

Job description: Chair of Trustees

Role overview

The Community First Chair of Trustees is an innovative and driven role supporting the Chief Executive and staff team in reinvigorating this established local community infrastructure charity. The Chair of Trustees will help the organisation develop new services and work alongside communities to make a real difference in the lives of local people.

The Chair of Trustees at Community First will provide effective oversight, supporting the CEO and senior staff members in developing a new vision and business strategy to ensure a financially sustainable future for the organisation. You'll also assist in engaging with key stakeholders, helping further expand our profile and understanding of our vision with key partners, sector peers and funders.

Duties and responsibilities of Chair of Community First

The Chair of Trustees will

- Hold the Board and Executive Team to account for Charity's mission and vision.
- Provide inclusive leadership to the Board of Trustees.
- Ensure that each trustee fulfils their duties and responsibilities for effective charity governance in line with Community First's policies and the requirements of the Charity Commission for England and Wales.
- Actively support the Chief Executive, building a solid working relationship with the CEO.
- Ensure the Board functions as a unit and works closely with the charity's leadership team to achieve agreed objectives.
- Act as an ambassador and the public face of the charity in partnership with the Chief Executive.

Person specification

- The Chair of Trustees will cover the Herefordshire and Worcestershire areas and is expected to travel within that location.
- Familiarity with other relevant statutory, independent and voluntary organisations to take Community First forward into an important and influential role in the region is essential.

The Chair of Trustees will have:

- Knowledge of Civil Society/Community Development and the third sector, have been a trustee for another charity, and have a genuine interest in local communities and people.
- Strong leadership, people management skills and the ability to chair meetings effectively.
- Commitment to the aims, objectives and values of Community First.
- Willingness to promote the charity in the best interests of its stakeholders, staff, community partners and people supported by Community First's projects and programmes.
- Strategic vision and understanding.
- Professional, independent judgement.
- An understanding of legal duties, responsibilities and liabilities of trusteeship and the financial aspects of running a charity.
- An understanding of how the Third Sector works.
- An ability to work effectively as part of a team, contributing an independent perspective.
- Possess and demonstrate integrity, objectivity, accountability, and honesty.
- The Chair of Trustees must be legally eligible to stand as a registered Company Director and Charity Trustee. Having had previous experience as Chair of a voluntary organisation is an advantage.



Terms of appointment

The chair of Trustees should expect to serve for an initial 12 months. The Chair of Trustees is required to attend scheduled meetings with some ad hoc meetings where necessary.

It is anticipated that the time commitment should be voluntary, on average half a day per week. There could be occasions when extra time will be required (e.g. during the planning of new projects or dealing with any particular difficulties that arise).