**Role Specification**

**Job Title: Chair of Trustees, SoundCafe Leicester (SCL)**

**Job Purpose:**

The Chair will hold the Trustee Board and Operational Team to account for the Charity’s mission and vision, providing 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 will also support the Director and ensure that the Board works closely with the Operational Team to achieve agreed objectives. They will act as an ambassador and the public face of the charity in partnership with the Vice Chair.

**Summary of duties:**

1. **Strategy & Development**
   1. Provide advice, support and direction on the vision and mission of SCL and the necessary strategy, policies and procedures to ensure the future delivery and sustainability of the charity.
   2. Review, scrutinise and challenge the vision and mission of SCL with specific regard to alignment to the charity’s written constitution
   3. Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the Charity
   4. Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
   5. Working with the Director lead the ongoing development of the Business Plan for SCL that addresses the future five year vision.
2. **Governance**
   1. Ensure that the governance arrangements are working in the most effective way and that the Charity complies with its governing documents and any other relevant legislation or regulations
   2. Develop the knowledge and capability of the Board of Trustees and ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
   3. Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population
   4. utilises its resources appropriately in delivering its objectives
   5. is properly insured against all reasonable liabilities
   6. 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
   7. Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability
3. **External Relations**
   1. Act as an ambassador for the charity
   2. Maintain close relationships with the Diocese and other charitable providers of service for people who are homeless.
   3. Build on external working partnerships that align with the future development of SCL
   4. Act as a spokesperson for the charity when appropriate, representing the charity at external functions, meetings and events
   5. Facilitate change and address any potential conflict with external stakeholders
4. **Efficiency & Effectiveness**
   1. Chair meetings effectively and efficiently bringing objectivity to the decision making process
   2. Ensure Trustees are all fully engaged and take collective ownership of decisions that are made in the best interest of the Charity
   3. Develop and support constructive relationships with and between Trustee Board members.
   4. Agree the agenda and shape of meetings with the Director and Trustee Secretariat; and ensure that decisions made are actioned and implemented as appropriate.
5. **Relationship with the Director and Operational Team**
   1. Establish an effective working relationship with the Director ensuring they are held accountable for delivery of the defined operational management objectives for the charity.
   2. Support the Director in the submission of bids for funding, providing expert advice and an overview as required.
   3. Ensure clarity on the defined roles and boundaries of both the Trustee Board and Operational Team

**Commitment:**

It is expected that the Chair will attend 6 routine Trustee meetings per year, the Annual General Meeting; and where possible attend SCL sessions a minimum of once every ‘half term’. They will equally be required to attend and provide active support at fundraising events in support of SCL.

***All Trustees, employees and volunteers are subject to the requirements of the Data Protection Act and must maintain strict confidentiality in respect of staff, guests and volunteer information.***

**Terms**

The charity’s Chair (and board members) will serve a three-year term to be eligible for re-appointment for an additional term.

**Additional information**

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.