

Right There

Chair of Board of Trustees

Support Office: 15 Dava Street, Glasgow, G51 2JA

Non-Executive Volunteer

Right There is a charity in Scotland working to prevent people becoming homeless and separated from their loved ones. We're there for children and adults who are living with the effects of poverty, addiction or broken relationships. Walking alongside people at home and in the community, we provide tailored support and form trusting relationships to help people feel happier, safer and more confident to live their lives.

Job Purpose

The Chair of the Board of Trustees will support the Chief Executive and the organisation to meet its charitable and strategic objectives and is responsible for the leadership of the Board and ensuring its effectiveness in all aspects of its role.

They will ensure that Trustees fulfil their duties and responsibilities for the proper governance and long-term strategic direction of the charity, as well as complying with the relevant statutory obligations and regulations. Internally they will foster positive working relationships between the Board, the Chief Executive and Leadership Team, and externally they will support the Chief Executive in carrying out ambassadorial functions for the charity, helping it to develop its profile and representation with all relevant stakeholders.

Overall, the role of Chair is one of facilitator and coach, rather than decision maker.

Specific Responsibilities

Strategic Leadership

- In collaboration with the CEO and leadership team, provide vision and leadership, ensuring effective delivery of Right There's strategic plan.
- Ensure that the Board fulfil their duties and responsibilities for the effective governance of the charity within the terms of the Articles of Association and other relevant legislation.
- Act as role model in promoting the working practices and values of Right There and ensure the Board exemplifies the same.
- Chair the Board meetings which are held 6 times a year, monitoring the implementation of decisions taken.
- Build and maintain a cohesive, diverse and inclusive Board ensuring the effective recruitment, induction and training of Trustees.
- Ensure the annual evaluation of Board effectiveness and implement any actions resulting from the feedback and conclusions.
- Promote Trustee involvement in gaining a strong sense of Right There by visiting our programmes to meet staff and the people we support; attending events and participating in areas where their expertise adds value.

Ambassador for Right There

- Be a visible public champion/advocate/ambassador for Right There representing the charity at key events or meetings as required.
- Actively support and promote fundraising activities including networking with potential funders and influencers.
- Demonstrate political impartiality and the ability to think creatively in the context of Right There and the external environment.

Relationship with the CEO and the Leadership Team

- Support the CEO in the delivery of the strategy and act as a mentor in relation to the day to day activities of the charity.
- Liaise closely with the CEO to keep an overview of the charity's affairs and provide support as required whilst respecting the boundaries which exist between the roles.
- Lead the process of appointment and ongoing performance review, goal setting and professional development of the CEO.
- Lead and encourage the Board in challenging the CEO and LT constructively and supportively when necessary to meet the best interests of the charity.
- Ensure effective communication between the Board and the CEO, the LT and Right There colleagues where appropriate.

Meeting Effectiveness

- Ensure that Board meeting agendas are focused on strategic matters and add value.
- Ensure the meetings are structured and chaired effectively.
- Ensure that the Board receive accurate, timely and high-quality supporting information, enabling them to take decisions and obtain appropriate advice
- Ensure that all relevant matters are discussed, including committee issues, allowing sufficient time for discussion of complex or contentious matters
- Facilitate and encourage active engagement and appropriate challenge from Trustees, ensuring all participate fully in discussions and decision making

Personal Attributes

- Commitment to and an empathetic understanding of our vision and values
- An enthusiasm and willingness to act as a champion in promoting our goals
- Strong people skills to build and maintain relationships of trust and respect with staff, trustees and stakeholders.
- An ability to be open minded and work collaboratively, supporting colleagues when required.
- A commitment to our responsibilities for equality, diversity and inclusion.
- An ability to absorb, evaluate and interpret complex information.
- A commitment to attend meetings, functions and deal with urgent business as required

Additional information

The Board of Trustees has a Vice Chair and, to date, an Audit and Risk Committee.

