

COVID: AID

CHAIR

RECRUITMENT PACK

MARCH 2023



ABOUT COVID AID

Founded in 2021, Covid Aid is the leading UK-wide charity dedicated to providing a vital range of support to those most affected by the Covid-19 pandemic – ensuring they have somewhere they can turn to for help at any time, whatever their issues may be.

THE ROLE

Role title: Chair

Location: UK (remote with potential for in-person meetings)

Salary: N/A

JOB SUMMARY

Having in the past year become an innovative award-winning charity which has raised six figures and reached more than 250,000 people across the country – directly supporting thousands affected by Long Covid in the process through our online support community, which has received Scottish Government funding – we are seeking an enthusiastic and highly capable Chair who can help us continue our award-winning journey so far. The tenure is 3 years, with the option to renew for an additional two terms.

Covid Aid's Chair, along with the Board of Trustees are collectively responsible for:

- Ensuring that the charity is carrying out the purposes for which it is set up
- Regularly reviewing the performance of the charity and for its corporate behaviour
- Ensuring that the charity's governance is of the highest possible standard
- Utilising its resources responsibly, and meeting statutory accounting and reporting requirements
- Complying with all legal and regulatory requirements.

In addition, all Board members are invited to bring their own skills and experience to advise, collaborate and if necessary, to challenge, the Board, the Executive Director, and the wider team to achieve shared objectives. The Chair of Trustees will potentially also act as an ambassador and a public face of the charity in partnership with others within the organisation.

We are seeking a Chair with:

- Substantial expertise and practical experience ideally in one of these areas:
 - Healthcare charities (specifically those providing mental wellbeing services and/or healthcare advocacy)
 - Finance (or commercial skills)
 - Fundraising (including Corporate and HNWI's)
 - Legal
 - HR/Personnel
 - Administration/Operations
 - Volunteer management
 - *[Note: We are still open to applications from those outside of these areas with great skills and experience to offer]*
- Strong personal networks to help us with initial setup and funding
- An enthusiasm towards embracing innovative digital and forward-thinking solutions within the charity sector

RESPONSIBILITIES

Governance and Strategic Leadership

- Effectively lead the Board, and other meetings to ensure efficient and inclusive governance
- Contribute expertise and knowledge to ensure Covid Aid strategies, plans, systems and processes are appropriate to deliver Covid Aid's vision and mission
- Provide leadership and direction to the Board, holding both Board and Executive to account for the vision and objectives of the charity.
- Ensure each Trustee fulfils their duties, and responsibilities, acting in an inclusive way to ensure all can contribute effectively.
- Support and where appropriate challenge the leadership and ensure the Board functions well and works closely with the leadership, to achieve agreed objectives.
- Attend regular meetings (including quarterly trustee meetings plus bi-weekly catch-ups in first few months in the role, to advise and guide the leadership)
- Ensure decisions taken at meetings are implemented
- Work within any agreed policies adopted by the charity

External Relations

- Build and maintain relationships with key stakeholders in collaboration with the leadership, Board members, the senior team, and other relevant parties
- Be willing to act as an ambassador for Covid Aid (desirable)
- Act as a spokesperson when appropriate, including representing Covid Aid at external functions, meetings and events (desirable)

Expert Advice

- Learn about Covid Aid's technical strategies and programmes and look for opportunities where the charity could contribute more effectively, and/or could be adapted to be more useful in national and regional contexts
- Establish and build a strong, effective, and constructive working relationship with relevant staff, advisers and associates to ensure long-term strategies and ongoing technical work is up to date, well informed, and regularly reviewed
- Advise teams about opportunities within specific areas of existing expertise (for example, practical and policy engagement and fundraising, at national, regional and international)
- Be generally available to provide advice to Covid Aid

CANDIDATE PROFILE

Personal Qualities

- Demonstrate strong and visible passion and commitment to Covid Aid, its vision, aims, mission, and strategic objectives
- Relevant deep knowledge, practical experience, and personal contacts
- Strong interpersonal and relationship-building abilities and comfort in an ambassadorial role
- Tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to commit time to conduct the role well (including attending regular trustee meetings and other meetings/events as required)
- A commitment to Covid Aid's values, especially in our ambitions to be kind, compassionate, and trustworthy in how we run the charity, as well as inclusive and diverse in our approach and hiring policies

