



Chair of Home-Start Epsom, Ewell, Banstead and Mole Valley North

Home-Start offers support, friendship and practical help to parents and carers with young children in local communities throughout the United Kingdom.

Home-Start Epsom, Ewell, Banstead, and Mole Valley North (HSEEB) is an independent charity which has been supporting families in this part of Surrey for 28 years. Managed locally and supported by the national organisation, we have built on our core family visiting service to provide practical and emotional support for disadvantaged families with young children in a range of settings. We are financially sound and have a talented and committed team of staff and trustees, which has enabled us to continue to support people who need our help in these difficult times.

Purpose

The role of the Chair is to perform the duties of a Trustee, to lead the Trustee Board meetings and provide line management and support to the team. The core purpose of the role is to ensure the Charity has maximum impact for its beneficiaries by:

- Working in partnership with the Team Manager and leading the Trustee Board to ensure that HSEEB has a clear strategic direction and that the trustees, staff team and volunteers are focused on delivery;
- Providing leadership to the Board, ensuring the Trustees fulfil their duties and responsibilities for the effective governance of the Charity;
- Working closely with the Treasurer to ensure the charity is financially viable;
- Supporting the Team Manager, whilst recognising the boundaries which exist between the two roles;
- Acting as a figurehead for HSEEB and together with the Team Manager being its public face.

Responsibilities

Governance

- Make sure that the charity complies with its governing documents, charity law, company law, and other relevant legislation or regulations;
- Ensuring compliance with the Home-Start Agreement and Quality Assurance system;
- Ensure the charity uses its resources effectively and in line with the purposes of the charity;
- Provide strategic direction to the organisation;
- Ensure that the Board can regularly review major risks, 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 maintain the sound financial health of the charity, with systems in place to ensure financial accountability;
- Develop the knowledge and capability of the Board of Trustees;

- Encourage positive change and where appropriate address and resolve any conflicts within the Board;
- 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;
- Work within any agreed policies adopted by the charity;
- Safeguard the good name and values of the charity.

External relations

- Act as a figurehead for Home-Start and HSEEB;
- Foster and maintain good relationships with funders, key stakeholders, and key influencers;
- Act as a spokesperson for HSEEB when appropriate;
- Represent HSEEB 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 effectively and efficiently, bringing impartiality and objectivity to the decision-making process;
- Ensure that Trustees are fully engaged and take informed collective decisions in the best interests of HSEEB;
- Foster, maintain the existence of constructive relationships with and between the Trustees;
- Work closely with the Team Manager so meetings are well planned, meaningful and reflect the responsibilities of Trustees;
- Monitor board decisions so they are implemented in a timely fashion.

Relationship with the Team Manager and staff

- Establish and build a strong, effective and constructive working relationship with the Team Manager, so they are held to account for achieving agreed strategic objectives;
- Develop and maintain an ongoing open and supportive relationship with staff and volunteers and to speak to them regularly about successes, concerns, and challenges;
- Regular supervision together with completion of annual appraisal and remuneration reviews for the team in consultation with other Trustees.

The Chair will be able to:

- Operate at a senior strategic leadership level within an organisation;
- Speak confidently and persuasively to an audience;
- Chair meetings and events in an engaging way;
- Build relationships and network for the benefit of HSEEB, listening and engaging effectively;
- Foster and promote a collaborative team environment;
- Commit the time needed to conduct the role well.

And will have:

- A strong personal commitment to the aims, objectives and ethos of Home-Start and the strategic objectives of HSEEB;
- Strong interpersonal skills;
- Experience of charity governance and working with, or as part of, a Board of Trustees;

- A strong track record of personal achievement;
- Strong leadership skills, ability to motivate staff and volunteers and bring people together;
- Experience of delivering presentations and managing stakeholders;
- A broad understanding of charity finance issues and reading financial reports;
- A good understanding of charity governance issues.