



Chair of Council of Management

Role profile

Objective

Our vision is that the UK can and must be transformed into a country where everyone can live a full life, free from poverty. Poverty robs people of dignity, freedom, and hope, of power over their own lives. We believe that our vision - an end to poverty in the UK - can become a reality.

The Chair will provide inclusive leadership to the board of trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity.

The Chair, with the board, will hold the Chief Executive and Senior Leadership and Management Team to account for the charity's mission and vision.

The Chair will also support, and, where appropriate, challenge the Chief Executive and ensure that the board works closely with the Senior Leadership and Management Team to achieve agreed objectives.

Principal responsibilities

Strategic leadership

- Provide leadership to the charity and its board, ensuring that the charity achieves maximum impact
- Ensure that trustees fulfil their duties and responsibilities for the effective governance of the charity
- Ensure the board operates within its charitable objectives, and provides clear strategic direction for the charity
- 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 fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

Governance

- Report to board of trustees (Council of Management)
- Ensure that governance arrangements are effective
- Develop the knowledge and capability of the board of trustees
- Encourage positive change and where appropriate address and resolve any conflicts within the board
- Appraise the performance of the trustees and the board on an annual basis
- Ensure that the board is regularly refreshed and incorporates a balance of skills, knowledge and lived experience needed to govern the charity effectively
- Work within any agreed policies adopted by the charity

External relations

- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and effectiveness

- Chair meetings of the board of trustees and officers group effectively, inclusively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that trustees are fully engaged and that decisions are taken in the best, long-term interests of the charity and that the board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the trustees
- Work closely with the Chief Executive to give direction to board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Work with the officers group to monitor that decisions taken at meetings are implemented.

Relationship with the Chief Executive and the Senior Team

- Establish and build a strong, effective and constructive working relationship with the Chief Executive, ensuring s/he is held to account for achieving agreed strategic objectives
- Ensure regular contact with the Chief Executive and the Senior Team and maintain an open and supportive relationship within which they can speak openly about concerns, worries and challenges
- Provide or delegate support/supervision to the Chief Executive, including ensuring an annual appraisal for the Chief Executive is carried out and ensuring that he/she has the opportunity for professional development

Additional information

The Vice-Chairs act for the Chair when the Chair is not available and undertake assignments at the request of the Chair.

Terms

- Appointment:** The Chair will be appointed by the Council of Management for a three-year term, and is eligible for re-appointment for one additional term.
- Remuneration:** The role of Chair is not accompanied by any financial remuneration, although travel and other reasonable expenses may be claimed.
- Support:** The charity will pay for the Chair to receive external support and professional development appropriate to their role.
- Location:** Church Action on Poverty's office is located in Salford, Greater Manchester, but the Chair can live anywhere within the UK.
- Time commitment:** Four board meetings per year: two Saturday mornings online, and two in-person day meetings in Manchester (one Saturday and one weekday). In addition there are five or six online meetings of the Officers Group. The Chair is also expected to have regular meetings with the Chief Executive, and represent the charity at occasional external events. Overall time commitment in the region of two days per month.

Person specification

In addition to the qualities required of a charity trustee, the Chair must also meet the following:

Personal qualities

- A visible passion and commitment to the charity, its strategic objectives and cause
- An active commitment to promoting inclusivity and diversity
- Ability to foster and promote a collaborative and inclusive environment, including facilitating the engagement of people with lived experience of poverty on the Council and throughout the charity.
- Ability to commit time to conduct the role well, including travel, occasional overnight stays and attending events in Manchester and elsewhere in the UK, as appropriate
- A sympathy with the Christian faith, including a strong 'bias to the poor'

Experience

- Significant experience of effectively chairing meetings in an inclusive way
- Experience of operating at a senior strategic leadership level within an organisation
- Experience of charity governance and working with or as part of a board of trustees

Knowledge and skills

- Good understanding of charity governance issues
- Strong interpersonal, relationship building and listening skills
- Broad understanding of social justice, poverty and of the churches' role in addressing it
- Knowledge and understanding of HR issues
- Financial management and a broad understanding of charity finance issues