



Chair of Trustees



# Welcome

Thank you for your interest in joining Brook.

We are at the forefront of providing sexual health services to young people and those in the wider community; we support, educate and empower our service users to make their own choices about their sexual health and wellbeing. Established over 55 years ago by our pioneering founder, Helen Brook, we are the only national charity to provide both clinical and educational services that address the multiple, complex needs of young people and vulnerable adults, and build understanding of the importance of positive, healthy relationships.

This is an exciting time to join the organisation as we embark on a programme of growth and change. We in the third year of our ambitious strategy which has increased access, particularly for those facing barriers and discrimination, and we are developing our plans for the future. Over the last six years, Brook has been on a transformational journey; one that has seen us significantly expand our work, modernise our practices and put in place financial and structural change to ensure we remain able to respond to the issues and challenges facing our service users today. We have diversified our income streams and attracted social investment, expanded our education, wellbeing and training offer, developed clinical and health promotion services for adults and vulnerable communities and digitally transformed our provision. We are also starting the conversations that need to happen across the UK as an organisation that is committed to changing attitudes, challenging stigma and championing equality.

We listen to young people to understand the evolving challenges they face, and it has been especially critical to do so in the last few years. The pandemic left many isolated at a period in their lives that is crucial for their emotional and physical development. We are on a mission to champion the voice of young people, challenging inequality and effecting meaningful change; to build strong partnerships that can increase our reach and impact; and to extend the services we offer to neuro divergent young people and those with mental health issues.

We have an effective and experienced Board and a high performing senior leadership team headed by our Chief Executive, Helen Marshall. We are seeking an experienced Chair who can lead our Board and support our Chief Executive to drive our charity's growth and impact. You will be an ambitious and visionary leader with a strong track record of leading complex organisations through change. We are open to your professional background, as long as you bring effective governance experience, strategic thinking, and a good understanding of issues relating to sexual health and wellbeing.

If you would be excited to be part of a courageous, trustworthy, collaborative and inclusive organisation which values and invests in its staff, we would love to hear from you. We are committed to increasing the diversity of our Board and would particularly welcome applications to help us achieve this aim.

**Board of Trustees**  
**Brook**



# Background

Brook plays a pivotal role in enhancing young people's knowledge and awareness of sexual health and healthy relationships. By investing in young people and the professionals who work with them, we support their transition into adulthood with the skills and confidence to manage their own sexual health and be equipped for life's challenges. Through our innovative all age sexual health services, we work with local communities so they can benefit from our inclusive, innovative and non-judgmental approach, leading to better health outcomes for entire communities.

We create new opportunities for personal development, engaging and empowering those who may face barriers to participation. Societal stigma limits young people's ability to take control of their sexual health, enjoy healthy relationships and safely explore their identities. Brook fights for young people's rights and campaigns to protect their specialist services.

Our four core values underpin everything we do:

- Trustworthy – Young people rely on Brook's confidential and non-judgemental approach to speak freely about the issues that affect them.
- Trailblazing – Since 1964 we have championed the pioneering spirit of our founder, leading the way in meeting the ever-changing needs of young people.
- Collaborative – We implement best practice and share our expertise so that young people, professionals and communities thrive.
- Courageous – We relentlessly push the boundaries when fighting for change.

## Our Plans

Brook operates a number of sexual health, wellbeing and education services across the UK and young people remain at the heart of our mission. In December, we celebrated the second anniversary of our successful all age service in Cornwall and the opening of our dedicated sexual health hub. With the addition of two new integrated all age services last year, we are able to protect specialist sexual health provision for young people whilst working with adults and vulnerable communities.

Moving forward, our focus is on continuing to equip young people and communities facing barriers so that they can flourish and achieve their goals. 2022/23 will be the final year of our ambitious strategy for 2020-2023, devised in consultation with 200 young people, our expert staff and our partners. Our strategic plan builds on our successes and introduced a bold new vision with four key priorities:

- Challenging inequality – Young people tell us that they want a society that recognises their right to healthy relationships and open conversations about sex and sexuality. We will champion their campaign and work together to challenge stigma, shift attitudes and effect meaningful change.
- Increasing accessibility – We want our services, provision and products to be accessible to all young people, including those who may be vulnerable or experiencing disadvantage, discrimination or isolation. We know that arming young people with knowledge and awareness helps them to make informed choices and manage their own wellbeing.
- Transforming digitally – We want young people and professionals to access our services and products in ways that best suit them. Digital solutions will play a vital role in increasing our reach and providing a greater number of effective interventions.
- Driving Innovation – We are committed to being at the forefront of young people's evolving needs. Utilising robust internal data and externally available evidence, we will ensure our services and products respond to the changing demands of service users and stakeholders.
- We are currently refreshing our vision and mission as part of our new strategy development so that they reflect our transformational journey and include our wider work with those over 25. We have so far undertaken a range of consultation with the Board, our staff, service users and other stakeholders to inform future strategic priorities.

Our [success reports](#) demonstrate the impact of our work.

