

Swansea Carers' Centre

Trustee Role Description

Title	Chair of Trustees
Location	Swansea Carers Centre Ty Findlay, Prince of Wales Road, Swansea, SA12EX
Travel Expenses	55p per mile

About Swansea Carers Centre

Swansea Carers Centre is a vibrant and welcoming charity dedicated to supporting unpaid carers across Swansea. With a passionate team of staff, trustees and volunteers, the Centre provides information, advice, wellbeing support, respite opportunities and community activities that help carers feel valued, connected and empowered.

From the Carers Hwb and volunteer-led initiatives to dementia services and young adult carer projects, Swansea Carers Centre creates a positive impact every day – ensuring that carers receive the recognition, support and opportunities they deserve while building stronger, more caring communities.

Swansea Carers Centre is a registered charity and a company limited by guarantee. The organisation is governed and developed by a committed Board of Trustees.

We are seeking an experienced and inspirational individual to lead the Board of Trustees and support the continued development of the charity.

Role Summary

The Chair leads the Board to function effectively and ensures the charity is well governed, financially sustainable and forward-looking. Working in partnership with the Chief Executive Officer (CEO), the Chair supports the Board to focus on strategic leadership, organisational impact and effective governance.

The Chair promotes positive and collaborative relationships between trustees, the CEO, the Senior Management Team (SMT), staff and volunteers, ensuring the organisation is well placed to respond to future opportunities and challenges while remaining true to its mission and values.

Main Areas of Responsibility

Time Commitment

The Chair is expected to:

- Chair approximately 10 Board meetings each year, which are held in person.
- Attend some sub-committee meetings, which are normally held via Zoom.

- Meet regularly with the CEO and, where appropriate, members of the Senior Management Team.
- Attend relevant organisational events and stakeholder meetings when required.
- The estimated overall commitment is approximately two days per month.

Term of Appointment: Three years, subject to an annual review and eligibility for reappointment in accordance with the charity's governing document.

Voluntary Role

The position of Chair of Trustees is voluntary and unpaid. Reasonable out-of-pocket and incidental expenses incurred whilst undertaking the role will be reimbursed in accordance with Swansea Carers Centre's expenses policy.

Main Responsibilities

- Leading the Board
- Chair Board meetings so discussion is balanced, inclusive and focused.
- Ensure trustees contribute effectively to discussion and decision-making within an open and collaborative Board culture.
- Promote high standards of governance and ensure the Board fulfils its legal and regulatory responsibilities.
- Provide strategic leadership and support effective Board decision-making.
- Supporting the CEO and Senior Management Team
- Act as the primary liaison between the Board and the CEO.
- Develop and maintain a productive and supportive working relationship with the CEO, providing guidance and constructive challenge where appropriate.
- Facilitate the annual appraisal of the CEO.
- Work with the CEO to ensure trustees receive timely and relevant information and that communication between the Board and Senior Management Team is effective.
- Strategic Leadership and Governance
- Lead the development and review of the organisation's strategic direction and priorities.
- Ensure the Board considers future opportunities, risks and challenges and supports organisational sustainability
- Promote best practice in governance, financial oversight and risk management.
- Support succession planning and the ongoing effectiveness of the Board.
- Representation and Partnership Working
- Act as an ambassador for Swansea Carers Centre where appropriate.
- Promote confidence in the organisation's leadership and governance.
- Develop positive partnerships with key stakeholders, funders, statutory agencies and community organisations.
- Champion the interests of unpaid carers and the work of Swansea Carers Centre.

Person Specification

The successful candidate will demonstrate:

Essential

- Experience of chairing Boards, committees or senior governance meetings.
- A sound understanding of the responsibilities of charity trustees and good governance.
- Proven leadership experience and excellent communication and facilitation skills.
- Strong strategic thinking and sound judgement.
- Emotional intelligence, integrity and the ability to build consensus.
- A proven track record of effective leadership and organisational development.
- An understanding of the challenges facing unpaid carers and a commitment to improving their lives.
- A community-centred approach and commitment to partnership working.
- The ability to respond positively to future opportunities and challenges.
- Financial awareness and an appreciation of the role of digital technology in supporting effective governance and service delivery.
- Commitment to the values and aims of Swansea Carers Centre.

Desirable

- Previous experience as a Chair or Vice Chair of a charity or voluntary organisation.
- Experience within the voluntary, community, health or social care sectors.
- Knowledge of charity finance, fundraising or organisational development.
- Experience of working with diverse communities and building effective partnerships