

## **JOB DESCRIPTION - CHAIR OF TRUSTEES**

*Role: We Are Family Chair of the Board of Trustees*

*Role type: Volunteer, associated expenses covered*

*Start date: January-March 2025. The successful candidate will gain experience of We Are Family for 6-9 months as Vice Chair of Trustees working alongside the current Chair and Deputy Chair of Trustees, prior to becoming Chair by November 2025.*

*Location: UK-wide. Trustees can be based anywhere in the UK, but approx. quarterly travel to London is required. Reasonable travel expenses covered.*

### About We Are Family

We Are Family is an extraordinary peer support community for adopters and prospective adopters. We're there for parents throughout their adoption journey. Online and in person, our parents' groups, events, resources, podcasts and talks offer mutual support, information and inspiration to adopters and those considering adoption. We currently operate across Greater London and the South East, with ambitions to scale nationally over the coming years. You can find out more about us [here](#).

### The Role

We are looking for a new Chair of Trustees with a strong understanding of the challenges facing adoptive parents and who shares our commitment to supporting adopters and prospective adopters throughout their adoption journey. Ideal candidates will have strong governance knowledge, the capacity to think strategically, work collaboratively and lead the Trustees in making significant contributions to our future.

You will join the Board as the organisation heads into its second decade, with established services, partnerships and a growing membership base. Our quality and consistency of service provision is leading to exciting conversations nationally, and we are looking for our new Chair to help steer us through this next stage of growth.

### Commitment

- Chair 4 virtual Board meetings per year
- Attend 4 virtual Sub-Committee meetings per year
- Help plan and chair 2 in-person Board away days per year (on a Saturday)
- Fortnightly check-ins with the Director
- Join the staff team meeting once per month
- Induction meetings with new Trustees

### Length of term

The term of office for each of the office holders shall be two years unless agreed otherwise on appointment. Office holders are eligible for re-election, within their overall period of appointment as a trustee.

### Skills and Experience

All applicants should be able to demonstrate the following:

- Strong understanding of the challenges faced by adoptive parents;
- Extensive governance knowledge;
- Skills or experience in strategic planning, setting targets and monitoring and evaluating performance;
- Good organisational and communication (written and oral) skills;
- Proven track record in senior governance roles;
- Previous Chair or Deputy Chair of a Board of Trustees experience.

#### Responsibilities

- Ensure the Board of Trustees fulfils its responsibilities for the good governance of We Are Family.
- Chair meetings of the Board of Trustees, ensuring that the business of meetings is dealt with; and decisions are clearly taken, recorded and their implementation monitored.
- Develop appropriate and relevant agendas for meetings of the Board of Trustees, in consultation with the Director, Deputy Chair of Trustees and Company Secretary.
- Ensure that the Board of Trustees regularly reviews and monitors the implementation of the charity's overall strategy and operational plans.
- Lead the Board in identifying the skills and experiences needed; recruiting new Trustees to fill gaps identified; and reviewing the selection and performance criteria for Trustees.
- Welcome and induct new Trustees into the organisation.
- In consultation with relevant stakeholders, carry out succession planning for key roles, including Chair, Deputy Chair, Committee Chairs and Trustees.
- Lead a regular process of reviewing the effectiveness of the Board of Trustees, and the structure and role of the Board.
- Act as a lead spokesperson and ambassador for the charity.
- Provide line management for the Director, including fortnightly one to one meetings and formal staff appraisal.
- In consultation with other Trustees as appropriate, take responsibility for urgent decisions between meetings of the Board of Trustees in line with any schedule of delegations.
- Attend meetings of the Board's committees.
- Approving payments in line with the Schedule of Delegations.

#### To Apply

If you would like an informal conversation about this opportunity with either Mark Hoult-Allen, Chair of Trustees or Liz Davenport, Deputy Chair, please contact us via [applications@wearefamilyadoption.org.uk](mailto:applications@wearefamilyadoption.org.uk).

If you are interested to apply for the role, please send:

- An up-to-date copy of your CV (or equivalent written information)

And either:

- A short email introducing yourself and your interest in the role
- A short film introducing yourself and your interest in the role (no more than two minutes)

If we are able to move forward with your expression of interest, we will be in touch to organise an interview held via Zoom.

We look forward to hearing from you!