



Job Specification:
Chair of Trustees | January 2023

Blue Cabin

Job Specification: Chair of Trustees

Background

Adam Kent, our current Chair, is stepping down as a result of relocating to Bristol for a new, time intensive, senior role. We are excited to be looking for a new Chair to provide inspirational governance and leadership to the organisation and the board, in partnership with Blue Cabin's Director, Jenny Young, and Vice Chair, Mark Dibble.

Who we're looking for

We are seeking an individual who is passionate and committed to realising our mission and values and someone who prioritises relationships, kindness and people. They will need the capacity to dedicate at least 20 hours per month to this position.

What the role involves

The Chair is a Trustee with a specific role on the board. The Chair is elected or appointed to this role. In addition to the general responsibilities of a Trustee, the role of the Chair includes:

- Chairing and facilitating board meetings
- Ensuring the board discusses and agrees the purpose and core values of the organisation
- Giving direction to board policy-making

- Checking that decisions taken at meetings are implemented
- Ensuring decisions made advance the purpose and values of the organisation
- Representing and acting as a figurehead for the organisation at functions and meetings and acting as a spokesperson as appropriate
- Advocating for the organisation and our mission and values
- Developing, maintaining and prioritising productive working relationships with the Director

Alongside the Director, the role of the Chair also includes:

- Leading on the development of the board
- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting and away days
- Setting agendas for board and other general meetings, working alongside our Director and Coordinator
- Developing the board of Trustees including induction, training, appraisal and succession planning
- Addressing conflict within the board and within the organisation, and liaising with the Director to achieve this
- Liaising with the Director to keep an overview of the organisation's employees and freelance teams and providing support as appropriate
- Leading the process of supporting and appraising the performance of the Director

- Sitting on appointment and disciplinary panels
- Taking urgent action (but not decision-making unless authorised) between board meetings when it isn't possible or practical to hold a meeting
- Ensuring that the executive team reports regularly to the board of Trustees on progress towards the strategic objectives, business and annual plans.
- Ensuring that the major risks to which the charity is exposed have been reviewed and systems have been established to mitigate these risks

The vice-chair (Mark Dibble) acts for the Chair when the chair is not available and undertakes assignments at the request of the Chair.

The knowledge, experience, skills and qualities the Chair requires

Knowledge and experience

The successful applicant must have the following knowledge and experience:

- Previous experience of being a Chair
- A good awareness of risk and how to manage risk effectively
- A good understanding of the liabilities, responsibilities and legal duties of a Chair and a Trustee
- Ideally we would like to appoint someone who has knowledge of the type of work we do and/or a wider involvement with the voluntary sector and other network

Skills

We're also looking for someone who has the following skills:

- The ability to lead and steer the board in identifying key governance decisions
- The ability to ensure well founded decision-making
- The ability to manage potential conflicts of interest to ensure probity is maintained and there is appropriate transparency
- The ability to bring impartiality and objectivity to decision-making
- The ability to make difficult decisions or choices as and when required
- The ability to be able to recruit and induct new Trustees, ensuring the board as a whole has a diverse and appropriate range of skills and qualities
- The ability to facilitate an environment for a high performing board team
- The skills to create, nurture and sustain productive relationships with and among board members

Qualities and attributes

In addition to the person specification for a Trustee, we are seeking a Chair with the following qualities and attributes:

- **Capacity to lead**
 - Committed to the organisation
 - Devotes enough time to the organisation
 - Commitment to regular communication with the organisation, specifically Trustees, Director and Board Coordinator

- A clear understanding of the role and the organisation
- Capable of seeing the ‘big picture’
- Capable of clarifying issues
- Capable of handling contentious issues
- Capable of collaborating
- **Motivation and style**
 - Public spirited
 - Sense of humour
 - Empowering
 - Friendly and kind
 - Humble
- **Tact and diplomacy**
- **Ability to relate**
 - Flexible
 - Non-judgemental
 - Calm
- **Good communication and interpersonal skills**
 - Confident
 - Reflective
 - Active listener

- Highly organised
- Focused
- **Openness and innovative thinking**
- **Impartial, fair and with the ability to respect confidences**
- **Ability to advance the organisation externally**
 - Willing to use connections to advance the organisation
 - Possessing connection and influence with key people
- **The willingness and drive to provide leadership to the board by ensuring that everyone remains focused on the delivery of the organisation’s charitable purposes in order to provide greater public benefit**

If you think this sounds like you then we’d love to hear from you!

www.wearebluecabin.com

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