Experience

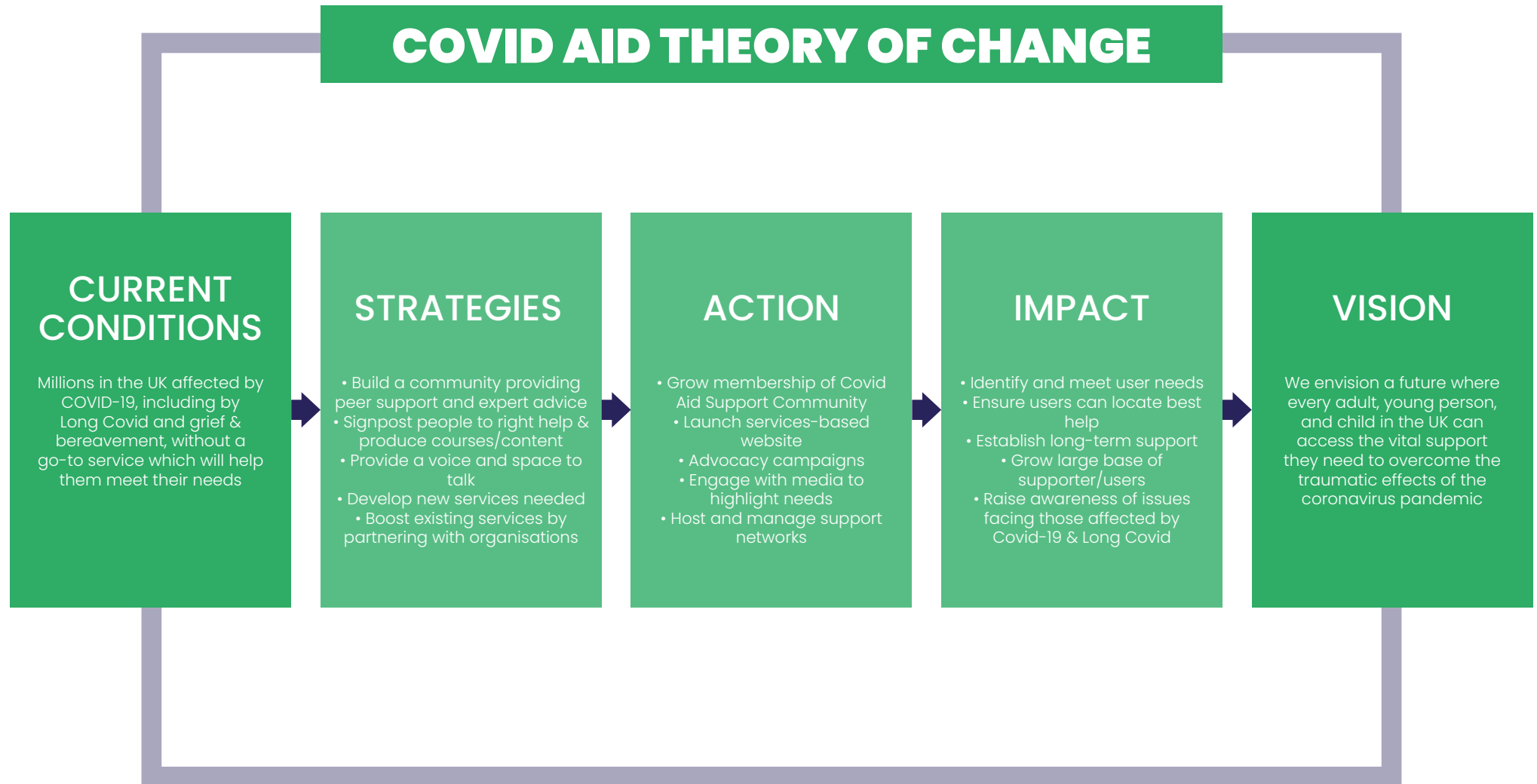
- Experience of charity governance as a Chair or Board member
- Experience of operating at a senior level within a relevant sector and organisation
- Successful track record of achievement throughout your career to date
- Some experience of external representation, delivering presentations and managing stakeholders is desirable

