

Chair of Helen & Douglas House

Role Description

Purpose of the Role:

The Chair will hold the Board of Trustees (the Board) and the Executive Team to account for Helen & Douglas House (the Charity)'s mission and vision, providing inclusive leadership to the Board, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the organisation. The Chair will also support the Chief Executive Officer (CEO) and ensure that the Board functions as a unit and works closely with the Executive Team to achieve agreed objectives. They will act as an Ambassador for and public face of the Charity as required in partnership with the Chief Executive.

Principal Responsibilities:

Governance and Board effectiveness:

- Chair Board meetings ensuring effective governance, decision-making and compliance with legal and regulatory requirements.
- Maintain an open, inclusive and learning culture for the Board including periodically reviewing governance arrangements, Board and Trustee effectiveness and whether the Charity is meeting its aims, objectives, vision and strategy.
- Work closely with the Board, enabling a culture of transparency, accountability, collaboration and open communication, harnessing different views and opinions.
- Focus on the development of the Board and ensure that the performance and contribution of individuals, the Board and its committees are evaluated annually.
- Work with the CEO to ensure that there is effective succession planning in place to retain and sustain continuity at Trustee level taking into account Trustees' relevant skills and experience.

Strategic Leadership:

- Collaborate with the Board, the Executive Team and stakeholders in the development, implementation and subsequent monitoring of long-term strategies that advance the Charity's impact and financial sustainability.
- Ensure that the Board operates within its charitable objectives, upholds the values and reputation of the organisation and provides clear strategic direction for the Charity.

Working with the Chief Executive

- Appropriately support and challenge the CEO whilst respecting boundaries between the roles.
- Work with the CEO to set Board Agendas to ensure effective Board consideration of relevant matters.
- Conduct an annual performance appraisal of the CEO holding them to account for their performance, effective leadership of the organisation and overall delivery in their role.

Engagement, Representation and Advocacy:

- Where required, represent the Charity with key stakeholders including major donors, funders, and public policy makers.
- Act as an Ambassador for the Charity and when required maintain close and productive relationships alongside the CEO with key external stakeholders
- Champion Helen & Douglas House supporting and helping to identify new opportunities for increasing fundraising, influence and impact.

Person Specification

Knowledge and Experience:

- Significant experience as a Non-Executive Director, ideally with experience as a Chair of either a Board or Committees.
- Substantial leadership experience within a public sector or commercial organisation.
- A strategic leader with relevant existing networks that will maximise new opportunities for Helen & Douglas House (the Charity).
- Strong commercial acumen/awareness with experience of supporting organisations through growth and change.
- Proven experience in building an inclusive culture alongside a strong personal commitment to equality, diversity and inclusion.
- An understanding or awareness of the third sector, care and/or health care is desirable
- (Desirable) A strong relationship with the Oxford and Thames Valley area
- (Desirable) Experience or understanding of philanthropy and fundraising

Skills and attributes:

- A seasoned, values driven leader with gravitas, integrity, humility, humour and compassion.
- Ambitious and visionary leader with strong credibility and a natural champion for causes within the charity sector.
- A good understanding of balancing risk with ambition based on sound judgement.
- A clear appreciation of the respective roles of Chair and CEO.
- Good listening skills and the ability to encourage all participants to contribute effectively.

Personal style:

- Supportive, collaborative and challenging.
- A strong ambassador and champion who can role model the values of the Charity.
- An excellent communicator with strong interpersonal and influencing skills.
- Confident, grounded and self-aware.
- Committed, diligent and engaging.
- An appreciation of the needs of families beyond the medical, such as practical support, social and spiritual.

Terms of Appointment:

Salary: This role is unremunerated, although reasonable expenses may be claimed.

Term: up to 3 successive 3 year terms to a maximum of 9 years.

Time commitment:

- Although this will vary, we anticipate this will amount to two to three days per month.
- There are four Board meetings per year, plus preparation, review of materials and other Trustee engagements as appropriate.
- Annual Strategy Day with full Board and Executive Team
- Meeting with the CEO on a regular basis
- Representing the Charity at high profile events, functions and public engagements to enhance its reputation and partnerships.

Location: Oxford and Hybrid with a blend of Virtual and face to face meetings.