



Chair

Welcome

Thank you for your interest in Charityworks and in finding out more about becoming Chair of our Board. In this brief we want to give you a flavour of what we are about, what drives us as an organisation and of our aspirations for the future. This is a pivotal time for Charityworks. We have recently established a new Board for the charity and are seeking an independent Chair who can lead the Board and help us deliver even greater impact as we enter a new phase for the organisation.

Charityworks was established in 2009 and is best recognised as the charity behind the national talent programme for the non-profit sector which takes its name. The Charityworks programme aims to support the development of a non-profit sector better able to serve the people, causes and communities that rely on it. We believe that the sector's success will depend on talented and committed people using their time and skills in the pursuit of social change. To this end, Charityworks provides a model which enables high potential individuals to launch and develop their careers in the sector at the same time as providing non-profit organisations with a cost-effective way of recruiting and developing talent.

We have always had a deeply rooted partnership with Koreo - a learning and leadership consultancy that has helped build and grow the Charityworks programme since its inception, and whose founder and CEO, Rachel Whale, was the co-founder of Charityworks. We have recently taken the decision to clarify the relationship between Charityworks and Koreo and embed this in our governance structure. Koreo will become a corporate member of the charity and our new Board will comprise six trustees - three of which will be independent (including the Chair - the focus of this appointment) and three of which will be Koreo appointed.

Our new Chair will recognise the challenges of how to manage sensitively through this period of change and we are excited by the potential for Charityworks to flourish under our new structure. You will share our vision for a thriving and successful non-profit sector and will bring an established track record of third sector leadership at Board level. We will be looking to you to help us establish a highly effective Board that maximises the contribution of both the independent and corporate members to deliver more than the sum of its parts.

As our new Chair you will be central in setting our future direction and strategy and your exceptional skills in governance will enable us to lay strong foundations for our future. You will bring credibility and influence combined with energy, pace, a sharp intellect and outstanding stakeholder management skills.

This is such an important role for us at a very important time for the organisation and the non-profit sector more broadly. We are actively encouraging applications from people of all backgrounds. If you believe you offer the skills and qualities we are seeking for this appointment, we very much look forward to hearing from you.



Julie Layton
Chair of Charityworks



Rachel Whale
Founder & CEO Koreo

About Charityworks

Charityworks exists to advance education in the United Kingdom, in particular for the benefit of the voluntary not for profit sector including through the provision of training and development programmes, such as our flagship 'Charityworks' talent programme.

The Charityworks programme is promoted each year to all UK universities, colleges and beyond through a nationwide recruitment campaign and is open to any charity or non-profit organisation regardless of size, beneficiary group or activity. All applicants go through a comprehensive selection process designed to find the most capable and high potential candidates following which successful trainees spend 12 months delivering a real job in one of the exceptionally diverse non-profit organisations in our network. Alongside their time on the frontline, Charityworks, via its managing agent Koreo, delivers a learning and leadership programme across the year for the trainees which is endorsed by the Institute of Leadership and Management. Each year the Charityworks programme attracts around 5,000 applications, and supports around 100+ trainees to enter the sector.

The charity is also the charitable vehicle behind 2027 - a national talent programme supporting people to enter and reshape the grant making sector with a focus on diversity and inclusion and promoting lived experience of those from a working class background to bring trusts, foundations and grant making organisations closer to those they seek to serve.

Vision Mission and Values

Our vision

Our Vision is of a non-profit sector recognised for leadership talent, a distinctive collaborative culture and social impact.

Our Mission

- To create a network of leading non-profit organisations committed to building capacity through collaboration.
- To promote our partners as employers of choice.
- To attract, grow and retain future managers and leaders.
- To increase the reach, quality and impact of our services and improve the lives of the people we serve.

Our Values

We believe in:

- Growing leadership talent in the non-profit sector.
- A non-profit sector that thrives on innovation and creativity.
- A healthy working environment where people have fun.
- A non-profit sector driven by people with values and a commitment to the cause.

Background to the appointment

Since 2009, Charityworks has worked with Koreo, one of the leading providers of learning and leadership development for organisations with a social purpose, to deliver the talent programmes offered by the charity.

A recent governance review recommended greater clarity on the relationship between Koreo and Charityworks and a new governance structure has been established for Charityworks. We are now seeking the appointment of an independent Chair who will lead the new Board of six trustees. Koreo will become a corporate member of the charity and will join the Board through three Koreo appointed trustees. The other three, including the Chair will be independent.

This clearer arrangement will also lead to the charity employing staff to work directly on talent programmes and other areas of work which further the charity's charitable mission and goals.

