**MISSION MOTORSPORT – THE FORCES’ MOTORSPORT CHARITY**

**Chair of the Board of Trustees/Trustees**

We are seeking outstanding individuals to help take the charity forwards and realise its ambitions in the coming 3-5 years, leading the Board and executive team in the overall governance and strategic direction. Applications are invited for the roles of Chair of the Board and additional trustees with financial, marketing/communications and fundraising experience are also sought.

Mission Motorsport is an award winning and vibrant young Service charity. It was founded in 2012 to formalise the delivery of an area of recovery sport – but further to improve the life chances of those who have served and their families, through engagement in the automotive industry. That mantra – Race – Retrain – Recover maps across to sport, training and vocational support and remains as true and relevant today as it did nine years ago. The charity has delivered a lot of engaging sport, but also helped many veterans and service leavers find new careers.

The charity is driven by a desire to harness effective collaboration in order to achieve greater impact – launching innovative mechanisms including Mission Automotive, an Armed Forces engagement initiative for the UK Automotive industry. It helps companies to access and retain ex-Forces talent, generating sustainable and relevant employment opportunities for service leavers, veterans and their partners. It is delivered by Mission Motorsport, the Forces’ Motorsport Charity in partnership with the Royal Foundation of the Duke and Duchess of Cambridge, and with The Society of Motor Manufacturers and Traders, supported by the Ministry of Defence.

Suitable candidates will need to demonstrate a history of successful senior leadership in the public or private sector. Commercial and financial acumen are essential alongside experience of high level advocacy and the management and influencing of senior stakeholders.

 Prior experience of charity governance is preferred and a clear appreciation of our mission, our work and that of the wider the military charity sector will be expected. The Chair is appointed for an initial two-year term.

**Expressions of interest should be sent to the CEO, James Cameron** **jc@missionmotorsport.org**

**THE ROLE – CHAIRPERSON – MISSION MOTORSPORT**

**Remuneration:**  The role of Chair is not accompanied by any financial remuneration.

**Location:** The Charity is headquartered in Oxfordshire.

**Time commitment:** Four Board meetings per year. The Chair is also expected to have regular meetings with the Chief Executive Officer and represent the Charity at various events and meetings with key stakeholders.

**Reporting to:** Board of Trustees (Executive Committee)

**Job Description**

**Objective**

The Chair will hold the Board and Executive Team to account for the Charity’s mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the Charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executive.

**Principal responsibilities**

**Strategic leadership**

• Provide leadership to the Charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries.

• Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity.

• Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity.

 • Ensure that the Board is able to regularly review major risks and associated opportunities and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks.

 • Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.

 **Governance**

• Ensure that the governance arrangements are working in the most effective way for the Charity.

 • Ensure the Charity’s governing document is reviewed on a yearly basis and that the Trustees understand it.

• Develop the knowledge and capability of the Board of Trustees.

• Encourage positive change where appropriate. Address and resolve any conflicts within the Board and avoid personal conflicts of interest.

• Appraise the performance of the Trustees and the Board on an annual basis.

 • Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively.

 • Work within any agreed policies adopted by the charity.

 **External Relations**

• Act as an ambassador for the cause and the charity.

• Maintain close relationships with key members of the automotive industry, the Government and with key influences.

• Act as a spokesperson for the organisation when appropriate.

• Represent the charity at external functions, meetings, and events.

• Facilitate change and address any potential conflict with external stakeholders.

**Efficiency and effectiveness**

• Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process.

• Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership.

 • Foster, maintain and ensure that constructive relationships exist with and between the Trustees.

 • Work closely with the Chief Executive to give direction to Board policymaking and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.

 • Monitor that decisions taken at meetings are implemented.

**Relationship with the Chief Executive and the wider management team**

• Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring s/he is held to account for achieving agreed strategic objectives.

• Support the Chief Executive, whilst respecting the boundaries which exist between the two roles.

• Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.

 • Liaise with the Chief Executive to maintain an overview of the Charity’s affairs, providing support, as necessary.

 • Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees.

• Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support.

 **Additional information**

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

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

**Person Specification**

**The Chair must also meet the following requirements**: -

Personal Qualities

• Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause.

• Personal gravitas to lead a growing national organisation.

• Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role.

• Demonstrate 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 foster and promote a collaborative team environment.

• Ability to commit time to conduct the role well, including travel and attending events out of office hours.

 Experience

• Experience of operating at a senior strategic leadership level within an organisation.

• Successful track record of achievement through their career

• Experience of charity governance and working with or as part of a Board of Trustees.

• Experience of external representation, delivering presentations and managing stakeholders.

• Significant experience of chairing meetings and events Knowledge and skills

• Broad knowledge and understanding of a broad range of industries and current issues affecting it.

• Strong leadership skills, ability to motivate staff and volunteers and bring people together.

• Financial management expertise and a broad understanding of charity finance issues

• Good understanding of charity governance issues

**Terms**

The charity’s Chair (and board members) will serve a two-year term to be eligible for reappointment for one additional term.

**Members of the Board of Trustees**

The Board has the power to make decisions that will govern Mission Motorsport. The statutory responsibilities of the Board are as follows:

• Act in the Charity’s best interests and with reasonable care and skill, taking appropriate advice where necessary.

• To ensure the organisation complies with its governing document.

• To ensure that the organisation pursues its objectives as defined in its governing document.

• To ensure the organisation manages the Charity’s resources responsibly, applying its resources exclusively in pursuance of its objectives.

• To contribute actively to the Board’s role in giving firm strategic direction to the organisation, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.

• Making balanced and adequately informed decisions.

• To safeguard the good name and values of the organisation, avoiding putting yourself in a position where your duty to the charity conflicts with personal interests or loyalties to a person or body.

• To ensure the effective and efficient management and administration of the organisation.

• To ensure the financial stability of the organisation.

• To protect and manage the property of the organisation.

• Devote enough time, thought and energy to your role, in that you must attend and actively participate in meetings.

 In addition, with other Board members to hold the organisation “in trust” by:

• Ensuring that the organisation has a clear vision, mission and strategic direction and is focused on achieving these.

• Being responsible for the performance of the organisation and its culture.

• Ensuring that the organisation complies with all legal and regulatory requirements.

• Acting as guardians of the organisation’s tangible and intangible assets, taking due care over their security, deployment, and proper application.

• Ensuring that the organisation’s governance is of the highest possible standard.

 As well as the various statutory duties, each Board member should make full use of any specific skills, knowledge, or experience to help the Board make good decisions