

## Chair of Trustees – Role Description

### **Position:** Chair

The Board of Trustees is the ultimate governance body for the organisation, serving as stewards of the organisation's resources, and is ultimately responsible for Self Help UK's strategy, operations, adherence to law and regulation, and financial management. The Trustees serve on a voluntary basis and currently meet virtually every 6 weeks.

### **Chair Responsibilities**

The Chair leads the Board of Trustees and works closely with the Charity's Chief Executive and Senior Management Team to achieve its goals. The Chair is responsible for key areas, including:

### **Strategy and Governance**

- Ensuring that the Board operates effectively in the consideration, iteration, and approval of the organisational strategy in support of the charity's mission and values.
- With Trustees, ensuring that the charity operates efficiently and effectively to fulfil its objectives.
- Safeguarding the interests of the charity's beneficiaries and providing oversight of stakeholder interests.
- Maintaining high standards of governance and risk management.
- Ensuring that the Board is as diverse as possible and provides the range of knowledge, skills, and experience necessary to deliver the charity's aims.
- Ensuring the organisation is accountable and transparent in its activities.
- Maintaining compliance with relevant charitable and company legislation.
- Oversight of the Sub Committees of the board.
- Ensuring a high-performing and effective board by committing to regular appraisal and review of Trustees and board performance (including managing retirements and resignations of Trustees).

## **Guidance and support to the Chief Executive**

- Appointment of the Chief Executive and approval of Chief Executive's salary with the Trustees.
- Line management of and work in partnership with the Chief Executive to support them in achieving the aims of the charity.
- Support and guidance on operations, including personnel management.

## **Financial**

- Ensuring, with the Board, sound financial oversight, including review and approval of the annual budget.
- Oversight of high standards of financial management

## **Advocacy and fundraising**

- Using personal and professional networks to help the executive with access to potential donors and supporters, including governments, international bodies, corporations, trusts and foundations, NGOs, and individuals.
- Advise and assist in raising and maintaining the charity's profile in the UK and internationally.

## **Lead Board Meetings:**

- Lead all aspects of meeting management.
- Encouraging discussion at Board meetings, summarising key points and ensuring decisions are made and implemented.

**Remuneration:** Unremunerated, but reasonable travel expenses will be reimbursed.

**Time Commitment:** Estimated at 2 days per month, but some flexibility and the ability to offer more time on occasion are required.

Standard commitments include:

- Attending Board meetings every 6 weeks. Currently, meetings are held via Zoom.
- Attendance at subcommittee meetings as necessary.
- Monthly scheduled meeting with the CEO, with flexibility to respond swiftly to the occasional ad hoc issue.
- Attending, as a minimum, an annual half-day strategy session and other face-to-face events as required.

## **Qualities of a Chair**

### **Essential**

- Understanding and acceptance of the legal duties, responsibilities, and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Commitment to the charity's objects, aims, and values and willingness to devote time to carry out responsibilities.
- Strategic and forward-looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.

### **Desirable**

- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.
- Experience of chairing meetings, committee work, some experience of charity finance, charity fundraising.
- Leadership skills exercised through a period change.

## Application

To apply for this role, please send the following information to [recruitment@selfhelp.org.uk](mailto:recruitment@selfhelp.org.uk):

### 1. C.V.

**2. Covering letter** - not more than 1 page, and please outline how you meet the criteria in the above role description.

The closing date for applications is 9am Monday 1<sup>st</sup> September 2025.

You will be sent an equal opportunity form to complete upon receipt of your application.

For an informal conversation about this role, please feel free to contact our outgoing Chairperson, Nina Ennis [nina.ennis@selfhelp.org.uk](mailto:nina.ennis@selfhelp.org.uk) or our CEO, Ian Boyd [ian.boyd@selfhelp.org.uk](mailto:ian.boyd@selfhelp.org.uk).