



Chair of Trustees Recruitment Pack

June 2024

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Letter from the Director

Dear Applicant,

Thank you for your interest in applying for the voluntary role of Bexley Snap Chair of Trustees.

To be a Trustee is an exciting and fulfilling role, with the most effective Boards benefiting from members with a diverse range of backgrounds, experiences and skill sets. You will lead fellow Trustees, and be responsible for the overall governance and strategic direction of our small charity, ensuring that Snap fulfils its duty to our beneficiaries through delivery of our vision, mission, and values.

Bexley Snap's vision is to enable disabled children, young people, and their families to lead full and fulfilling lives. Our members highly value the services we provide, and we feel privileged to play an integral part in their children's social and emotional development. Ideally, you have an interest in opportunities for disabled young people and a passion for broadening engagement in our local area. We want our Board to reflect the diversity of our families and the many different communities which live and work in Bexley.

We need you to commit to a minimum of 8 hours a month in this role. The Board attends a bi-monthly evening meeting lasting between 2 – 3 hours, with one longer strategy half-day per year. More hours may be required for other tasks at certain times, such as specific fundraising initiatives and gathering updates from sub groups. Trustees are expected to participate in at least one sub-group to aid the implementation of our strategic plan.

The following recruitment pack includes detailed information about Snap as well as the Chair of Trustees role profile and person specification. You can further explore our work on our website: www.bexleysnap.org.uk

Interviews will be rolling, and can be held on Zoom or in person (we are based in the London Borough of Bexley). To apply, please email your CV and covering letter explaining what you could bring to the role to rose@bexleysnap.org.uk

Yours sincerely,

Rose Robb

Director, Bexley Snap

About Bexley Snap 02



Bexley Snap's vision is to be an organisation where disabled children, young people, and their families are enabled to lead full and fulfilling lives.

We offer disabled children and young people aged between 1 to 25 years old an exciting and varied programme of clubs to provide parents and carers support, guidance, and regular breaks from their caring responsibilities. We are passionate about giving our members the opportunity to improve their development and learning through structured and free play, socialising with peers, and working with our experienced team in a nurturing, understanding and fun environment. We also help parents and carers meet others in a similar situation and feel less alone.

"BOTH OF OUR CHILDREN LOVE COMING TO SNAP, HONESTLY COULDN'T SEE MY CHILDREN'S BEHAVIOUR, CONFIDENCE AND ACHIEVEMENTS BEING MET WITHOUT ALL OF YOUR SUPPORT." - PARENT TESTIMONIAL

Our aims are to:

- Maintain and develop the range and quality of existing services for our families.
- Ensure that Snap continues to be parent and child led.
- Ensure Snap continues to be needs-focused based on national and local priorities.
- Ensure that Snap continues to be experienced by families as responsive and approachable.

Snap currently runs ten clubs, including age targeted groups, our holiday schemes, and specialist groups such as our baby ballet and drama club. While our clubs are currently filled, we have an extensive waiting list, and are looking for new ways to expand activities and grow our reach within the community.



03 Our Governance

The charity has up to twelve trustees forming a governing Board who are responsible for directing its affairs. The overriding duty of all charity trustees is to advance the purposes of their charity as well as several basic statutory responsibilities as follows:

- To ensure your charity complies with its governing document and the law.
- To ensure your charity is carrying out its purposes for the public/member benefit.
- Act in your charity's best interests.
- Manage your charity's resources responsibly.
- Act with reasonable care and skill.
- Ensure your charity is accountable.

There have been significant changes to the regulatory environment for Charities in recent years and the Charity Commission has strengthened its approach to ensuring that Boards of Trustees have sufficient breadth and depth to meet regulatory criteria.

As well as the various statutory duties, all trustees should make full use of any specific skills, knowledge, or experience to help the Board make good decisions. We would expect all candidates to have a commitment to, and understanding of, the importance of support and leisure activities for disabled children and young people and their families. Trustees are expected to make a positive and enthusiastic contribution to the work of the charity.

Commitment and numeration

We hold a minimum of 6 Board meetings per year, plus a strategy half day per annum. There is an expectation of an 8 hour+ commitment per month to include sub-group meetings and liaison with Director.

