# Chair of Trustees FWP - Job Description and Person Specification

**Introduction**

FWP is seeking to appoint a new Chair of Trustees to work in partnership with the CEO, who will have a particular interest in the welfare of LGBT+ veterans, serving personnel and families. Established in January 2020 and registered with the Charity Commission of England and Wales in October 2020, FWP is the UK’s lived-experience LGBT+ military charity and we particularly support those affected by the ‘gay ban'.

FWP has 11 Trustees who bring a wide range of talents to our team. In partnership with FWPs Executive, our Board of Trustees provides leadership and governance to our small but high-profile military LGBT+ charity. Our award-winning work is delivered across the UK by a dedicated team of Veterans Community Workers led by Managers based in England, Scotland and Wales. We also have a Pride in Veterans Standard Manager, making a total of 12 salaried staff.

Trustee meetings are held at least 4 times per year and there are additional meetings of our 2 sub committees, which are the *Fundraising & Finance Committee* and the *People & Culture Committee*. In order to contribute to the decision-making process, Trustees are encouraged to attend events and training sessions and to join sub-committees in order to gain a clearer understanding of the charity’s work.

As FWP brings to its culmination our campaign for restorative justice for LGBT+ veterans and those who lost careers because they were perceived to be gay, we are seeking a Chair who is passionate and motivated. We need an individual with excellent leadership skills, who can commit the time to the next stage of our journey beyond our campaign and towards enabling the delivery phase of reparations and defining our future purpose.

**Remuneration**

The role of Chair is a voluntary role, expenses and travel may be claimed.

**Location**

Our Trustees and Executive are home workers dispersed across the UK.

**Time commitment**

The Chair will attend around 10 Board of Trustee and Sub Committee meetings per year. Additionally, the Chair is also expected to have regular meetings with the Chief Executive and also represent the Charity at events and meetings with key stakeholders occasionally.

**Terms**

The charity’s Chair (and board members) will serve a three-year term to be eligible for reappointment for one additional term. In addition to chairing the main Board meetings, the Chair has the right to attend the two subcommittees.

**Role Description**

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 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. They will act as an ambassador and public face of the charity in partnership with the Chief Executive.

**Principal Responsibilities**

* 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. They will ensure the development of knowledge and capability of the Board of Trustees.
* 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.
* Ensure that governance arrangements in the charity are effective and that high standards of governance are maintained.
* Foster, maintain and ensure that constructive relationships exist with and between the Trustees. Encourage positive change where appropriate and address and resolve any conflicts within the Board. They will 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 and which also reflects the wider population.
* They will act as an ambassador for the cause and the charity and Maintain close relationships with key members of the Government and with key influencers. They will be able to act as a spokesperson for the organisation when appropriate. They will represent the charity at external functions, meetings and events.
* Facilitate change and address any potential conflict with external stakeholders.
* 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.
* Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.
* Monitor that decisions taken at meetings are implemented.
* Establish and build a strong, effective and constructive working relationship with the Chief Executive, ensuring they are held to account for achieving agreed strategic objectives. They will support the Chief Executive, whilst respecting the boundaries which exist between the two roles. They will 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. They will 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**

In addition to the qualities required of a Trustee of the charity, the Chair will bring to FWP qualities and values of leadership that set them apart including:

* They will be able to demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause.
* Personal gravitas to lead a significant 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 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.
* 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.