

Chair of the Board of Trustees

Remuneration: The role of Chair is a voluntary position (expenses can be claimed)

Share Psychotherapy (Share) is entering an exciting phase of development, developing and strengthening our core clinical team, improving administrative and business systems and strengthening our financial position. We want to build upon our position as a provider of medium to long term therapy, working at the interface of mental ill health and low incomes/poverty by significantly increasing engagement of users, and to make an even bigger contribution to improving mental health in Sheffield.

The chair of the board will provide leadership & overall governance as we develop and grow. Using your skills in leadership, judgement, communication, integrity and openness, you will work alongside the other trustees on the board to drive the ambitious vision for Share's future and guide the staff and large volunteer base and ensure that the organisation meets its legal and moral purposes.

The following areas represent the main elements of the role. Share is expecting to recruit for a part-time service lead role in 25/26 which will take on a range of tasks currently held by the co-chairs and other board members. This role, and the roles of other board members, will be adjusted once the service lead is in place.

Governance

- Prepare, chair and ensure accurate minute keeping of regular formal meetings of the Board (currently 4 times a year, mostly virtually – 2-3 hours) and the annual AGM
- Oversee specific responsibilities of individual Board members and ensure balances skillset of the board to fulfil its legal obligations and manages organisational risks
- Ensure with the board and staff team sound financial health of the Charity, with systems in place to support financial accountability
- Work closely with the treasurer to oversee and contribute to the annual accounts and annual report and ensure its timely delivery
- Ensure Share works within its policies and reviews/updates them regularly
- Act as signatory for formal reports, correspondence, bank accounts and employment-related documentation
- Contribute to the current strategy process and ensure regular monitoring and periodic review and updating of Share's strategy
- Act as Share's designated Freedom to Speak Up Guardian

Leading Share

- Be committed to the aims and ethos of Share, in providing long term counselling and psychotherapy to people with complex mental health needs, especially those who are disadvantaged through financial or other forms of hardship or exclusion
- Ensure, and contribute regularly, to effective communication among trustees, staff and volunteers within Share
- Represent Share with other agencies organisations and individuals, and agree which colleagues are to share in performing this role.
- Support user engagement, equality and diversity within the organisation as a whole
- Assist in maintaining relationships with funders and in identifying and making approaches to new funders
- Work with staff and the board to identify and pursue potential service development opportunities including working in partnership with other agencies

Structure and staffing

- Oversee day to day operations through line management of senior staff on a regular basis, supporting them to set and review personal objectives
- Hold quarterly supervision and development meetings with each senior staff member
- Lead on recruitment of new Board members and induction of new trustees

The successful candidate will need to demonstrate the following attributes.

| Key attributes | Essential | Desirable |
|---|-----------|-----------|
| Collaborative Leadership style, based on integrity and openness, to deliver against Share's vision and mission and values | X | |
| Drive for excellence (clinical and organisational) | X | |
| Commitment to the charitable sector, and to improving mental health and wellbeing | X | |
| Skills | | |
| Excellent communication skills | X | |
| Ability to work in a team | X | |
| Plan and lead meetings | X | |
| Staff management and development | X | |
| Networking and partnership working | X | |
| Budgeting | | X |
| Change management | | X |

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|--|---|---|
| Knowledge | | |
| Understanding of the trustee role | X | |
| Understanding of the diverse nature of Sheffield | | X |
| Understanding of the health and care sector | | X |
| Knowledge of psychological therapies | | X |
| Prior Experience | | |
| Organisational management | X | |
| Policy and priority-setting | X | |
| Financial accountability | X | |
| Business planning | X | |
| User Engagement processes | | X |
| Risk assessment | | X |
| Quality assurance | | X |
| Data Analysis | | X |

The Application Process

We are committed to equality of opportunity for all, developing a workforce that reflects the diversity of Sheffield. Therefore, we value applications from as wide a range as possible of ethnic, cultural, and social backgrounds.

If you would like an informal discussion about the role, please contact our co-chair Astrid Walker Bourne by emailing her at astrid.walkerbourne@sharepsychotherapy.org

To apply please email your CV and a short statement describing your interest in the post and relevant experience to office@sharepsychotherapy.org. Closing date 31 October 2024.