

Job announcement



Chair of Trustees

Reporting to: Board of Trustees.

Location: London, UK

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

Terms: The charity's Chair will serve a three-year term to be eligible for re-appointment for one additional term.

Background

[Noah's Ark Children's hospice](#) helps babies, children and young people who have life-limiting or life-threatening conditions, and their families, make the most of every day. We are here to enable those we support to enjoy life as children, rather than as patients; as families, not just as carers. Our expert staff and trained volunteers provide clinical, emotional, and practical support for families across north and central London and Herts Valley. We carefully adapt our support for every child and offer it wherever it is required - whether in their home, their community or at our state-of-the-art children's hospice building, The Ark, in Barnet.

Objective

The Chair will hold the Board and Executive Team 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 line manage and support the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executive and will foster an open and transparent working relationship with the Executive Team.

Time commitment

- Four Board meetings per year plus attendance at the Annual General Meeting (AGM), Annual Budget Meeting (ABM) and annual awayday/strategy day.

- In addition to chairing the main Board meetings, the Chair may attend the five sub- committees – Finance, Audit, Resources and Governance (FARG), People, Fundraising and Communications, Clinical Governance and Remuneration, which all meet quarterly.
- Additionally, the Chair is also expected to have regular meetings with the Chief Executive and also represent the Charity at various events and meetings with key stakeholders.

Principal Responsibilities

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

Strategic leadership

- Provide leadership to the charity, the Executive team, and its Board, ensuring that the Charity has maximum impact for its beneficiaries.
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity.
- Leading the planning of and chairing the annual away day/strategy day.
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity.
- 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 the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.

Trustee Governance

- Ensure that the governance arrangements are clearly defined and working in the most effective way for the Charity.
- Develop the knowledge and capability of the Board of Trustees.
- Encourage positive change where appropriate and address and resolve any conflicts within the Board.
- Appraise the performance of the Trustees and the Board on an annual basis.
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population.
- Work within any agreed policies adopted by the charity.

External Relations

- Act as an ambassador for the cause and the charity.
- Maintain close relationships with key stakeholders.
- Act as a spokesperson for the organisation when appropriate.

- Represent the charity at external functions, meetings, and events.
- Facilitate change and address any potential conflict with external stakeholders.
- Introduce the charity to potential supporters and foster new relationships.

Efficiency and Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process.
- 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.
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees.
- Work closely with the Chief Executive 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.

Relationship with the Chief Executive and the Wider Executive Team

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring they are held to account for achieving agreed strategic objectives.
- Foster an open and transparent working relationship with the Executive Team – CEO, Deputy CEO, Director of Fundraising and Communication and Director of Finance and Business Development. Embed clear lines of communication to ensure the Chair and Board are kept abreast of risk management with timely updates on operations. Support the Chief Executive, whilst respecting the boundaries which exist between the two roles.
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Lead the process for appointing the Chief Executive (and Trustees) and be involved in the recruitment of senior staff.
- Liaise with the Chief Executive to maintain an overview of the Charity's affairs, in particular mitigating risk and ensuring the responsible management of finances and commercial decisions as well as providing other support as necessary.
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees.
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support.

Additional information

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair. The Vice-Chair role is currently vacant, and the Chair of Trustees will oversee the recruitment of a new incumbent.

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 passion and commitment to the charity, its strategic objectives and cause.
- 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.

Essential Experience

- Experience of operating at a senior strategic leadership level within an organisation.
- 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.
- Significant experience of chairing meetings and events.

Desirable Experience

- Knowledge of the health service and care sector.
- Experience and knowledge of working with children, families, health, social care, and safeguarding would be an advantage.

Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it.
- Strong leadership skills, ability to motivate staff and volunteers and bring people together.
- Financial management expertise and a broad understanding of charity finance issues.
- Good understanding of charity governance issues.

How to Apply

For an informal chat about this role please email Zoe Oldham at zoeoldham@darylupsall.com, an applicant's pack is available at the same email address. To apply for the post, please send a letter of application stating the skills and approach you would bring to the role, along with your CV/resume in English to the above email address.

The deadline for application is Sunday 12th December 2021