



Role Description and Person Specification

Chair of Trustees

Role Description

Role purpose:

Providing leadership to the Board and Chief Executive to ensure the Children's Hospital Charity (TCHC) remains a dynamic, robust and sustainable charity.

Overall responsibility:

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 key stakeholders.

Key responsibilities:

- Providing leadership to the Board of Trustees in setting strategy, agreeing policy, monitoring performance and ensuring effective governance of TCHC.
- Maintaining an overview of TCHC's affairs and the external environment in which it operates.
- Planning the annual cycle of AGM, Board and Committee meetings.
- Acting as an ambassador for TCHC by representing the charity at functions, community meetings & media events etc.
- In consultation with the Chief Executive, setting the agenda for Board meetings.
- Chairing and efficiently conducting business at meetings and ensuring all Trustees effectively contribute to discussions and decision making.
- Ensuring there is good communication with and between Trustees, both within meetings and beyond.
- Ensuring there is good communications and relationship with Sheffield Children's NHS FT.
- Establishing and maintaining an effective system for the Board to appraise its own performance.
- Establishing and maintaining a strong and constructive working relationship with the Chief Executive, ensuring he or she is held to account and supported in

achieving strategic objectives and operational and financial targets.

- Leading the process of establishing the Chief Executive's annual objectives and targets and the process of appraising their performance.
- Fulfilling all the responsibilities and duties of being a Trustee

Person Specification

We are particularly looking for a Chair who has a strong connection to the region and has the following experience, knowledge, qualities, skills and abilities:

Experience

Essential:

1. Highly credible with experience of senior leadership within multi-faceted organisations (whether public, private or third sector). The ability to provide robust leadership to the board of Trustees and to support, challenge and work with the CEO, leadership team and staff.
2. Relevant experience of chairing boards and/or committees in the charity sector.
3. Experience of leading an organisation through successful and impactful growth, change and development.
4. Experienced in developing and sustaining strategic partnerships.
5. Experience as an effective ambassador/representative for an organisation with the relevant experience to represent TCHC appropriately and effectively at a number of levels, including public speaking, making new contacts and developing relationships.

Knowledge, qualities, skills and abilities

6. A passion for, interest in and commitment to TCHC's work
7. Strong commercial and financial acumen.
8. Excellent communication and interpersonal skills – able to liaise widely with a wide range of stakeholders and audiences.
9. Excellent analytical ability, able to analyse complex information, exercise good independent judgement and ability to guide rational decision making.
10. Capacity for clear, creative and strategic thinking and vision.
11. Skilled at bringing people together to generate a strong team spirit, able to work collaboratively, build consensus and encourage decision making.

12. A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the Charity.