Knowledge and skills

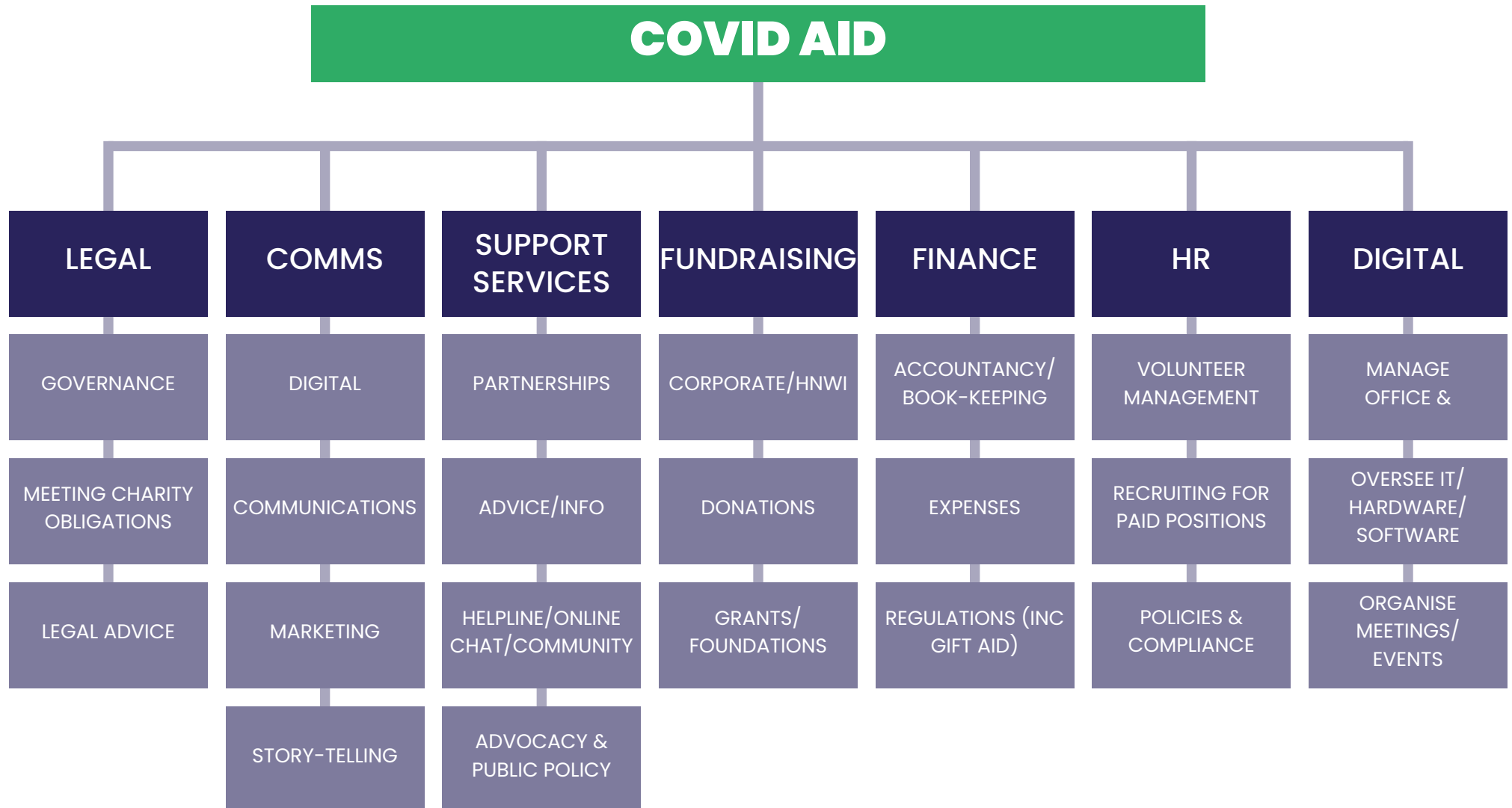
- An understanding and appreciation of the ways in which Covid-19 and changed and shaped our society, and in particular a positive recognition of the vital importance of a scientific and rational approach to providing solutions for pervasive issues such as Long Covid
- Specialist knowledge and understanding of the areas in which Covid Aid will be operating is desirable
- The ability to cooperate and work together with key senior stakeholders, and to carry out governance duties such as organising and running meetings, holding events, and potentially driving projects
- Existing knowledge of the charity sector is desirable

This list is indicative and not exhaustive. The Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

STRATEGY



COVID AID ORGANOGRAM



HOW TO APPLY

To apply for this post please email Founder and Interim Chair Michael MacLennan at michael@covidaidcharity.org with your CV and cover letter as two separate documents.

Michael is available for informal chats both before and after applications are submitted.

TIMELINE

Candidates are encouraged to apply as early as possible, as applications will be reviewed on an ongoing basis.

SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

EQUALITY STATEMENT

Equality and diversity are at the core of Covid Aid's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at michael@covidaidcharity.org in the first instance.

ABOUT COVID AID

Covid Aid is the UK's leading national charity dedicated to supporting all those most significantly affected by Covid-19. We are here for people throughout the pandemic and beyond on issues including Long Covid, grief and bereavement, and pandemic-related trauma.

Our innovative Support Community has been designed as a fully inclusive space to service the needs of all who have suffered – whoever they are, wherever they live, and whatever their circumstance – with a focus on the two million people in the UK with Long Covid, and the hundreds of thousands who have lost a loved one to coronavirus.

We provide dedicated one-to-one listening support, professional counselling, self-management courses, expert Q&As, tailored peer groups, resources packs, advice and information articles, and much more, so far reaching more than 250,000 people across the UK.

As a modern charity, we are also a platform for other charities, healthcare providers, grassroots groups, and other organisations. By working together we inform, boost, and promote the advice and services they provide.

Launched in 2021, we have been nominated for multiple awards including at the Third Sector Awards, Scottish Charity Awards, and StartUp Awards National Series, in categories including Charity of the Year and Rising Star. We won Best New Community at the CMX Global Community Industry Awards 2023.

Every single person in the UK has been significantly affected by Covid-19. By working together, we look towards a future in which every adult, young person, and child in the UK can easily find and access the vital support they need to overcome the traumatic and continuing effects of the coronavirus pandemic.