

**Information for Candidates**

**Chair Recruitment**

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**OUR VISION** is to empower families to build resilience and find hope for their future. As an organisation we are committed to our vision to empower families to build resilience and find hope for their future. Aligning to the National Performance Framework outcomes and values, we are dedicated to providing the essential conditions of love, respect and understanding. The activities and opportunities we provide for families are influenced by the voices of the families themselves, communities, and volunteers. Along with political, social, economic changes, we will work collaboratively with partners to support and develop families, helping them flourish and reach their potential in an ever-changing world.

**OUR MISSION**

We work alongside families and volunteers, supporting them to grow in confidence and resilience, improve mental wellbeing whilst strengthening relationships within the family and in the wider community.

**We will**

* Keep Children safe, happy and nurtured through earliest intervention.
* Engage and develop communities.
* Ensure the future success and long-term viability of the service.

**Home-Start Glasgow North & North Lanarkshire**

Home-Start GN & NL works to support families with young children who are facing difficulties. We recognise the ongoing challenges of raising our children in the safest and most nurturing of environments whilst coping with the stresses of ill health, isolation, disrupted relationships, poor & insecure housing, financial insecurity, trauma, abuse, and loss. We are passionate and committed to improving the lives of the children and families we work alongside. We understand the importance of early support and the benefits positive, trusting, relationships can have on family life including an understanding of the impact and complexity of poverty and intergenerational trauma. Our services focus on empowerment, and we want to give children the best possible start in life and therefore we support children and families individually according to their needs.

After many years on the boardour current Chair of the Board of Trustees is standing down and we are therefore seeking a dynamic and experienced new Chair to help guide us as we continue to deliver our ambitious strategic priorities and goals to transform the lives of children.

Applicants should have the values, experience, and passion to lead at a time when our support is needed more than ever. The successful candidate will be inspiring and inclusive and will provide strategic leadership and direction to a strong and experienced Board of Trustees to ensure the ongoing delivery of governance for Home- Start Glasgow North and North Lanarkshire.

They will also be expected to work in partnership with and provide support to the Director as well as maintaining a relationship with staff, trustees and stakeholders. Experience of operating at a senior level in Corporate, Public or Third sector environments would be an advantage. Significant experience as a Trustee, particularly as Chair or Vice Chair, would also be beneficial, as would strong knowledge of the demands and complexities of board-level Governance. The position requires excellent collaboration and interpersonal skills.

Home-Start GN & NL understands the importance of representation and is eager to ensure that the Board reflects the families, stakeholders, and staff which it represents and welcomes expressions of interest from all individuals who have the experience and expertise needed to help direct and shape the organisation for the future. The board particularly welcomes people with lived experience of discrimination from ethnically diverse communities, LGBTQIA+ communities and those with a disability.

This is an unpaid position; however reasonable travel expenses are reimbursed.

The Board is currently made up of 8 members and meets one evening every 6 weeks. Approximately 2-3 days will be required each week.

 Closing date for applications is 7th November 2022. Interview date to be confirmed.

For a confidential discussion about the opportunity, please contact Anita Heyes 07792012862 or Gill McInnes (HR Lead).

**Person Specification**

**The Role and Responsibilities of the Chair of the Board**

The Chair will support the Director and the organisation to meet its charitable and strategic objectives and will be required to provide leadership to the Board. They will ensure that Trustees fulfil their duties and responsibilities for the governance and strategic direction of the charity, as well as complying with the relevant statutory obligations and regulations. Internally they will foster positive working relationships between the Board and Senior Management Team, and externally they will carry out ambassadorial functions for the charity, helping it to develop its profile and representation with all relevant stakeholders.

**Key responsibilities:**

Strategic Leadership

• In collaboration with the Director and senior management team, provide vision, leadership of HSGN & NL, ensuring effective delivery of the charity’s strategic plan.

• Ensure that the Board fulfil their duties and responsibilities for the effective governance of the charity within all relevant legislation.

