

Chair of Board of Trustees



This role is a predominantly virtual role with travel required once a year for MOVE Europe's Strategy Day.

Role Description

Remuneration: The role of the Chair is not accompanied by any financial remuneration, although travel expenses can be claimed.

Time Commitment: Minimum of Four board meetings a year. The Chair is also expected to have regular meetings with the Charity Manager, once every 6 weeks and may be asked to represent that charity at key stakeholder meetings on an ADHOC basis.

Reporting to: Board of Trustees

Objective: The Chair will hold the Board and Charity Manager to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, guide and, where appropriate, challenge the Charity Manager and ensure that the Board functions as a unit and works closely with the entire Charity Manager to achieve agreed objectives. They will act as an ambassador and the public face of the charity in partnership with the Charity Manager. As a small Charity regular engagement with the Charity Manager is essential as there is no wider management structure in place.

Principle Responsibilities



Strategic Leadership

- Provide leadership to the Charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries
- Monitor the performance and impact of the Trustees in fulfilling their duties and responsibilities for the effective governance of the Charity
- Responsibility for the Board operating within its charitable objectives, and provide a clear strategic direction for the Charity

- Ensure that the risk register is regularly up to date and manage and mitigate any risks that arise.
- Responsibility for the Board fulfilling its duties to maintain sound financial health of the Charity, with systems in place to allow financial accountability
- Support and guidance provided to Charity Manager in developing long term planning and implementation of agreed strategies.

Governance

- Developing the knowledge and capability of the Board of Trustees
- Encouraging positive change and, where appropriate, address and resolve any conflicts within the Board
- Appraising the performance of the Trustees and the Board on an annual basis
- Regularly refreshing the Board of Trustees incorporating the right balance of skills, knowledge and experience needed to govern and lead the Charity effectively, reflecting the wider population. Particularly considering potential Trustees with direct impact or experience of The MOVE Programme.
- Working within any agreed policies adopted by the Charity
- Keeping up to date with any governance changes and/or information from governing bodies such as Charity Commission, Companies House and OSCR.

External Relations

- Act as an ambassador for the cause and the charity.
- Represent the charity and external events and meetings in collaboration with the Charity Manager.
- Facilitate change and address any potential conflict with external stakeholders
- Work with Charity Manager in maintaining and strengthening relationship with MOVE International.

Efficiency and Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Trustees should be fully engaged and decisions taken in the best, long-term interests of the Charity, the Board taking collective ownership
- Foster and maintain constructive relationships with and between the Trustees
- Work closely with the Charity Manager to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.
- Review attendance and engagement from Trustees at board meetings and support provided to the charity.

Relationship with the Chief Executive and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the Charity Manager, as they are to be held to account for achieving agreed strategic objectives
- Support the Charity Manager, whilst respecting the boundaries which exist between the two roles
- Maintain regular contact with the Charity Manager and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Charity Manager to maintain an overview of the Charity's affairs, providing support as necessary

- Conduct an annual appraisal and remuneration review for the Charity Manager in consultation with other Trustees
- Ensure that the Charity Manager has the opportunity for professional development and has appropriate external professional support
- Ensure that the Schedule of Delegation is reviewed on an annual basis.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person Specification



In addition to the qualities required of a Trustee of the Charity, the Chair must also meet the following requirements:

Personal Qualities

- Demonstrate a strong and visible commitment to the Charity, its strategic objectives and cause
- Personal expertise and gravitas to sustain the development of a 27 year old national charity.
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the Charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours. Typically Trustee Board meetings take place between 5pm-7pm on weeknights.

Experience

- Experience of operating small and medium size organisations.
- Experience of working in the Charity/Third Sector at management level.
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Experience of change management
- Significant experience of chairing meetings and events

Knowledge and Skills

- Good knowledge and understanding of the Third Sector and current issues affecting it
- Strong leadership skills
- Financial management expertise and a broad understanding of charity finance
- Good understanding of charity governance

Get in touch

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