



Role Title:	Chair
Contract type:	Volunteer, Trustee
Hours:	1.5hr board meetings every 6 weeks, plus 1-2 days per month
Location:	Cambridge
Responsible to:	Board of Trustees

Role description:

The Chair provides strategic leadership of the charity, and leadership of the Board. In addition to their duties as a Trustee, the Chair will:

- Provide leadership to the Board and the organisation by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes and Vision
- Build an effective, high performing board team, supporting individuals, facilitating good relationships and promoting co-operative working. This will include trustee induction, training, appraisal and succession planning.
- Chair Board meetings, giving strategic direction to Board discussion, bringing impartiality and objectivity to decision-making, and ensuring decisions taken at meetings are delegated and implemented
- Line manage the CEO, including monthly meetings and an annual appraisal
- Work with the CEO to schedule and plan board meetings
- Represent the organisation externally and act as a spokesperson as appropriate

Term of office

The appointment will run alongside the appointment as Trustee, which is for a three-year renewable term.

Remuneration

This is a voluntary non-executive role. Reasonable out-of-pocket expenses properly incurred in the performance of will be reimbursed in accordance with our volunteer expenses policy.

Location

The role may require travel to meetings, events and service delivery locations in and around Cambridge. Travel further afield will be agreed as necessary but will be rare.



PERSON SPECIFICATION

Qualifications and Experience		
Criterion	Description	Essential/ Desirable
Qualifications	No specific qualifications needed	
Knowledge and Experience	Experience of charity board membership, preferably in an organisation of similar size or larger	Essential
	Understanding of charity law and regulations	Essential
	Used to working across different sectors – public, private, third sector	Essential
	Experience of the issues facing smaller charities, including finance/budgets, fundraising, communications	Essential
	Experience of working in homelessness services and /or with vulnerable adults	Desirable
	Track record of innovative thinking and action	Desirable
Skills	The ability to work effectively with internal and external stakeholders	Essential
	Tact and diplomacy, with the ability to listen and engage effectively	Essential
	Impartiality, fairness and the ability to respect confidences	Essential
	Strong networking abilities that can be utilised for the benefit of the charity	Desirable