



Job Description - Chair of Trustees

Role specification

The Chair of Trustees is responsible for the leadership of the Board and for ensuring its effectiveness in all aspects of its role. In addition to the same responsibilities, duties and tasks as those of a trustee, the Chair plays a leading role in setting the Board's strategic direction, creating a culture of accountability, improving performance and in ensuring the highest standards of probity and governance.

Specific responsibilities include:

1. Providing strategic leadership of the charity, the Board, and the Committee.
2. To act as an ambassador for Edinburgh Nightline to external stakeholders.
3. To develop and maintain a strong working relationship with the Coordinators; providing support and managing performance and development; holding them to account for effective strategic development and day-to-day operations to meet the charity's strategic aims and objectives.
4. To meet with the Coordinators on a monthly basis, at minimum.
5. To chair and coordinate Board meetings and strategy days, agreeing the agendas in consultation with the Board Secretary.
6. To manage the Board to ensure active participation; positive, informed contributions; clear and informed decision making; and effective accountability.

Person specification

Essential

1. Relevant experience as a trustee or non-executive Board member, or equivalent transferable experience.
2. An appreciation of the strategic context in which Edinburgh Nightline operates, particularly as a small helpline operated by student volunteers.
3. Demonstrable experience of organisational development and growth.
4. Demonstrable line-management / mentorship experience.
5. Experience of building effective networks, relationships and partnerships to further organisational objectives.
6. Ability to work in a remote/hybrid format.

Desirable

1. Interest/knowledge of student mental health.
2. Experience working with students.
3. Experience in a helpline or similar working environment.