



Role description

Chair

Role Summary:

The role of the Chair is to provide strategic leadership for the Board, ensuring that it fulfils its responsibilities for the governance of the organisation; to work in partnership with the Chief Executive, helping him or her achieve the mission and charitable objects of Action Homeless; and to optimise the relationship between the Board and the staff.

Main Duties:

The responsibilities of the Chair will include:

1. To provide leadership and effective management of the Board, ensuring that the Board fulfils its responsibilities for the governance of Action Homeless, and upholds Action Homeless' Objects, Vision, Mission, Ethos & Values.
2. To lead the Board in setting and monitoring the strategy and policy of the organisation.
3. To ensure the long-term viability of Action Homeless, working closely with other Trustees and senior staff; and to ensure that the Board considers the key risk factors facing Action Homeless on a regular basis.
4. To support the Chief Executive to help him/her to achieve the objectives set out in the strategy.
5. To represent Action Homeless at external events, and meetings and act as a spokesperson as appropriate; and to work with the Chief Executive and senior staff to network, develop and support effective relationships at a senior level with present and potential stakeholders and funders.
6. To lead the process of recruiting the Chief Executive; and to appraise the performance of the Chief Executive on a regular basis in consultation with other Trustees.
7. To oversee the recruitment of new Trustees ensuring the composition and competencies of the Board best serve the governance of Action Homeless.
8. To lead the self-appraisal of Trustees and the overall review of the Board's performance.

9. To plan the annual cycle of Board meetings in conjunction with the Chief Executive.
10. To set agendas for Board & Sub-Committee meetings in conjunction with the Chief Executive.
11. To Chair the Board & Finance and General Purpose Sub-Committee meetings.
12. To monitor that decisions taken at meetings are implemented.
13. To review Directors' annual appraisals.

In addition, as a Trustee, the Chair has the following responsibilities:

14. In line with Action Homeless' Objects, Vision, Mission, Ethos & Values to contribute actively to the Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
15. To ensure that Action Homeless pursues its charitable objects as defined in its Articles of Association.
16. To ensure Action Homeless applies its resources exclusively in pursuance of its objects.
17. To safeguard the good name and values of Action Homeless.
18. To ensure the effective and efficient administration of Action Homeless.
19. To ensure the financial viability of Action Homeless.
20. To protect and manage the property of Action Homeless and to ensure the proper investment of Action Homeless' funds.
22. In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the Board reach sound decisions. This will involve scrutinising papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of Action Homeless work in which the Trustee has special expertise.

PERSON SPECIFICATION

The following attributes are required of the successful candidate:

Experience

Essential:

- Successful strategic leadership experience of driving growth and development in a medium/large organisation
- Experience as a Chair, Trustee or Non-Executive
- Experience of effectively chairing meetings in a way which enables attendees to actively contribute to making important and informed strategic decisions
- Experience of building and developing successful partnerships, alliances and working relationships with a range of stakeholders.
- Experience of external representation and operating as an effective ambassador.
- Proven track record of strategic commercial acumen.
- Strong financial management expertise.

Desirable:

- Experience within an organisation providing support services for marginalised/vulnerable people

Knowledge, Skills & Abilities

Essential:

- Ambitious, effective and strong leadership.
- Compelling communication and interpersonal skills, able to liaise effectively with a wide range of stakeholders and audiences.
- Strong relationship building abilities and effective in an ambassadorial role.
- Ability to understand and assess risk.
- Strategic thinking, able to analyse & evaluate complex information, demonstrate clear analytical intellect and guide rational decision making.
- Ability to think creatively and exercise sound and independent judgement.
- Ability to challenge constructively and ask questions appropriately.
- Able to chair meetings effectively and challenge and hold the Board and Executive Leadership Team to account.
- Ability to engage and communicate with Action Homeless' Service Users and Staff.
- Skilled at bringing people together to generate a strong team spirit, able to work collaboratively, building consensus and encouraging decision making.

- Able to effectively uphold collective responsibility.
- Strong networking abilities that can be utilised for the furtherance of Action Homeless' aims and objectives
- Able to promote robust, modern and effective governance.

An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

Personal Behaviour & Style

Essential:

- Empathy with the work of Action Homeless and a commitment to Action Homeless' Vision and Mission.
- A willingness to devote the necessary time and effort to Action Homeless.
- Facilitative and enabling chairing style.
- Operates with Integrity, diplomacy, impartiality and confidentiality
- Personal gravitas to lead a significant local organisation.
- Good, independent judgement combined with an ability to think creatively.
- Demonstrates Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Actively leads by example and demonstrates a willingness to speak their mind, listens to others' points of view and provides decisive leadership when it is required.
- Proactively demonstrates strong commitment to equality and diversity.
- Demonstrates a supportive management style that motivates people to deliver their best.

Board Meetings:

Action Homeless' Board meetings take place 6 times a year and are held at a central location in Leicester. There is one Strategy Away session usually over a weekend in May and some sub-committee meetings.

Candidates must be able to demonstrate the time and personal commitment to effectively discharge the responsibilities of the post.