



### **Cobseo Executive Chair Brief**

Cobseo, The Confederation of Service Charities, is a membership organisation with 257 Full and Associate members working for the interests of the Armed Forces community. The mission of the Confederation is to use its collective strength to inform, guide and influence those who engage with the Armed Forces community through the facilitation and encouragement of cooperation and collaboration.

*“where the lives of the Armed Forces community beneficiaries are positively enhanced by the effectiveness, efficiency and delivery of support of the Armed Forces charitable community”*

### **Cobseo Key Messages**

- Being a single point of contact for interaction between our membership, government, local government, devolved administrations, the Royal Household and the private sector
- Promoting integrity and compliance amongst our members ensuring that standards of governance and the code of fundraising practice are surpassed
- Beneficiaries are the core focus of the activities of Cobseo and its members
- Collaboration and cooperation; bringing together organisations who work for the benefit of Armed Forces Community in England, Scotland, Wales and Northern Ireland; both inside and outside the sector
- Facilitation of meetings, sharing ideas and best practice between our membership within our cluster structure

In order to achieve this it has also has been agreed that members of the Cobseo should share the following values:

- Support to our beneficiaries - Always have the support of our beneficiaries as the principal focus of our activities.
- Cooperation - Readily embrace every opportunity to Cooperate and Collaborate with others to enhance the support given to our beneficiaries.
- Innovation - Search relentlessly for new ideas and practices that will add real value to our activities and have a lasting impact on our beneficiaries.
- Integrity - Operate with integrity to ensure that we are open and honest and always act in the best interests of our Beneficiaries.
- Accountability - Ensure that our standards of Governance are fully compliant with best practice.
- Compliance - Guarantee that all our fundraising activities are fully compliant with the current Code of Fundraising Practice and support our beneficiaries as valued members of society.

The Executive Committee comprises of CEOs of many of the well-known military charities. This person will need to persuade Committee members and to build consensus towards a common purpose.



### **Role Description.**

#### **Remuneration**

- The role of Chair is an Executive role and is accompanied by a salary of £40,000 pa plus reasonable expenses

#### **Time Commitment and Terms**

- The role of the Chair is part time. The basic requirement is 2-3 days per week, but some degree of flexibility is required.
- The appointment is for a fixed term of three years, which may be renewable or extendable by mutual agreement with the Cobseo Executive Committee.

#### **Location**

- Cobseo is based at Mountbarrow House, Victoria. The incumbent must be prepared to work flexibly in promoting Cobseo externally and to work from London from time to time in order to support the Executive team and execute his or her duties. He/she will attend events in sometimes unsociable hours where required

#### **Reporting to**

- The appointment will be approved by the Cobseo Executive Committee and reports to the Committee.

### **Principal Duties:**

#### **Strategic Leadership**

- To continue to develop the strategy of the organisation with the Executive Committee.
- To remain in contact with members, in order to be aware of emerging issues or matters of relevance to the Confederation, its members and the wider Armed Forces community.
- Along with the Executive Committee and Executive team, ensure the future sustainability of the Confederation.

#### **Governance**

- To act as the chair for the meetings of the Cobseo Executive Committee and the Cobseo AGM.
- To liaise closely with the Vice Chair and the Executive team to ensure that appropriate action is being taken to progress matters in which Cobseo is involved or should be involved.



- Cobseo is a Company Limited by Guarantee and the Executive Chair has a legal duty to ensure that appropriate levels of governance are in place and continually reviewed in line with good practice.

### **External Relations**

- To foster strong relationships with key stakeholders in order to further the interests of the Armed Forces community.
- To represent Cobseo at meetings, events and social occasions as required.
- The Executive Chair will seek to maximise their external role as the principal interface between the ex-Service community as a whole and key stakeholders including Government.
- The Executive Chair will be a member of various Government Committees and may seek to delegate to the Executive team or Committee members where appropriate.
- The role of Cobseo continues to develop alongside the varying strategies of the Armed Forces Community organisations and a key part of the Executive Chair's role will be to ensure that Cobseo remains viable as a membership organisation as well as impactful as the collective voice of those organisations.

### **Efficiency and Effectiveness**

- To lead and develop the small Executive Cobseo team in executing the strategic objectives.
- On behalf of the Executive Committee, to support the Executive team in developing the collaborative work and impact of the Cobseo cluster groups.

### **Personal attributes**

The role involves working with Confederation member Chief Executives in a collegiate and collaborative committee setting recognising the independence and specialist objectives of these charities. The aim to maximise the experience, knowledge and strength of the military charity sector for the benefit of the Armed Forces Community. Therefore, the incumbent will require the strategic reach, foresight and understanding which extends beyond that of a Chair of a single organisation.

We are seeking an Executive Chair whose leadership role incorporates a blend of diplomatic skills tempered with the ability to make progress for the Confederation and its members in relation to complex and sometimes competing issues. The ability to build long term partnerships and foster relations across the sector and with broader stakeholder groups is therefore essential, with evidence of a proven track record in high-level interpersonal skills, particularly in government circles. Also possessing a commitment to ongoing personal development ensuring currency and knowledge of key governance and compliance matters.

Engagement and influence at Ministerial and senior official level will be a central aspect of the role. The ideal candidate will be a consummate networker and influencer across sectors- acting as the conduit into, and the voice of, where appropriate, the military charity sector. Previous senior military or relevant civil



service experience, or an equivalent position in the service charity sector, is highly desirable, but not essential for the candidate who can demonstrate the broader credentials that accompany the role.

The Confederation also requires the individual to hold an appreciation of the challenges a membership organisation might face, balancing the continuing need to provide value for the membership body whilst ensuring the infrastructure and therefore organisation continues to remain current and financially sustainable.

**Competencies, Skills, knowledge and experience:**

- Able to operate at a senior strategic level
- Leadership skills with the ability to motivate staff and bring people together
- Significant experience of chairing multi-stakeholder groups
- Strong facilitator with influencing skills and the ability to promote collaborative working
- Financial acumen gained in a charitable and commercial setting
- Personal gravitas, tact and diplomacy
- Personal drive and resilience
- Strong public speaker
- Networking capabilities
- Good appreciation as well as an empathy for the military charity sector
- Understanding of Government departments and interfaces
- Understanding of the devolved administrations
- Good understanding of charity governance