

Amazing people... doing amazing  
things... everyday



Become our next

**Board of Trustees Chair**

**Candidate Job Description and Person  
Specification – April 2021**

Alternative Futures Group (AFG) Board of Trustees

Alternative Futures Group Ltd, Lion Court, Kings Drive, Kings Business Park,  
Prescot, Merseyside, L34 1BN

# Be part of our amazing team as our Board of Trustees Chair

## Role Information

### General Information about the Role

Our Chair is responsible for the leadership of the Board for setting the Board's strategic direction, creating a culture of accountability, improving performance and in ensuring the highest standards of probity and governance.

As a large, successful charity in the region but one without a significant public profile, we have often described ourselves as the charity world's "best kept secret". In order to meet our aims and drive forwards our ambitions we no longer want to be a secret!

We are proud of what we do and the difference we make in people's lives, and our new strategy includes the aim to raise our profile and elevate our clients' voices in the public sphere.



In order to drive forwards our Strategic Plan, and enable and empower our people to do amazing things, the Board is looking to appoint a new Chair, due to the term of our current Chair ending.

To lead our organisation we are seeking a dynamic, experienced Chair with significant successful experience of building effective networks, relationships and partnerships to further our organisational objectives, whilst maintaining our strong reputation with our regulators and commissioners.

# Terms of Appointment

## Terms of Appointment

Under Alternative Futures Group's governing documents, trustees are appointed for fixed terms of up to 3 years, and may be re-appointed for a further term of up to 3 years.

The Chair, who is a member of the trustee body, can be appointed by the trustees to hold office for periods of 3 years, and is eligible for re-appointed for a further 3 year period (as above) provided their term of office as a trustee allows this.

No Chair will be appointed for more than two terms of office.

Candidates should be available for approximately 3-4 days a month, worked flexibly

Remuneration of up to £15,000 per annum may be available for the role, depending on candidate experience, suitability and availability.

## Eligibility Criteria

There are circumstances in which an individual will not be considered for appointment as Chair. These include anyone who:

- Has in the last 5 years been employed by Alternative Futures Group
- Has ever been employed by Alternative Futures Group as Chief Executive Officer, Executive Director, Assistant Director or in any post equivalent to a senior management role.
- Has family ties or other close relationships within the organisation (whether those are with staff or service users)
- Holds directorships/relationships with other organisations that could be deemed to constitute a significant conflict of interest
- Has any material business relationship with the organisation.
- Has other significant conflicts of interest
- Is disqualified from serving as a Trustee or a company director, for whatever reason, or has ever been removed from the trusteeship of a charity
- Is the subject of a bankruptcy restriction order or interim order
- Has received a prison sentence, or a suspended sentence of 3 months or more

No person can be appointed to the Chair of Alternative Futures Group unless they are a Trustee of the organisation. For the avoidance of doubt, the successful candidate chosen by the selection panel, once endorsed by the Board, will at that point also be elected as a Trustee (if not already a serving Trustee). The new Chair's term of appointment as Trustee will to be in line with the governing documents of Alternative Futures Group.



# The Role of Chair

## Role Profile: Chair of the Board of Trustees

### Job Purpose

The Chair of Trustees is a member of the Board of Trustees. They are responsible for the leadership of the Board and for ensuring its effectiveness in all aspects of its role. In addition to the same responsibilities, duties and tasks as those of a trustee<sup>1</sup> the Chair plays a leading role in setting the Board's strategic direction, creating a culture of accountability, improving performance and in ensuring the highest standards of probity and governance. The leadership role of this appointment is very significant and will be supported by an individual annual appraisal of the Chair.

### Principle Accountabilities

**The position of Chair carries the following specific key responsibilities:**

- To ensure the good governance of the Charity, the effective functioning of the Board of Trustees to the highest standards complying with the Nolan Principles; providing effective Board leadership to deliver our Vision, Mission and Service Users Promise.
- Effective strategic oversight of the charity including objective scrutiny of the Charity's affairs including sub-committees, the Executive and its functions.
- To act as an ambassador for the organisation, promoting our interests regionally and nationally, raising our profile and promoting the interests of our service users.
- To safeguard the long-term future of Alternative Futures Group, supporting the development of strategies that adapt to the changing market, diversification of services and new business opportunities.
- To develop and maintain a strong working relationship with and to hold the Chief Executive Officer to account for the development of strategy and effective service delivery to meet the organisation's strategic aims and objectives.

**In addition, it is the responsibility of the Chair to:**

- Ensure a strategic, external focus personally and for the Board; building a network of key relationships to further the organisation's strategic aims and objectives
- Build and maintain a sound understanding of and networks within the sector

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<sup>1</sup> See job description for Trustees



- Chair and co-ordinate Board activities, agreeing Board agendas taking full account of the views of all board members
- Manage the board to ensure active participation, positive, informed contributions, clear and informed decision making, and effective accountability
- Ensure (supported by the CEO, the Company Secretary and the Executive) a comprehensive and effective training and development programme for Trustees
- Ensure active engagement by all individual Trustees, high performance of the Board as a whole and of its committees, including annual evaluation of performance

**In order to ensure effectiveness, the Chair will also:**

- Encourage a dynamic, pro-active, passionate and forward-looking Board culture; promoting informed, constructive and critical decision-making and participation.
- Promote a culture of openness and debate, with effective relationships and constructive communication between Trustees and the Executive.
- Build an effective and balanced Board with clear succession planning.
- Ensure a clear structure for the effective running of the Board and its Committees.



# The Person Specification

## Person Specification: Chair of Board of Trustees

### Experience:

- Considerable successful experience as a trustee or non-executive Board member, including Committee membership and delegated governance, or equivalent transferable experience.
- Substantial recent and relevant executive or non-executive experience at an appropriate senior level in a similarly complex and successful organization.
- Substantial successful commercial sector experience that adds to the diversity of experience on the Board; exposure to mergers and acquisitions would be an advantage.
- Significant successful experience of building effective networks, relationships and partnerships to further organisational objectives
- Successful experience of significant organisational growth and transformation
- Successful track record of ensuring a performance management culture at Board and Executive level in a people-centred, value-led but commercially focused business
- Success as an organisational ambassador in a comparable role or organisation

### Knowledge and Ability:

- A deep understanding of the role of a non-executive and Chair of Trustees including strategic oversight, constructive challenge and support to the Executive
- Broad understanding of the legal, statutory, governance, political and economic issues facing third sector organisations or the ability to develop this
- The ability to stimulate innovation and challenge personally and through networks
- An insightful understanding of the current market and environment in which the Charity operates; able to maintain and adapt this to changing environments, market conditions and organisational circumstances
- A highly effective communicator, able to build strong, effective and positive relationships; credible, with impact, winning confidence and respect



## **Personal Attributes:**

- A fundamental commitment and belief in the work, the values and the charitable aims of the Alternative Futures Group.
- A considerable regional or national reputation within their field
- Sensitivity to political, environmental and social issues, with a commercial focus
- Strategic leadership skills
- Strong values, integrity and high ethical standards in line with Alternative Futures Groups Vision, Mission, Values and Service Promise, with the ability to inspire and lead the Trustees and the organisation to put these into practice.
- Vision, commitment, sound judgement and innovative
- Passionate about promoting and addressing the needs and interests of our Service Users