• Liaise between Board meetings with appropriate staff to ensure that any requirements for action or authorisation are carried out timeously.

• Monitor the implementation of decisions taken at Board meetings.

• Chair the AGM and the Board meetings

•Build and maintain a cohesive, diverse, and inclusive Board ensuring the effective recruitment, induction and training of Trustees.

• Ensure the annual evaluation of Board effectiveness and take actions resulting from the feedback and conclusions.

• Provide leadership in ensuring that Trustees take opportunities, where possible, to visit services, attend some events and meet with staff, fundraisers, and users of the services.

• Be a visible public advocate for the charity and for Scotland’s children.

• Represent HSGN & NL at key events or meetings as required.

• Actively support and promote fundraising activities including networking with potential funders and influencers. Relationship with the Director and the executive leadership team

• Support the Director in the delivery of the strategy and act as a mentor in relation to the day-to-day activities of the charity.

 • Liaise closely with the Director to keep an overview of the charity’s affairs and provide support as required.

 • Lead the process of appointment and ongoing performance review, goal setting and professional development of the Director

• Lead and encourage the Board in challenging the Director and Leadership team constructively and supportively when necessary to meet the best interests of the charity

• Ensure that Board meeting agendas are focused on strategic matters and add value.

 • Ensure the meetings are structured and chaired effectively.

• Ensure that the Board receive accurate, timely and high-quality supporting information

• Ensure that all relevant matters are discussed, including committee issues

Personal Attributes

• Commitment to and understanding of the aims, principles, and values of the organisation.

 • An enthusiasm for the work of HSGN & NL and willingness to act as a champion for it.

• Preparedness to offer personal and business skills and experience to support the work of the staff when required.

•An openness to creativity and innovation and commitment to the organisation’s responsibilities for equality, diversity and inclusion.

• An ability to deal effectively with people at all levels and to build and maintain relationships of trust and respect with staff, trustees and stakeholders.

• Ability to demonstrate commitment to equality, human rights, and inclusion.

• Ability to absorb, evaluate and interpret complex information.

• Availability and commitment to attend meetings, functions and deal with business as required

Additional information

The successful candidate will have a handover with the current Chair for a period of time.

COMMITMENT REQUIRED

You will be required to attend all Board meetings, AGM and other board sessions as required. In addition to the meetings, the Chair must be available to provide regular supervision to the Director and attend other meetings and events as necessary. This is likely to require commitment of around 2 – 3 days per month on an average.

**Person Specification**

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| --- | --- | --- |
| **Personal Qualities** | **Essential**  | **Desirable**  |
|  | A strong passion and commitment to supporting the charity, its values, and strategic objectives | Strong networking capabilities which would benefit the charity |
|  |  Strong inter-personal and relationship building abilities |  |
|  | Ability to listen and engage effectively |  |
|  | Leadership skills |  |
|  | Commitment to diversity, inclusion, and equity. |  |
|  |  |  |
| **Experience**  | Previous Board membership, preferably as Chair or Vice Chair |  |
|  | Experience in a senior leadership role in public, commercial or third sectors |  |
|  | Significant financial or business experience with a relevant qualification | Experience of working in the Third sector |
|  |  | Experience as a volunteer |
|  |  |  |
| **Knowledge and Skills** | A good understanding of governance within the Third sector |  |
|  | A good understanding of financial issues within the Third sector |  |
|  | Competent public speaker and communicator |  |
|  | Strong financial analytical skills |  |
|  | Knowledge of child protection and welfare issues |  |
|  |  |  |

**How to Apply**

To apply for this position, please send your CV and supporting statement including details of 2 referees and your completed Declaration Forms and Equal Opportunities Monitoring Form to info@homestartgnnl.org.uk.

• Charities and Trustee investment (Scotland) Act 2005 Declaration Form

• Equal Opportunities Monitoring Form

 • Self-Declaration Form for Regulated Work with Children

If you have any queries about the application process, please contact Anita Heyes 07792012862 or Gill McInnes (HR Lead) 07786855652.