



## Chair of the Board – Otley Road & Undercliffe Community Works

<u>Remuneration:</u>	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
<u>Location:</u>	Bradford, United Kingdom
<u>Time commitment:</u>	At least five Board meetings per year. The Chair is also expected to have regular meetings and be in regular contact with the CEO and liaise with other Board members and Board Committees in between full Board meetings.
<u>Reporting to:</u>	Communityworks Board
<u>Background:</u>	Previous experience as a Chair or trustee of a charity would be welcomed. A general background in either strategy, governance at Board finance, fundraising and business development would also be desirable.

## Job Description

### OBJECTIVE

The Chair will hold the Board to account for the organisation's mission and vision, providing inclusive leadership to the Board, ensuring that each Board member fulfils their duties and responsibilities for the effective governance of the organisation. The Chair will also support, and, where appropriate, challenge the Chief Executive Officer (CEO) and ensure that the Board functions as a team and works closely with the CEO to achieve agreed objectives. As with all Board members, s/he will also act as an ambassador for Communityworks.

### PRINCIPAL RESPONSIBILITIES

#### Strategic leadership

- Provide leadership to Communityworks and its Board, ensuring that the organisation has maximum impact for its beneficiaries.
- Ensure that Board members fulfil their duties and responsibilities for the effective governance of the organisation.
- Ensure that Communityworks pursues its objects as defined in its governing document, company law and other relevant legislation/regulations.
- Ensure that Communityworks complies with all relevant legislation, regulations, and policies.
- Ensure that the Board provides a clear strategic direction for the organisation and actively seeks out development opportunities and makes decisions which lead to action furthering the aims and objectives of Communityworks.
- 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 puts in place systems for monitoring both the quality of Communityworks' work and, together with the Treasurer, the sound financial health of the organisation including financial accountability and transparency.

**Governance**

- Ensure that the governance arrangements are working in the most effective way for Communityworks.
- Develop the knowledge and capability of the Board, alongside the CEO, through access to training/coaching/information to enhance the overall contribution of the Board.
- Encourage positive change where appropriate, addressing and resolving any conflicts within the Board.
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the organisation effectively, and which also reflects the wider population.
- Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
- Work within any agreed policies adopted by Communityworks.
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation.

**Efficiency and effectiveness**

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Ensure that Board members are fully engaged and that decisions are taken in the best, long-term interests of the organisation and that the Board takes collective ownership.
- Foster, maintain and ensure that constructive relationships exist with and between Board members.
- Work closely with the CEO to give direction to Board decision-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Board.
- Ensure that decisions taken at meetings are implemented.

**Relationship with the CEO and the wider management team**

- Establish and build a strong, effective and a constructive working relationship with the CEO, ensuring that s/he is held to account for achieving agreed strategic objectives.
- Support the CEO, whilst respecting the boundaries which exist between the two roles.
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Liaise regularly with the CEO to maintain an overview of the strategy, governance, finance and quality of Communityworks' work.
- Conduct an annual appraisal and remuneration review for the CEO in consultation with other Board members.
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support.

**Additional information**

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



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### Person Specification

#### *Personal Qualities*

- Demonstrate a strong and visible passion and commitment to Communityworks, its strategic objectives and cause.
- Personal gravitas to provide strategic leadership whilst adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Demonstrate tact and diplomacy, with the ability and willingness to listen but also to challenge and criticise constructively.
- Ability & willingness to commit time to conduct the role well
- Ability to foster and promote a collaborative team environment and respect the confidences of colleagues.

#### *Experience*

##### **Essential**

- Experience of non-profit governance and working as Chair or as a member of a Board of Directors/Trustees/Governors etc.
- Experience of chairing meetings.

##### **Desirable**

- Experience of managing volunteers
- Experience of successful team building
- Experience of performance management
- Lived experience of aspects of the issues facing people within our community
- Experience of operating at a senior strategic leadership level within an organisation.

#### *Knowledge and skills*

##### **Essential**

- Broad knowledge and understanding of the voluntary sector and current issues affecting it.
- Strong leadership skills, ability to motivate Board members, staff, and volunteers – bringing people together.
- a broad understanding of finance issues affecting the voluntary sector.
- Good understanding of the issues facing diverse communities living in inner city Bradford.
- Knowledge of human resource and experience of staff management