

Job Description

Chair of Medaille Trust



MEDAILLE TRUST

Medaille Trust is one of the leading providers of support to survivors of modern slavery and human trafficking in the UK. We are working to provide refuge and freedom for survivors and fighting to see slavery in all its forms become a thing of the past. The need for this work has never been higher, there are more than 50 million estimated victims of modern slavery worldwide, and over 120,000 potential victims in the UK. We operate ten safe houses and five outreach hubs, staffed round the clock by specialist staff, working with more than 600 men, women and dependent children each year. We work to raise awareness in the UK and to provide preventive work in source countries. Our “Pursue Work” helps survivors to engage with police and within the legal system to seek justice and to secure convictions against their perpetrators.

Post title: Chair of Medaille Trust

Location: Board meetings are held in London and occasional visits to Safe Houses across England

Time Commitment: Four Board meetings per year, regular meetings with the CEO, occasional 1:1 meetings with individual Trustees and representing the Charity at various events

Responsible to: Board of Trustees

SUMMARY OF THE POST:

In essence, the Chair ensures the Charity is well-managed and governed, strategically focused, legally compliant, and accountable, while also supporting the board and management to achieve the Charity’s mission

KEY RESPONSIBILITIES:

- ◆ **Leadership and Governance:** The chairperson leads the board of trustees and line manages the Chief Executive Officer, ensuring that the Charity operates in line with its governing document, legal requirements, and charitable objectives. They help the board focus on strategic matters rather than day-to-day operations while maintaining oversight.
- ◆ **Strategic Oversight:** The chair ensures the board has regular access to information from the CEO and other key staff, to enable it to make key strategic decisions in the Charity’s best interests, including financial planning, resource management, and long-term goal setting. They help the board distinguish between operational issues and governance matters, keeping the focus on the bigger picture while ensuring they are aware of any risks or complaints the Trust and its management may face.
- ◆ **Board Coordination and Development:** The chair coordinates board activities, works with the secretary to set agendas, chairs meetings, and fosters a positive board culture. They lead trustee recruitment, succession planning, and ensure the board has the necessary skills and diversity to function effectively.

- ◆ **Policy and Compliance:** The chair ensures that appropriate policies and procedures are in place, that the Charity complies with relevant laws, and that reporting and accountability mechanisms are followed. They oversee delegations of authority to staff or committees and ensure these are documented and regularly reviewed.
- ◆ **Representation and Advocacy:** Acting as a figurehead, the chair represents the Charity externally, communicates with religious and other partners, and may on occasion, act as a spokesperson for the organisation.
- ◆ **Support and Liaison:** The chair often serves as a link between the board and the Charity's CEO, setting objectives, holding regular meetings, questioning, conducting appraisals and providing guidance and support while respecting operational boundaries.

Vision, Mission and Values

Medaille Trust is a client focussed Charity that equips victims of modern slavery to become survivors, we will act with Respect, Collaboration, Compassion, Empowerment and Passion.

The postholder will ensure the mission of the Trust is maintained and developed, this includes:

- ◆ To offer protection to adult victims of modern slavery and their dependent children, and to equip them to become survivors.
- ◆ To bring justice for survivors by supporting the work of law enforcement authorities.
- ◆ To raise awareness of modern slavery and human trafficking amongst opinion formers and members of the public.
- ◆ To support initiatives that help prevent vulnerable people falling prey to exploitation in the first place.

Safeguarding

The Trust will respond to all safeguarding concerns or allegations that come to its attention. It does this through the implementation of its policies, practices and code of conduct. The Trustees are committed to ensuring this commitment is and remains at the centre of all the Trust's work.

Historical Information

Medaille Trust was started by a member of the congregation of the Sisters of St Joseph of Annecy in 2006 with the support of Catholic Religious Congregations across the country. Sr. Ann Teresa's vision and that of the Catholic Religious congregations remain key to our identity.

Our work continues to be guided by the principles of Catholic Social Teaching: human dignity, solidarity, preferential option for poor and vulnerable people, and the dignity of work.

This job description is not exhaustive and the post holder may be required to undertake additional duties from time to time in keeping with a post of this seniority.