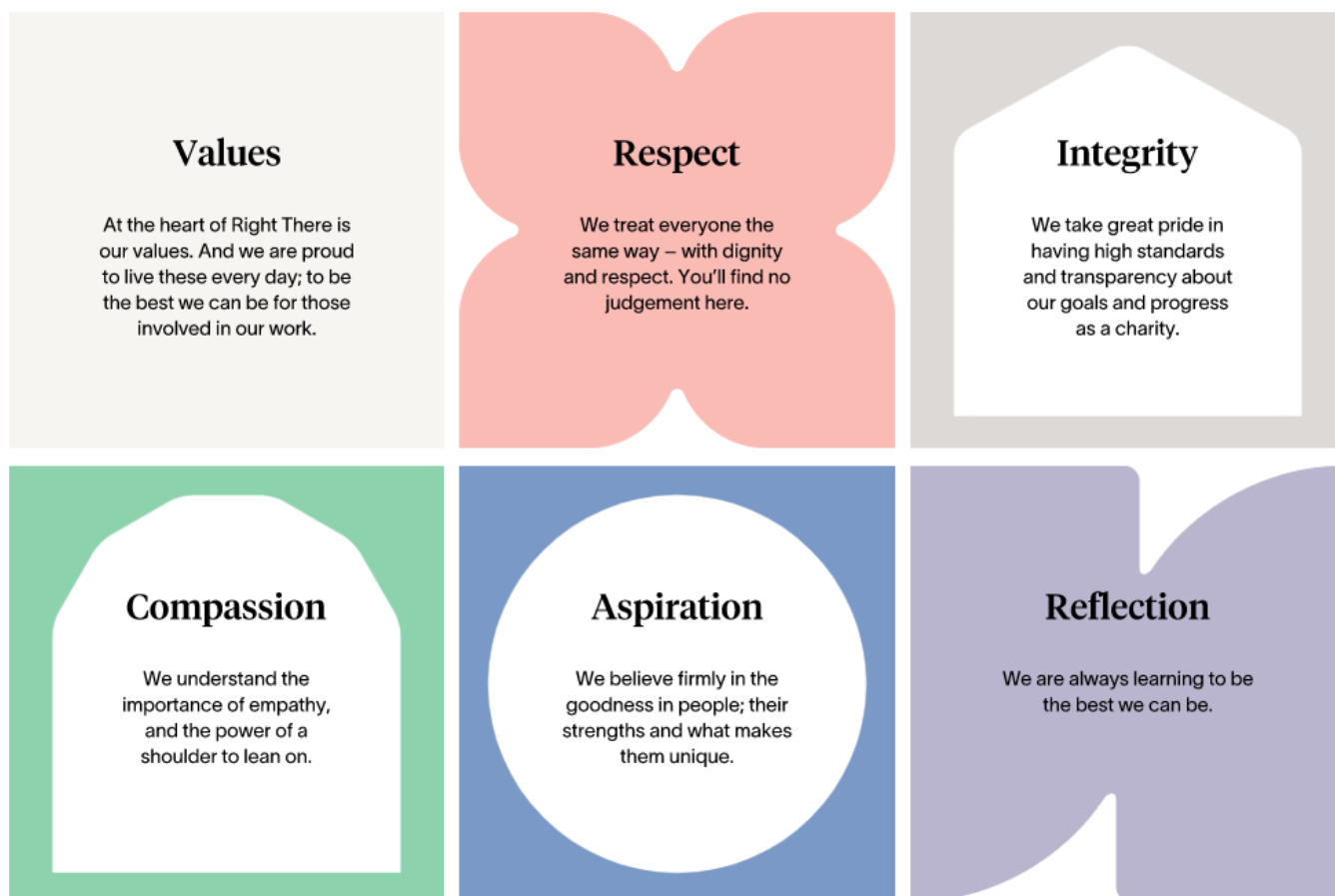
The successful candidate will shadow the current Chair for a period of time prior to taking up the post.

Terms of Appointment & Commitment required

- The Chair will be appointed for a term of 4 years, and is eligible to seek nomination to serve a further 4 year term.
- You will be required to attend 4 Board meetings, and an annual Board Strategy Day
- In addition, the Chair must be available to the CEO on a regular basis and attend other meetings and events as necessary. This is likely to require commitment of around 1 – 2 days per month on an average.

What we expect from you

Our values make us who we are and define our actions and behaviours every day. We expect the post-holder to uphold and represent our organisation in a way that reflects our values and person-centred way of working.



Person Specification

	Essential	Desirable
Personal Qualities	<p>A strong passion and commitment to supporting the charity, its values and strategic objectives</p> <p>Strong inter-personal and relationship building abilities</p> <p>Demonstrate empathy, tact and diplomacy</p> <p>Ability to listen and engage effectively</p> <p>Ability to build and maintain effective relationship with Board and Executive leadership</p> <p>Leadership skills</p> <p>Commitment to diversity, inclusion and equity</p>	<p>Strong networking capabilities</p> <p>Ability to act as a sounding board for the CEO</p>
Experience	<p>Substantial previous Board membership, preferably as Chair or Vice Chair</p> <p>Experience of a senior leadership role in public, private or Third sector</p> <p>Significant financial or business experience, particularly in transformation and growth</p>	
Knowledge and Skills	<p>A sound understanding of governance within the Third Sector</p> <p>A sound knowledge of financial issues in the Third Sector</p> <p>Competent public speaker and communicator</p> <p>Strong financial analytical skills</p>	