



## Chair of Trustees Role Description and Person Specification

<b>Role Title:</b>	<b>Chair of Trustees (Member of Board of Trustees)</b>
<b>Basis of appointment:</b>	Approx. 7-10 hours per week
<b>Remuneration:</b>	Voluntary (Expenses)
<b>Reporting to:</b>	Board of Trustees

### Our Vision

An inclusive world in which people with learning disabilities know they belong.

### Our Mission

To create and model supportive community for people with learning disabilities, their families, and carers.

### Our Objectives

- To provide purposeful activities which value the holistic needs and well-being of each individual and the community.
- To create an environment that promotes social development and nurtures healthy relationships.
- To offer platforms for people to express their uniqueness to the world around them and opportunities for those who want, to develop their faith.

### Our Ethos

The values of The Life Project (Bath) are at the heart of who we are and what we do – they are guided by a Christian ethos. These values have strong roots in the Christian teaching and practice, whilst also being accessible and meaningful for all – regardless of background. We believe that every person is unique - fearfully and wonderfully made (Psalm 139:4) – and is a valuable gift to the world and our community. The work of the Life Project, its staff, volunteers and service users, are supported by prayer.

More about our ethos and values can be found on our website [www.lifeprojectbath.org.uk](http://www.lifeprojectbath.org.uk)

### Current Services

- Day Services providing creative and purposeful activities for adults with learning disabilities in Bath and the surrounding area (currently delivered primarily at our Allotment and Barn facilities)

- Support for Family Carers including a weekly drop-in and termly retreats for parents.
- Discipleship and worship opportunities for adults with learning disabilities.
- A programme of social events for families, friends and volunteers.

## Role Purpose

The Life Project (Bath) relies on a combination of volunteers and employed staff to provide services for those with learning disabilities in Bath and surrounding areas.

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences, and skill sets. The Chair is a member of the Board of Trustees whose collective responsibility is for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Specifically the role of the Chair is to lead the Board of Trustees and the organisation to ensure that the Life Project (Bath) fulfils its duty to its beneficiaries and delivers on our vision, mission, and objectives whilst upholding our values. You will work closely with the Board and the CEO as a critical friend.

The successful candidate will work well with a team offering sound judgement and ensuring all voices are heard and decisions made collectively.

## Overall Responsibilities:

### The duties of the Chair of Trustees include:

- Leading the Board and the organisation to enable it to fulfil its purpose.
- Ensuring an effective relationship between:
  - the Board and the staff/volunteers
  - the Board and the external stakeholders/community
- Acting as a spokesperson and figurehead as appropriate.
- Planning and preparing Board meetings and AGM, with others as appropriate.
- Chair Board meetings ensuring:
  - a balance is struck between time-keeping and space for discussions
  - business is dealt with and decisions made
  - decisions, actions and deliberations are adequately recorded
  - the implementation of decisions is clearly assigned and monitored
- Ensuring adequate support and supervision arrangements are made for the CEO.
- Ensuring a successor is found before the term of office finishes.

### In conjunction with the other Trustees the Chair should:

- Ensure the organisation complies with its governing document (the Memorandum and Articles of Association), charity law, and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objectives as defined in its governing document.
- Ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities may be.

- Contribute actively to the Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of the organisation, and to promote and represent it in the community.
- Ensure the effective and efficient administration of the organisation.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- Appoint the CEO and monitor his or her performance, providing advice and support as is necessary.
- Assist with the recruitment of staff and volunteers when required.

**In addition, with other trustees to hold the charity “in trust” for current and future beneficiaries by:**

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

Also, the Chair, like all other trustees should make full use of any specific skills, knowledge or experience to help the board make good decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives or on other issues related to the area of the charity's work in which the trustee has special expertise.

The above list of duties is indicative only and not exhaustive and the Chair of Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

### **Terms:**

The charity's Chair will serve a three-year term to be eligible for reappointment for one additional term.

There are currently 6 meetings per year and an Away Day, plus the AGM.

In addition to chairing the main Board meetings, the Chair has the right to attend any subcommittees.

### **The Life Project (Bath) Commitment to Safeguarding:**

The Life Project (Bath) is committed to the safeguarding and protection of all children, young people and adults when they are vulnerable and follow the charity's safeguarding policy. It is a requirement for all members of the Board of Trustees to have a current Enhanced DBS check.

## Person Specification

	Essential	Desirable
<i>Personal Attributes</i>	<ul style="list-style-type: none"> <li>• A commitment to the vision, mission, values and specific charitable objectives and ethics of this charity.</li> <li>• A mature and committed Christian faith.</li> <li>• Willingness to devote the necessary time, skills and effort.</li> <li>• Solution focussed.</li> <li>• Willingness to be available to staff and trustees for advice and enquiries on an ad hoc basis.</li> <li>• A willingness to lead the organisation – asking the difficult questions, acting as a critical friend.</li> <li>• Prepared to undertake training to increase trustee skills in benefit of the organisation.</li> <li>• A positive and optimistic outlook</li> </ul>	
<i>Qualifications</i>	<ul style="list-style-type: none"> <li>• Good standard of education (3 x GCSEs – English and maths C or above).</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications relevant to the post.</li> <li>• Good general education, ideally to degree level or equivalent</li> </ul>
<i>Experience</i>	<ul style="list-style-type: none"> <li>• Successful experience of operating within a board.</li> <li>• Experience of operating at a senior strategic leadership level within an organisation</li> <li>• Experience of chairing meetings.</li> <li>• Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.</li> <li>• A proven track record of sound judgement and effective decision making;</li> <li>• A history of impartiality, fairness and the ability to respect confidences.</li> <li>• A track record of commitment to promoting equality and diversity.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of successfully leading a board of trustees.</li> </ul>

<p><i>Skills, Knowledge and Ability</i></p>	<ul style="list-style-type: none"> <li>• Clear communication (verbal and written)</li> <li>• Tact, diplomacy, and powers of persuasion.</li> <li>• Good, independent, sound judgement and ability to make realistic and/pr unpopular recommendations to the board.</li> <li>• A willingness to speak their mind.</li> <li>• Able to offer strategic vision.</li> <li>• An understanding and acceptance of the legal duties, responsibilities, and liabilities of trustees and specifically Chair of Trustees;</li> <li>• An ability to work effectively as a member of a team;</li> <li>• An understanding of the respective roles of the Chair, Treasurer, Trustees and CEO;</li> <li>• IT and digital skills incl. use of MS Office and electronic communication (e.g. email, WhatsApp, MS Teams).</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of learning disabilities and the sector in which we work.</li> </ul>
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## Application Process

- For more information about this role or to make an expression of interest please contact [ceo@lifeprojectbath.org.uk](mailto:ceo@lifeprojectbath.org.uk).
- A relevant member of the Life Project team will get in touch for an informal discussion about the role.
- There will be opportunities to visit the Life Project to understand more clearly what we do and what the role will entail.
- An application form will be provided, upon receipt of which your application will be considered, references sought and an interview arranged.
- For certain roles an Enhanced DBS is required, if this applies you will be provided with the relevant details.