The Role

The Chair will hold the Board and Executive Team to account for our mission and vision, providing inclusive leadership to the non-executive Board, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of Charityworks. The Chair will lead the Board and will establish effective governance systems to ensure that the Charity has clear strategic direction and that its operations are being delivered to a high quality, and in line with its requirements, by the charity's staff and managing agent(s) as appointed by the board. They will act as an ambassador and the public face of Charityworks in partnership with the charity.

Purpose

1. To ensure effective governance and leadership of Charityworks to support the delivery of the organisation's objects and mission.
2. To act in the best interests of Charityworks, sharing the responsibility with other trustees for making sure that the organisation is well run and that its vision and mission are realised and that it has the resources to do so using relevant knowledge and experience to help the Board to reach sound decisions.

Main responsibilities

Strategic leadership

- Provide leadership to the Board, ensuring that the organisation provides maximum impact for those it serves.
- Ensure that the Board operates within its objectives, and provides a clear strategic direction.
- 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 organisation, with systems in place to ensure financial accountability.
- To ensure that Charityworks has policies in place which support it to achieve its aims and that it strives to achieve best practice in all areas of its activities.

Governance

- Ensure that the governance arrangements are working in the most effective way for the organisation.
- To ensure that Charityworks acts within the law at all times and fulfils all regulatory requirements.
- To ensure that a strong and effective contract is in place with the body providing day to day management of the programme as the managing agent for Charityworks.
- Ensure that the trustees are fully engaged and that decisions are taken in the best, long-term interests of Charityworks and that the Board takes collective ownership.
- Develop the knowledge and capability of the trustees and appraise the performance of the trustees and the Board on an annual basis.
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead Charityworks.
- Chair meetings of the Board of trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process.
- To effectively manage the relationship with the corporate member and to foster, maintain and ensure that constructive relationships exist with and between the Non-executive Directors.

External Relations

- To promote Charityworks and to safeguard its reputation.
- Act as an ambassador for Charityworks and as a spokesperson for the organisation when appropriate.
- To communicate openly with all stakeholders about the work and performance of Charityworks.

Relationship with the staff team

- Establish and build a strong, effective and a constructive working relationship with the Director, ensuring they are held to account for achieving agreed strategic objectives.
- Support the Director, whilst respecting the boundaries which exist between the two roles.
- Ensure regular contact with the Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Conduct an annual appraisal and remuneration review for the Director in consultation with other trustees.
- Ensure that the Director has the opportunity for professional development and has appropriate external professional support.

The Charity Commission guidelines covering the role and expectations of trustees can be found at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>



Person Specification

Part One

Knowledge and Experience

- Deep experience of operating effectively at a strategic leadership level within a social purpose organisation.
- Strong experience of working with or as part of a Board. Direct experience as a Chair is desirable.
- Working knowledge and understanding of the requirements of charities and companies.
- Creative and innovative in approach with experience of establishing collaborative leadership cultures.
- Experience of building effective stakeholder partnerships and alliances.
- Understanding of best practice on equality, diversity and inclusion.
- Broad understanding of commercial performance, people management, leadership, evaluation and scrutiny, as integral aspects of Charityworks' operations.
- Evidence of setting governance systems in an organisation undergoing change is preferred.
- Broad knowledge of the UK not for profit sector is preferred.

Part Two

Skills and Abilities

- Able to provide credible and effective leadership to the Board.
- Strong ambassadorial abilities and a highly effective networker.
- Demonstrable ability to formulate and implement strategy.
- Able to act independently and navigate conflict of interests.
- Highly effective communication skills and the ability to contribute to decision making in a proactive way.
- The ability to demonstrate intellectual rigour and analytical insight.
- Financially astute with an ability to make commercial decisions focused on social impact.
- Effective leadership skills, with the ability to engage and motivate staff and volunteers, bring people together, and promote a collaborative team environment.

Part Three

Values, attitudes and personal styles

- Demonstrates a strong and visible commitment to the purpose of Charityworks and the wider social change sector.
- A clear understanding of and commitment to equality of opportunity, the celebration of diversity and of how the post holder can promote equality and diversity in all aspects of the work Creative and innovative with a pioneering approach.
- Ability to establish trust and confidence quickly with a broad range of stakeholders.
- Tactful and diplomatic style; listens effectively and has sound judgement.
- Highly effective team worker at Board level.
- Willing and available to commit the required time to the role.

Terms of Appointment

Remuneration

This is an unremunerated role although reasonable expenses covered. There is the ability to join meetings virtually. Clerking available for questions, additional support or documents in additional formats.