## The Board

Brook's staff and trustees work together closely to make sure every step we take delivers on our strategic priorities and brings us closer to our overarching vision. Our [Board of Trustees](#) is responsible for the overall control and strategic direction of the charity. There are currently eight trustees, bringing a wealth of experience from a variety of sectors to support our [Leadership Team](#) with decision-making on strategic issues and hold them accountable for their leadership of the organisation.

# Job Description

**Job Title:** Chair of Trustees

**Direct reports:** Chief Executive and Trustee Board Members

## About the role

Brook's Board brings a diverse wealth of skills and experience; the trustees are committed to Brook's values, support its vision and are ambitious for Brook's future. In partnership with Brook's Executive Team, the Board sets and monitors the achievement of our strategic priorities.

The Chair provides overall leadership and has responsibility for ensuring outstanding governance, overseeing risk and reviewing Brook's performance.

Brook has ambitious plans to implement service innovations, and to develop opportunities for business improvement and growth. Brook's core is to improve and extend its services for young people and those most vulnerable, and we are looking for an exceptional new Chair who is excited by our work and plans for the future.

## Principal responsibilities

### Charing Board Meetings

- Chair and facilitate Board meetings, ensuring that all trustees are fully engaged and that decisions are taken in the best, long-term interest of Brook.
- Focus on the development of the Board and ensure that the performance of individuals, the Board as a whole, and its committees, is evaluated at least once a year.
- Consider the skills and experience of trustees and take an active role in recruitment and succession planning.
- Maintain oversight of any risk to reputation and/or financial standing of Brook.
- Be available for ad hoc decision and urgent business and to take necessary decisions on behalf of the Board, in accordance with Brook's agreed urgency arrangement.

### Working with the Chief Executive and the wider management team

- Establish a constructive working relationship with the Chief Executive and the Executive Team.
- Meet regularly, support, and set the annual objectives of the Chief Executive.
- Ensure that the Board makes proper arrangements to appraise the performance and determine the remuneration of the Chief Executive.
- Ensure that the Board works in partnership with the Executive Team as well as giving appropriate challenge.
- Assist, where necessary, in any staff or trustee grievance/disciplinary processes.
- Act as authorised signatory where required in relation to Brook's property leases.

## Ensuring an effective board

- Ensure effective governance within the terms of Brook's Code of Good Governance and that the board complies with current legislation and good practice within the voluntary sector.
- Work with trustees and colleagues to set and monitor Brook's vision, mission, values and standards and ensure that its obligations to its stakeholders, regulators and others, are understood and met.
- Support the participation of young people in the governance of the organisation.
- Work with trustees to review the performance of Brook against its business plan, budget and targets.
- Ensure committees are properly formed and that business is delegated appropriately to them, and that they report appropriately to the Board.
- Ensure the Board receives professional advice when it is needed.

## Representing Brook

- Represent Brook at the highest level, engaging with key stakeholders, funders, opinion formers and decision makers.
- Actively support Brook's business growth ambitions and attend strategic partnership/merger discussions with external boards/Chairs where required.
- Ensure trustees work as a team and are able to act as ambassadors for Brook's work.
- Have excellent networking skills and contacts which will be invaluable in developing new corporate relationships to support Brook's work.
- Undertake visits to Brook's clinical, education and mental health services.





# Person Specification

## Skills

- A track record of motivating a Board to develop and deliver a strategic vision.
- Strong chairing boards/committee experience and working effectively with a wide range of stakeholders.
- Governance and organisational leadership experience.
- Experience of creating strong partnerships with stakeholders and successfully influencing decision makers.
- Understanding of risk management and mitigation.
- Ability to encourage positive change and innovation where appropriate.
- A clear appreciation of the respective roles of the Chair and Chief Executive.

## Attributes

- Committed to the values, work and ambitions of Brook.
- Confident and comfortable in discussions on sexual health, sexual violence, safeguarding and mental health issues.
- A confident and decisive decision maker who leads by example with an open and engaging style.
- Personal and professional credibility that will command confidence with the board and stakeholders.
- Strong networking capabilities that can be utilised for the benefit of Brook.

## Equality, diversity and inclusion

- A strong commitment to equality diversity and inclusion.
- Natural ability to promote an inclusive culture that embeds the principles of equality diversity and inclusion around the board table and in the wider work of Brook.

## Communications

- Good listening skills and the ability to encourage all participants to contribute effectively.
- Ability to present arguments with confidence and within the strategic context of Brook's work.



# Terms of Appointment

**Remuneration**

The role is currently unremunerated but reasonable travel expenses may be claimed.

**Meeting commitments**

Meetings are held quarterly in London and will be a mix of in-person and online.

**Time commitment**

2 days per month with an additional 2 days for strategy and planning.

**Performance**

The Chair will be subject to an annual 360 appraisal.

**Terms of appointment**

All trustees are appointed on an initial three-year term which is renewable for a further term of 3 years.





## 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 Katy Giddens on [katy.giddens@starfishsearch.com](mailto:katy.giddens@starfishsearch.com) and we will be happy to arrange a call.

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

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

**Closing date**

**Monday 31st October 2022**

