

Home-Start Portsmouth - Chair of Trustees

Further information



Location: Portsmouth
Salary: Voluntary
Closing date: 29 February 2024

Home-Start Portsmouth is looking for a new Chairperson to lead our Board of Trustees and contribute to the development and success of the charity.

Home-Start Portsmouth supports families with young children through their most challenging times. Our vision is a world where no parent feels alone in the critical task of raising children.

The charity is part of the Home-Start UK federation of more than 80 Home-Starts

Through our expert staff team and local community of more than 100 trained volunteers, we offer practical and emotional support to parents and families by spending time in their homes, running parenting programmes and offering stay and play groups, and school-readiness programmes in the community.

In 2022-23, we supported 1,394 families through projects and community groups, and 788 children. Our volunteers delivered almost 17,000 hours of support to families.

It's an exciting time to join the charity as, this year, we are on target to triple income, have doubled the staff team and are offering services to many more families in the city.

The role

We are looking for a Chair to lead our Board, which is currently made up of eight Trustees and CEO. The priorities of the Chair include:

Strategic, Financial and Operational Priorities

Lead and enable the Board of Trustees (made up of eight trustees and CEO) in the delivery of a rolling three-year business plan so that Home-Start Portsmouth:

- Has a well-developed, focused, and robust strategy for growth and sustainability
- Can manage its financial risks by:
 - Following charity commission guidelines around unrestricted reserves position
 - Ensuring viable and beneficial contracts are renewed by funders
 - Evenly spreading contract income through widely diversified income channels and projects within the scope of the business plan. Ideally, no contract will exceed 45% of our income.
- Senior management team, led by the CEO, performs consistently in achieving all internal and external metrics (Chair is responsible for line management of CEO)
- Achieves consistently positive employee feedback through ongoing learning and development, performance management and support

Governance

Create, maintain, and lead a committee structure to deliver on all Charity Commission and Companies House governance requirements including:

- Create and maintain policy and risk controls within required periodic frameworks
- The Board of Trustees is rotated on maximum two three-year serving terms (one plus one renewal)

- The Board of Trustees is consistently reflective of the Portsmouth communities we serve (equity, diversity and inclusivity, lived experience)
- The Board of Trustees is operating within required training/qualification expiries pertinent to their role(s)
- Ensuring all statutory filing requirements are met on time

Ambassadorial

The Chair is a highly visible charity and community member who:

- Is comfortable and confident with public speaking, presentations and hosting events
- Takes an active role, with CEO and Treasurer, in contractual negotiations
- Regularly engages with Home-Start Portsmouth teams (paid and volunteer)
- Proactively engages with the Portsmouth business community
- Engages with other local charities to identify opportunities for collaboration

Person Specification

Personal qualities

- Local with consistent availability
- Demonstrate a strong and visible passion and commitment to Home-Start Portsmouth's strategic commitments
- Demonstrate diplomacy with the ability and willingness to listen but also to challenge
- Ability and willingness to commit time to conduct the role well, including attending evening and weekend events and meetings
- Good independent judgement, political impartiality, and the ability to think creatively in the context of Home-Start Portsmouth and the external environment
- Strong networking capabilities that can be utilised for the benefit of Home-Start Portsmouth
- Ability to foster and promote a collaborative team environment and respect the confidences of colleagues

Experience

Essential

- A successful senior management/Board level career in a business, charity, healthcare, or social services environment
- Experience of a charity Board of Trustees role
- Significant experience of chairing meetings
- Experience of operating at a senior strategic leadership level within an organisation
- Experience of income generation and financial management
- Experience of external representation, delivering presentations and managing stakeholders

Desirable

- Experience of managing volunteers
- Experience of managing successful change projects and organisational performance management

Knowledge and skills

Essential

- Broad knowledge and understanding of the charity sector and current issues affecting the sector
- Strong leadership skills, ability to motivate Board members, staff, and volunteers – bringing people together
- Financial management expertise and a broad understanding of charity-related finance issues

Desirable

- Good understanding of the role that digital strategy can play in business development
- Good understanding of contract and legal issues affecting not for profit organisations and their environment

Find out more

Home-Start Portsmouth supports a diverse range of families across the city, and we are keen to diversify our Board to reflect the families we support. We actively seek and encourage applications from Black, Asian and Minority Ethnic (BAME) individuals, and men, as we are underrepresented in these areas.

If you have the experience we are looking for, and want to get involved in something meaningful locally, we'd love to hear from you. For more information about Home-Start Portsmouth, visit www.hsportsmouth.org.uk.

For a conversation about the role or to express your interest, please contact Home-Start Portsmouth Trustee Iain Cooper on iainc@hsportsmouth.org.uk or 07951 046 462 before 29 February 2024.