Time commitment

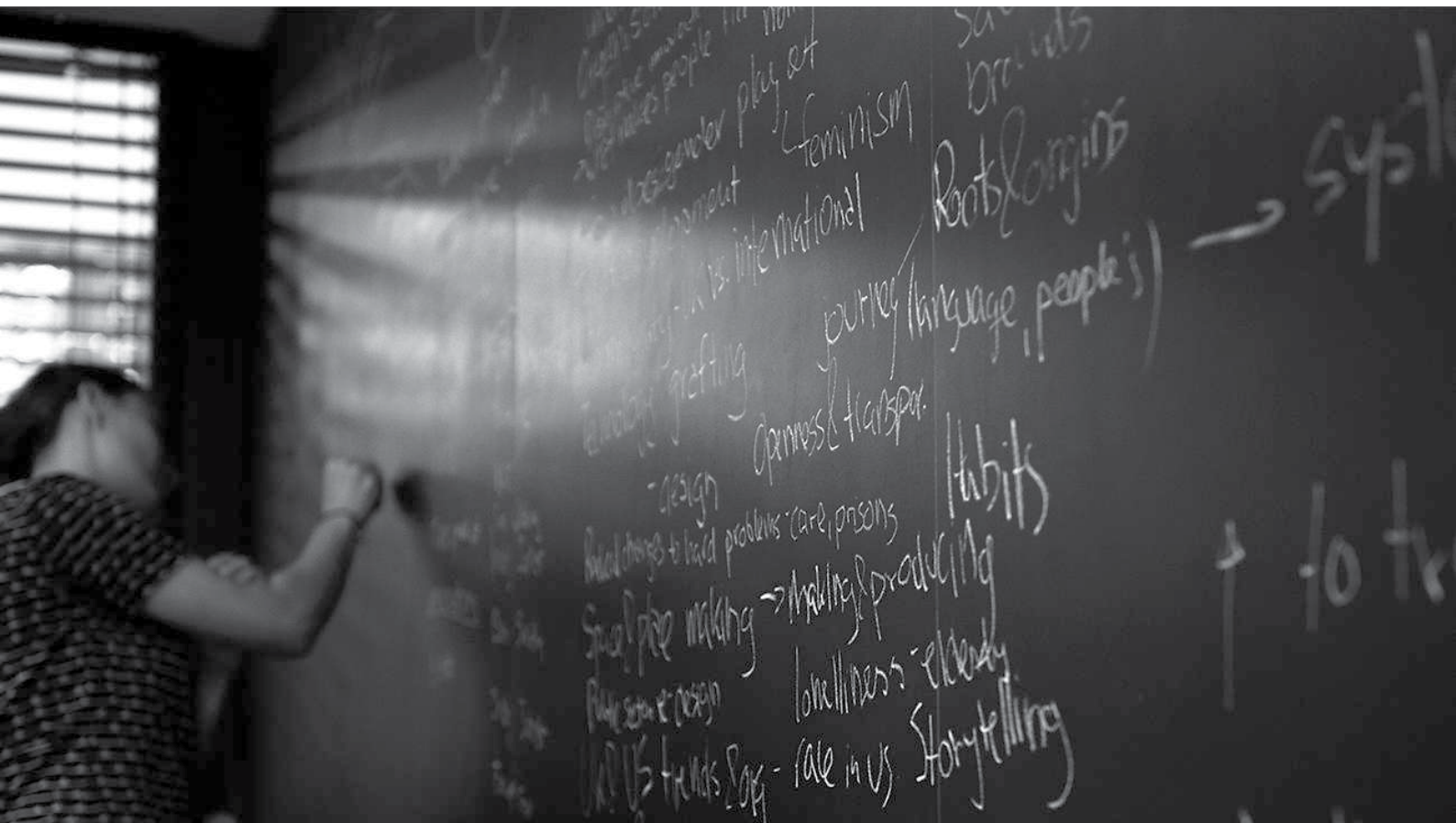
- Four full Board meetings per year typically lasting three hours
- Four Committee meetings per year
- Occasional 1-2-1 s or additional meetings where required
- Up to two development/training events per year
- Occasional advice and input via email and/or conference calls Board members are also encouraged to take part in one element of the talent programme selection process (interviewing or shortlisting).

Term of appointment

Three years (which may be renewed up to a maximum of two further consecutive terms of three years pending approval of the board)

Location

Board meetings will take place in London or virtually.



How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact our advising consultant Juliet.Brown@starfishsearch.com and we will be happy to arrange a call. To make an application, please provide:

To make an application, please go to <https://starfishsearch.com/jobs/c-w-chair/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides)
- A supporting statement that sets out why you are interested in this appointment and the experiences and qualities you believe you can bring in order to be successful in post.

Please also tell us about any dates when you are not available for interview.

Closing date	Monday 31st May 2021
Screening discussions with Starfish Search	w/c 14th June 2021
Agreement of the final shortlist	w/c 21st June 2021
Informal conversation with the CEO / outgoing Chair	w/c 28th June 2021
Final panel interview event	w/c 28th June 2021

