



Chair of Trustees - Role Description

ORGANISATION SUMMARY

MADE4U is a vibrant community organisation in the ML2 area of North Lanarkshire, founded through the collective action and community compassion of a number of local churches in 2006.

Our vision is to see a community free of isolation, low self-worth and lack of opportunity for change. Together, we see a community full of connection, of confidence, and ready for change. Motivated by our belief in God's love for us, it is our mission to work in the ML2 area to see people encouraged, empowered and engaged, making a real difference. Our main charitable aims are reduction of poverty and distress in the community in which we work, and to increase the health and wellbeing of those in the area, through community development, education, support and recreational activities. We are committed to partnership working, and the engagement and support of local volunteers.

Central to our work are our Five values: Believing in Difference, Acceptance, Refuge, Hope and Love.

We work through three departments:

Wellbeing: We provide over 18 different activities including befriending, emergency food, Community cafes, men's group activities, fuel support, onward referrals and a benefit/money advice service.

Children: We deliver work including awards, active play, family activities, holiday hunger clubs, Christmas and back-to-school-provision work, and aim to support the whole family.

Youth: We operate youth drop-ins, volunteering and employability work, schools engagement and wrap around support for young people and their families.

If you want to read more about these values and our work, our most recent annual report can be found on our website (<http://made4uinml2.com/about-us/annualreports>)

ROLE PURPOSE - CHAIR OF TRUSTEES

Charity Trustees are a group of people who ultimately exercise control over, and are legally responsible for, the charity. Our current Chair of Trustees is looking to retire having been involved with the organisation since its conception.

We are looking to recruit a new individual with the skills and experience to act as a figurehead for our organisation, lead the Board of Trustees while promoting good governance, and provide effective and empowering line management support to our charities Senior Manager.

TASKS UNDERTAKEN - CHAIR OF TRUSTEES

Act as a Figurehead

- The Chair of Trustees is a key ambassador for the charity. This may often be delegated to the Senior Manager of the charity, however there may be times when the Chair is required to attend a meeting/events as a spokesperson, give approval, or sign certain documentation
- Build and maintain positive relationships with key stakeholders and key influencers
- Alongside the Senior Manager of the charity, represent the charity and provide assurances to funders, around key governance areas like policy, safeguarding, and oversight.

Lead the Board of Trustees and Promoting Good Governance

- Ensure the Board of Trustees operates as effectively as possible, including leading to set meeting agendas, during board meetings, annual planning, Trustee inductions, on-going training and development of the board, and planning days
- Ensure the Board fulfils its strategic, financial and governance role in developing the charity while keeping a high level oversight and overview of Operational matters through reading reports and supporting the charities Senior Manager
- Ensure that the Board of Trustees make decisions in the best interest of the charity at board meetings, and at other key times
- Ensure minutes are taken, actions are noted and circulated afterwards for approval, and that each Trustee has appropriate behaviour and the opportunity to contribute
- Ensure the charity is managed effectively, considering risks. The Chair of Trustees will coordinate the Board and ensure appropriate policies and procedures are in place including when authority is delegated to the charities Senior Manager.
- Approve the charity's annual report and budget, liaising with Senior Management and nominated accountancy practice, where appropriate
- Drive the recruitment of new Trustees, considering succession planning, and in what areas the Board would benefit from additional experience, skills and expertise
- Encourage dialogue and participation from Trustees at all times, working as an effective team

Line Management of the charities Senior Manager

- Provide empowering, supportive and positive line management to the charity's Senior Manager, meeting regularly to discuss and agree work objectives and priorities, regularly tracking progress, troubleshooting, completion of annual performance review

- Providing additional practical or wellbeing support to the charity's Senior Manager when required, acting as a sounding board where both parties can speak openly around concerns, worries or any challenges
- Work closely with the charity's Senior Manager to consider succession and contingency planning as well as and understanding of risk for the charity
- When and if required, oversee the recruitment, induction and training of a new Senior Manager

SKILLS AND QUALITIES - CHAIR OF TRUSTEES

- Strong leadership skills, integrity, ability to think strategically and make decisions for the good of the organisation
- Excellent communication and personal skills, ability to build strong relationships with others, listen to the views of others, tact and diplomacy
- Excellent organisational skills
- Ability to work effectively as part of a team
- Understanding of the legal responsibilities and liabilities of a Trustee (training can be provided)
- Understanding and previous experience of charity governance and learning people towards a shared vision
- Willingness to engage over a variety of IT systems, including usage of Google Drive, Gmail, Slack and Zoom, for board business
- Willingness to devote the necessary time and efforts in their role, for the benefit of the organisation and the Board of Trustees

OTHER INFORMATION

The Board normally meets bi-monthly, usually online via Zoom and occasionally at the MADE4U IN ML2 Centre in Cambusnethan, Wishaw. It is important that the Chair of Trustees is able to visit the centre and be available to meet with staff on a regular basis. The commitment required of the Chair of Trustees is normally 12-16 hours per month.

A full induction and on-going training will be offered, as well as on-going support and incurred travel expenses. Ideally, the Chair of Trustees will commit to the role for a period of 1-3 years minimum, providing a level of stability to the Board of Trustees and the wider charity.



WHAT WE CAN OFFER YOU

- A rewarding volunteering experience with the opportunity to support and shape the work and strategic direction of a well respected, local charity
- The opportunity to use your skills and experience in a way that benefits the ML2 community
- Becoming a Trustee can be an ideal opportunity for personal growth and development, gaining experience in governance and leadership
- The opportunity to work closely with other stakeholders, meeting new people

HOW TO APPLY / FOR FURTHER INFORMATION

To apply for this role, please send an up-to-date copy of your CV to boardrecruitment@made4uinml2.com, along with a cover letter.

We welcome any enquiries regarding this position and would be happy to discuss it further with any interested parties. For further details, please contact Clare McCormack on 01698 384 030 or by email clare@made4uinml2.com

This role requires membership of the PVG (Protection of Vulnerable Groups) scheme. A conviction will not necessarily cause a barrier. However please note you are ineligible for this role if you are disqualified from being a Director of a company.