

## Chair of Trustees role profile

<b>Title:</b>	Chair of Trustees
<b>Location:</b>	Exeter and Hybrid

### Key responsibilities:

- Leading the Board of Trustees, ensuring its overall effectiveness in all aspects of its activity and responsibility. These include, particularly, developing and maintaining a clear strategy and monitoring its achievement, ensuring high levels of accountability and probity and practising exemplary corporate governance.
- Chairing meetings of the Board of Trustees and the Foundation including setting agendas for their meetings, in conjunction with the Chief Executive, and ensuring constructive relations between the two bodies and with the Senior Leadership Team.
- Ensuring that all Trustees are able to participate fully in the work of the Board and are supported in developing and maintaining appropriate knowledge of the charity's services, policies and goals.
- Ensuring that effective processes and procedures are in place, to monitor compliance with all relevant legislative and statutory requirements and ensuring that the charity remains in compliance with its Articles of Association.
- Establishing an effective and constructive relationship with, and providing oversight and support to the Chief Executive.
- Conducting an annual performance appraisal for the Chief Executive with input from staff, external stakeholders and Board members.
- Ensuring that the performance of the Board is reviewed annually and that there is a meaningful development process in place.
- Representing the charity at key external events in coordination with the Chief Executive.
- Developing and maintaining relationships with key external bodies and individuals to further the interests of the charity.
- Monitoring disciplinary and appointment processes as appropriate.
- Acting between meetings of the Board to authorise urgent action to be taken intra vires, and signing legal documents in accordance with Board approved mandates.

## Chair Person Specification:

### Essential

- Extensive experience of providing senior leadership ideally in service-focused organisations.
- An experienced Chair who shows comfortable familiarity with Board processes and procedures, coupled with the ability to draw out the contribution of all participants.
- Ability to function effectively and credibly at a strategic level in the sectors where Step One operates, and a good understanding of
- Corporate Governance, Charity Trusteeship and Risk Management.
- Sound judgement, integrity and independence. Highly developed people skills, with a strong ability to form constructive relationships with people from all backgrounds.
- Clear understanding of the difference between Executive and Non-Executive roles at Board level.
- Ability to foster open and constructive debate to which all members of the Board can contribute.
- Ability to articulate and build, with the Trustees and the Senior Management of the charity, a common vision for the future of the charity.
- Politically astute, with strong negotiating skills.
- Commercial acumen, and/or commercial sector experience.
- A commitment and passion for Step One's vision and goals.
- Time and availability to fulfil the needs of the role.

### Desirable

- Experience of working with an organisation undergoing major organisational change, diversification, market repositioning and growth.
- Experience of developing trustees.
- Experience of developing partnerships and overseeing mergers and acquisitions.
- The ability to create a culture of accountability while providing constructive mentoring and support.
- Based in, or ability to be based in, South West England with experience and networks beyond this area.

## General Information

### Confidentiality

The post holder will maintain appropriate confidentiality of information relating to Step One, individuals and service-user information. The post holder must comply with all aspects of the Data Protection Act.

### **Equality and Diversity**

Step One is committed to achieving equality of opportunity for all staff and for those who access services. The post holder must work in accordance with equal opportunity policies and procedures and promote the equality and diversity agenda of Step One.

### **Recovery**

It is a requirement of all employees to have an understanding of the broad principals of the Recovery Approach and to incorporate them into every aspect of their work. Step One's aim is to provide services that support people's recovery by promoting social inclusion, self-management, personal autonomy and independence.

### **All employees/trustees should be aware of Step One's mission, vision and values:**

- **Mission:** We support people to build a pathway to independence, live a fulfilling life and reach their own potential through a range of specialist mental health and wellbeing services.
- **Vision:** A society that values mental health and wellbeing and where everyone can thrive in their local community.
- **Values:** Valuing everyone. Being compassionate. Working together. Making a difference. Being adaptable.

### **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, service users and visitors.

### **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with charity policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.