
If you are ready to lead an ambitious national education charity seeking to transform our education system and improve the educational opportunities and life chances of disadvantaged children and young people

Now is the time to speak up...

Voice 21 is the national oracy education charity.

Children's spoken language skills are one of the strongest predictors of their future life chances. Yet too many disadvantaged children arrive at school with poor communication skills, already behind their more advantaged peers. Left unaddressed, this gap grows rather than diminishes.

Now an independent charity, we are poised to become a powerful force in UK education. We are looking for an exceptional leader to become our first Chair of Trustees and lead us into the exciting next phase of our growth in scale and impact.

Role Description and Person Specification

Title: Chair

Location: London (with occasional UK travel)

Time commitment: Approximately 2-3 days per month

Remuneration: This role is unremunerated. Travel expenses as well as other out of pocket expenses will be reimbursed.

Purpose

Board members are responsible for overall governance of the organisation, including oversight of its strategic direction and financial management.

The purpose of the Chair role is to provide leadership to the Board and Chief Executive to ensure that Voice 21 remain a robust, dynamic and sustainable charity. The Chair has the leadership role in ensuring the Board of Trustees fulfils its governance and other responsibilities. The Chair must work closely and constructively with the Chief Executive, other Trustees and other stakeholders.

Key Responsibilities will include:

- To Chair the meetings of the Board and ensure they are conducted efficiently and effectively to enable the charity to be properly governed in the long-term interests of Voice 21.
- To ensure that Trustees work together effectively as a team and all actively participate and contribute in meetings, bringing together diverse views, building



consensus, setting clear objectives and plans and monitoring decisions and actions are implemented. Additionally, to ensure the business of Board committees is reported appropriately.

- To provide strategic leadership to Voice 21 in collaboration with the Chief Executive and the Board of Trustees and giving direction to policy and strategic decision making.
- To inspire the Board, Chief Executive and those within and outside of Voice 21 through the promotion of the organisation's vision, mission and values.
- In partnership with the Chief Executive, ensure the charity has a clear vision, mission and strategic direction and the Chief Executive, Trustees and teams are aligned and focused on achieving these.
- To develop effective working relationships with the Chief Executive and other members of staff to promote and enhance outstanding governance of Voice 21 by visiting Voice 21 on a regular basis, between formal Board meetings, for briefings and discussions and to constructively question and provide support and guidance as appropriate.
- To provide support and challenge to the Chief Executive on behalf of the Board and to ensure the duties are carried out effectively and appropriately.
- To leading the process of establishing the Chief Executive's annual objectives and targets and the process of appraising their performance.
- In close consultation and partnership with the Chief Executive, agree respective roles in representing Voice 21 at external functions, meetings with senior stakeholders and key contact for the media and press (including Funders and partner organisations).
- To oversee development and delivery of the charitable aims through the strategic plan, as agreed by the Board
- To lead the development of an effective Board and system of governance for this newly independent charity
- To act as a figurehead and ambassador for Voice 21, advocating and influencing on behalf of the charity and our work
- Work with other Trustees to ensure that Voice 21 remains financially stable and that robust financial control and risk management systems are maintained



- To ensure that Voice 21 is compliant with all legal, financial, reporting and other requirements.

Time Commitment:

- The Board meets 4 times a year with an annual away day
- The Chair will have regular meetings with the Chief Executive and with other team members.
- The expected time commitment is 2-3 days per month.

Person Specification

Candidates will be of exceptional calibre, with a breadth of leadership experience in a commercial, public sector or not-for-profit organisation, who can guide the strategic development of Voice 21 as it grows its scale and impact as an independent charity.

We are seeking candidates with:

- A passion for and commitment to Voice 21's vision, mission and values and to promoting the importance of high quality oracy education for children. An interest in the education system and desire to improve outcomes and opportunities for disadvantaged students in schools across the UK
- Experience of operating as an effective chair and ability to chair, a diverse Board of Trustees in governing an organisation and demonstrating a commitment to the importance of diversity as part of good governance.
- Executive management and strategic leadership experience with evidence of successfully leading an organisation through significant growth, change and cultural development.
- An ability to help raise the profile of an organisation as an ambassador and being the spokesperson at events, meetings, functions and in the media. Experience supporting fundraising as an ambassador.
- Excellent communication and interpersonal skills, able to represent Voice 21 and its work to key stakeholders including funders, policy makers and beneficiaries and inspire audiences with clear and compelling messages about Voice 21's work and impact.
- Experience of providing strategic advice and sound judgement on complex issues.
- Ability to collaborate, support and build relationships with internal and external stakeholders.
- Time and enthusiasm to dedicate to the role of Chair. The commitment to prepare for and attend Board meetings; represent the organisation regularly; and to



interact with the Chief Executive for supervisory meetings as required and to conduct annual performance reviews for the CEO and Trustees.

- Understanding of and ability to promote effective governance practices in the context of a registered charity and a commitment to Nolan's seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

You'll love this job if...

- You are motivated by the challenge of taking a small but successful newly independent charity to a new level of scale and impact.
- You have the vision, energy and enthusiasm to build a Board that can be the best in the sector.
- You believe that education has the power to change lives and want to be part of changing education.