our long-standing Chair of Trustees, we are seeking a new Chair to drive forward our Vision Zero strategy. We are seeking an Oxford-based leader who is committed to improving cycling in Oxford and has a proven track record of inspiring positive change.

Please find detailed information about Cyclox, the role, and application process below.

We look forward to receiving your application.

Cyclox Board of Trustees



About Cyclox

Cyclox is the voice of cycling in Oxford.

We support more people to cycle in Oxford, more often and more safely.

This is how we work towards our mission.



Advocate

We lobby key decision makers such as the City and County Councils and the two universities to raise awareness of cycling and to call for better cycling provision.



Collaborate

We work with local active travel groups, the universities and other partners.



Engage

We listen to and learn from our members and communities.



Role particulars

Job title:	Chair of Trustees
Location:	Oxford based or nearby
Term:	3 year term - potential to renew for second term
Remuneration:	Voluntary - reasonable expenses reimbursed
Commitment:	3-4 days per month initially, to reduce to 1-2 days
Working with:	Board of Trustees
Line manager of:	Operations Manager; Campaigns and Communications Lead



Role description

The Chair of Trustees will perform these key functions:

1. Leadership and governance

- Lead and develop the board of trustees, ensuring effective governance and decision-making processes.
- Gain consensus on Cyclox's strategy and priorities.
- Ensure good governance and compliance with legal and regulatory requirements.

2. Representation and advocacy

- Represent Cyclox to external organisations and media.
- Work with like-minded organisations in the Oxford area to maximise mutual impact.
- Assist with fundraising efforts and building relationships with potential donors.

3. Organisational development

- Lead Cyclox in the transition from a trustee-run group to a staff-run organisation where the board plays a strategic rather than an operational role.

4. Line management

- Oversee the Operations Manager and the Campaigns and Communications Lead, with the support and agreement of the other trustees as relevant.
- Provide guidance and support to employees to ensure effective performance, with the support and agreement of other trustees as relevant.

5. Additional duties

- Promote and adhere to Cyclox's organisational values.
- Foster a culture of diversity, inclusivity, and collaboration within the organisation.
- Any other duties appropriate to the role and deemed necessary for the effective operation of Cyclox.



Person specification

	Essential	Desirable
Experience and knowledge	<ul style="list-style-type: none"> • Knowledge of Oxford cycling infrastructure and issues • Knowledge of charity governance requirements • Experience of the non-profit sector 	<ul style="list-style-type: none"> • Experience as a line manager • Experience as a trustee of a charity or non-profit organisation • Experience with building and maintaining relationships with partner organisations • Cycling to (or knowledge of) the National Standard
Skills and abilities	<ul style="list-style-type: none"> • Proven leadership skills • Ability to interact positively with a wide range of people • Strong interpersonal skills • Ability to be assertive and persuasive 	
Behaviours and attributes	<ul style="list-style-type: none"> • Commitment to transforming the experience of cycling in Oxford • Lives or works in Oxford • Commitment to diversity and inclusivity • Passionate about Cyclox's mission to get more people cycling more safely 	<ul style="list-style-type: none"> • Flexible and adaptable to changing needs and priorities

Application process

Please email honsec@cyclax.org to receive the application form for the vacancy.

Closing date for applications: 20th September by 5pm - applications received after this time may not be considered for the role.

Interview: 30th September, to be held in-person in Oxford.

Cyclax welcomes applications from candidates of all backgrounds, experiences, and perspectives. We do not discriminate on the grounds of sex, gender identity, sexual orientation, age, race, ethnicity, disability, marital status, pregnancy, parental status, religion, or belief.

If you require any reasonable adjustment during the application or interview process, please contact us at honsec@cyclax.org to discuss your requirements. Please let us know if you require any of the documentation in an alternative format.

