

Chair of Board of Trustees MK SNAP

Volunteer Role Description and Person Specification



Position Details

Position: Chair of Board of Trustees MK SNAP (Milton Keynes Special Needs Advancement Project)

Location: Milton Keynes Buckinghamshire

MK SNAP is seeking a new Chair of Trustees to join our well-respected and friendly charity Based in Milton Keynes. Our award-winning charity is driven by a commitment to its core values: Safe, Inclusive, Progressive, Professional, Respectful and Fun.

Voluntary Post: The role of Chair is not accompanied by any financial remuneration, Although expenses for travel may be claimed

Terms: The Chair (and board members) will serve a three-year term to be eligible for re-appointment for one additional term.

In addition to chairing the main Board meetings, the Chair has the opportunity to attend the three sub-committees, which all meet quarterly.

Meetings: 4 Board meetings per year. The Chair will have regular meetings with the Chief Executive and also represent the Charity at various events and meetings with key stakeholders

The Organisation:

MK SNAP is an award winning local charity based in Milton Keynes that works with adults with learning disabilities to provide education, life skills and work training. The charity has been established since 1991 and has a purpose built education & training centre; providing over 22 different workshops each week to over 150 adults. A multi-disciplinary team that includes teachers and staff with enterprise and work training skills provide opportunities for learners to build confidence, learn skills for life and work and enjoy happier, healthier lives. A range of social enterprises are offered including the SNAP Café, The SNAP Horticulture Programme, Work Training and Arts and Craft production. In 2019 The SNAP Café was awarded a five star hygiene rating by Environmental Health at Milton Keynes Council. The charity works with several local authorities in the region to provide commissioned services for adult social care day services and local special schools to provide transition programmes for young people leaving education services. The charity was recently named as winner of the Social Care Awards 2020 – Best Learning Disability Provider Buckinghamshire and in 2019 was awarded a 94% Green

RAG Rating for quality by Milton Keynes Council.

Overall 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	Chair Person Specification
<p>Strategic leadership</p> <ul style="list-style-type: none"> • 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 <p>Governance</p> <ul style="list-style-type: none"> • 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 on an annual basis • Ensure that the Board of Trustees is regularly refreshed and incorporates 	<p>In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:-</p> <p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause • Commitment through actions to the values of the charity • 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 <p>Experience</p> <ul style="list-style-type: none"> • 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 <p>Knowledge and skills</p> <ul style="list-style-type: none"> • Broad knowledge and understanding of the charity

<p>the right balance of skills, knowledge and experience needed to govern and lead the charity effectively</p> <ul style="list-style-type: none"> • Work within any agreed policies adopted by the charity <p>External Relations</p> <ul style="list-style-type: none"> • Act as an ambassador for the charity • Maintain close relationships with commissioners 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 <p>Efficiency and effectiveness</p> <ul style="list-style-type: none"> • 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 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. <p>Relationship with the Chief Executive and the wider management team</p> <ul style="list-style-type: none"> • 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 	<p>sector and current issues affecting it</p> <ul style="list-style-type: none"> • Strong leadership skills; ability to motivate and bring people together • Financial management expertise and a broad understanding of charity finance issues • Good understanding of charity governance issues <p>An Enhanced DBS clearance will be required for this role in line with the MK SNAP Safer Recruitment Policy</p>
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- 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.

Reference: Chair of Board of Trustees MK SNAP

Closing Date: 31 May 2020 Interview Date: June