The trustees meet to consider and agree grant applications, to monitor the use of grants and to agree the financial statements, amongst other business. Meetings are held at least six times a year (January, March, May, July, September, and November) normally for an afternoon/evening at our office in the Borough of Bexley. Meetings may last between 2 and 4 hours. The trustees are expected to participate in at least one sub-group to aid in the implementation of the charity's strategic plan.

The role of trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Chair Job Description 04

The Chair is overall responsible for ensuring that the Board works well together and supports the organisation to fulfil its purpose.

Trustees' main responsibilities and accountability

The trustees are jointly responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives, and goals in accordance with the governing document, legal and regulatory guidelines. Trustees are individually responsible for complying with the codes of conduct expected of trustees and for acting in the best interests of the organisation. All trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any aspect of the governance of the charity.

To assume and execute the responsibilities of a company director according to UK law and the ethical standards of the Charity Commission. Working with the Chair, the Director, and fellow trustees to:

- ensure that Snap functions within the Charity Commission's legal and regulatory framework of the sector and in line with the governing document.
- uphold the fiduciary duty invested in the position.
- take appropriate professional advice in all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties. This course of action will ensure the obligation to exercise their duty of care.
- determine the overall direction and development of Snap, in line with its objectives.
- ensure Snap funds are prudently invested.
- avoid any personal conflict of interest.
- act in the best interest of the charity, beneficiaries, and future beneficiaries at all times.
- maintain sound financial management of the charity's resources, ensuring that expenditure is in line with Snap's purpose, and meets accepted standards and policies.
- review and amend the reserves policy, and other policy documents and guidelines.
- ensure the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- assist in the implementation of the strategic plan.
- maintain absolute confidentiality about all sensitive/confidential information received during trustee's responsibilities to the charity.

The trustees are responsible and liable for the governance and functioning of the charity and are therefore accountable in varying degrees to a variety of stakeholders, including:

- beneficiaries
- the Charity Commission
- Companies House (as company directors).

Chair's main duties

Our Chair will:

- provide leadership to the Board of Trustees to ensure the Board gives firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- ensure that trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership.
- monitor that decisions taken at meetings are implemented.
- appraise the performance of the Trustees and the Board on an annual basis.
- monitor the Director's performance through robust bi-monthly supervisions and annual appraisals.
- be the final point of decision making for any appeals for disciplinary/complaints escalated to board level.
- ensure our operational business plan is utilised as a dynamic, current, working document, used to achieve our strategic objectives.
- foster, maintain and ensure constructive relationships exist with and between the Trustees

Relevant experience

Individuals are sought who have a strong empathy with our mission to provide positive opportunities for disabled children and young people and their families in Bexley.

We are looking for someone who:

- has effective experience of leading a board/management committee.
- has a high degree of emotional intelligence, showing empathy, tact and diplomacy to others with the ability to listen and engage positively.
- demonstrates strong leadership skills with the ability to motivate and bring people together.
- has a good understanding of charity governance issues.
- has relevant experience as a parent, carer, or professional.
- has a track record of commitment to promoting equality and diversity.

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

The Chair is responsible for ensuring the Director receives bi-monthly supervisions and annual appraisals. They should be available for updates between meetings where necessary by email/phone.

Knowledge, skills and understanding

As well as the various statutory duties, the Chair should make full use of any specific skills, knowledge or experience to help the board make good decisions. This includes:

- Commitment to the organisation and a willingness to devote the necessary time and effort.
- Willingness to be available to the Director and staff for advice and enquiries on an ad hoc basis.
- Good, independent judgement and strategic vision.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- An understanding of the respective roles of the Chair, Trustees and Director.
- Strong, positive communication skills.

Personal attributes

All candidates should express:

- willingness to devote the necessary time and effort.
- good, independent judgement.
- honesty and integrity.
- willingness to contribute at meetings in an open and sensitive manner.
- willingness to contribute to the implementation of the strategic plan in an active manner.
- willingness to act as a member of a team.
- understanding and acceptance of the legal duties and responsibilities of trusteeship.
- ability to work alongside the children, young people, and families who use our service

05 How to apply

Recruitment will take place on a rolling basis.

Interviews will be rolling, and can be held on Zoom or in person (we are based in the London Borough of Bexley). To apply, please email your CV and covering letter explaining what you could bring to the role to rose@bexleysnap.org.uk

You can also email for further information or to discuss the role in more detail.

