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**Job Title: Chair of the Board of Trustees**

New Beginnings Reading was founded in May 2017 in a direct response to rising poverty and homelessness in Reading. Our charity aims are to provide relief from the effects of poverty, financial hardship and homelessness to people in Reading, Berkshire. Our first service was launched in June 2018 after a year of refurbishing the Queen’s Arms.  Businesses, individuals, churches and schools volunteered alongside the charity trustees to transform a derelict pub, into an alcohol and drug free sanctuary. We support up to 230 people each week across our three services. This number is made up of families and individuals experiencing financial hardship, poverty and homelessness.

We are seeking a Chair to lead us into the next stage of our growth, as we reopen our services and look to expand in order to provide relief from the effects of poverty, financial hardship and homelessness in Reading.

**Roles & 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, in line with the agreed organisational Risk Register.
* Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with robust and compliant systems in place to ensure financial accountability.

Governance

* Ensure that the governance arrangements are working in the most effective way for the Charity.
* Develop the knowledge and capability of the Board of Trustees.
* Encourage positive change where appropriate, address and resolve any conflicts within the Board.
* Appraise the performance of the Trustees and the Board.
* Ensure that the Board of Trustees is refreshed as appropriate.
* Work within any agreed policies adopted by the charity and ensure that the Policy Library is regularly reviewed.

External Relations & Communications

* Act as an ambassador for the cause and the Charity.
* 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 and ensure the organisation maintains a complaint register.
* Submit a report for the annual report and accounts and Chairs summaries for any other donor reports/external documents.

Efficiency and effectiveness

* Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
* Setting agendas for Board and other general meetings.
* 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.
* Ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees.
* In consultation with other Trustees/Board members facilitate agreement of annual budgets and set a realistic fundraising target and be prepared to use his/her influence, expertise, and networks to help win resources, gain support, and raise funds.
* Work with the Treasurer to ensure all financial obligations and reporting is undertaken in a timely fashion and in line with any relevant standards of operating and reporting practise (SORP).

Relationship with the Centre Manager and Board of Trustees

* Establish and build a strong, effective and a constructive working relationship with the Centre Manager and Trustees, ensuring they are held to account for achieving agreed strategic objectives.
* Ensure regular contact with the Centre Manager and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
* Liaise with the Centre Manager and Trustees to maintain an overview of the Charity’s affairs, providing support, as necessary.
* Conduct an annual appraisal and remuneration review for the Centre Manager in consultation with other Trustees.
* Ensure that the Centre Manager and Trustees have the opportunity for professional development and has appropriate external professional support.
* Sign off any expenses/give budget authorisation/approvals.

**Personal Qualities:**

In addition to the requirements of a Trustee, the Chair should have the following:

* Proven leadership skills.
* Good communication skills.
* A commitment to the organisation.
* Ability to define and drive the charity’s Strategic vision and Theory of Change.
* An ability to think creatively.
* A willingness to speak their mind.
* An understanding and acceptance of the legal duties, responsibilities, and liabilities of Trusteeship.
* An ability to work effectively as a member of a team.
* An enthusiasm to attend events/open networks and solicit for support.

To find out more about New Beginnings please visit [www.newbeginningsreading.org](http://www.newbeginningsreading.org)

To apply, please send you CV and covering letter to lisa.philpott@newbeginningsreading.org

Closing date: Friday, 19th November 2021