

# Chair of the Board of Trustees: Role specification

## Job purpose

The chair will provide strategic leadership to the board of trustees and support the chief executive in broadening SCIE's reach and impact as the social care sector's improvement body. The chair will focus on strategy; effective governance; and improving the performance, impact, and commercial development of SCIE.

The chair will lead the Board of Trustees to ensure that the charity:

- has a clear vision and strategic direction and is focused on achieving these
- Board focuses on organisational performance and financial sustainability and its corporate behaviour has a positive impact
- complies with all legal and regulatory requirements
- takes due care over the security, risk, deployment and proper application of the charity's assets
- follows the highest possible standard of governance
- Trustees fulfil an effective ambassadorial role for SCIE, and are utilised effectively as such to build relationships in both the statutory and independent sectors
- engages with all key stakeholders including practitioners, people who use services, carers, policy makers, and commissioners.

## Duties

The duties of the Chair will be to:

- formally chair meetings of the Board of Trustees
- determine the agenda for Board meetings, in consultation with the chief executive
- authorise action to be taken between Board meetings
- focus on the development of the Board, ensuring it is effective and fit for purpose
- meet regularly, and set the objectives for, and carry out the appraisal of, the chief executive
- hold the chief executive and directors accountable for the overall performance and delivery of SCIE's short, medium and long term plans
- represent SCIE at the highest level, engaging with key stakeholders, opinion formers and decision makers
- represent SCIE externally and help build its brand and public image, as determined in consultation with the chief executive.

## Person Specification

You should be able to demonstrate and provide evidence of the following criteria listed under Part One within your written application. These will be tested further at interview, along with the criteria listed under Part Two:

### Part One

Provide evidence in written statement and at interview.

The successful chair will be able to give evidence of the following:

- 1 A strategic leader with a strong track record of success and achievement in their own field.
- 2 Significant experience as trustee, and preferably as a chair, with a track record of board development gained within either the charitable, public or private sector.
- 3 Exceptional communication skills, with the ability to inspire, inform and engage a wide range of audiences including the media.
- 4 Politically astute with significant experience of engaging with a wide range of diverse opinion formers and decision makers.
- 5 Commercially astute with experience of building growth strategies and their implementation.
- 6 A successful track record of organisational development and cultural change
- 7 Demonstrable experience of building and sustaining relationships and developing and maintaining successful collaborations and forging partnerships.

### Part Two

To be tested at interview.

- 8 A strong understanding of the social care sector and empathy with its values and stakeholders.
- 9 Intellectually robust with the ability quickly to assimilate and prioritise complex information.
- 10 A sophisticated understanding of leadership, management and governance and the respective roles of the chair, trustees and the executive team.
- 11 An entrepreneurial outlook with ability to manage risks and take decisions.
- 12 Resilient with the ability to handle tensions, conflicts and reach consensus.
- 13 The ability to maintain independence of thought and judgment.
- 14 An understanding of, and commitment to, the values of accountability, equality, probity and openness.