

Job Title: Chair of The Board of Trustees

Salary: Voluntary

Vacancy listed: 28th February 2022

Application deadline: 14th April 2022

Trinity Winchester addresses the effects of homelessness and vulnerability through specialist practical and emotional support, and proactive prevention, empowering positive change. We help people who are vulnerable to the effects of homelessness, addiction, physical and mental ill health, poverty, social isolation, and domestic abuse. We offer solutions, hope, choice, and control.

From humble beginnings, Trinity has grown into a respected and skilful organisation helping people to improve their lives. We provide vital practical and emotional support to over 600 people each year who are experiencing the effects of homelessness or vulnerability.

Trinity Winchester also offers supported housing in Alleyne House, opened in 2019, and Bradbury View opened in 2021. These houses offer a total of 20 self-contained rooms giving homes to those that have formerly did not have them and offering a first step on the journey to independent living.

Our dedicated Women's Service sees around 150 women each year. We support them to make positive change to their lives and in many cases break free from the damaging cycle of domestic abuse.

We aim to **support** individuals to **change** their situation and **aspire** towards positive fulfilling futures.

We are seeking a Chair of Trustees to lead us into the next stage of our development, as we continue to provide relief from the effects of homelessness in the Bradbury House day centre and our supported housing in Winchester.

The Role

As the Chair of Trustees at Trinity Winchester you will be responsible for the oversight, direction, and strategy of the charity and in supporting the senior management team and ensuring appropriate accountability. You will be legally responsible for making sure that the charity is financially sound, complies with the law and is acting within the best public interest.

The role requires:

- Leadership and strategic direction, including the development of Trinity Winchester's Strategic Plan
- An understanding of and commitment to the ethos, values, aims and objectives of the organisation
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of Trusteeship

- An ability to nurture a positive culture on diversity, equalities, inclusion, risk management and health and safety through an understanding of diversity and a commitment to equalities, quality and accessibility of services
- Acting as the figurehead for Trinity Winchester; as an ambassador for the cause and the charity; as a spokesperson for the organisation when appropriate. As well as representing the charity at external functions, meetings, and events. And address any potential conflict with external stakeholders and ensure the organisation maintains a complaint register.

The Chair of Trustees will also be required to:

- Chair meetings and manage meetings of the Trustee Board
- Support and supervise the CEO
- Support the Board of Trustees and ensure sub-committees are functioning effectively.
- Take any urgent action between meetings, if necessary.
- Organise Board meetings and take urgent decisions between meetings, in discussion with the Chief Executive Officer and other trustees.
- Lead performance reviews for the Board.
- Lead on the development of the Board and ensure its decisions are implemented.
- Take urgent action (but not decision making unless authorised) between board meetings when it isn't possible or practical to hold a meeting.
- Present the Trinity Winchester Annual Report to the AGM, jointly with the Chief Executive Officer.
- Oversee the development of the Trustee Board so that any skills gaps and succession planning can be facilitated through the recruitment, mentoring and supporting new Trustees.

Skills and Experience

We want our Board of Trustees to reflect our local community, so we welcome applications from all different backgrounds and levels of experience.

Key to the role is a willingness to devote the necessary time and effort to the duties of a chair; the ability to work effectively as part of a team and a commitment to the aim of supporting our client base. For the chair we would be interested in applicants who have any relevant experience in the voluntary and community sector, particularly those with leadership experience.

Commitment

At least 2-3 hours for Board meetings which take place at least 4 times a year. All trustees are expected to contribute to a sub-committee or task group appropriate to their experience and skills and as chair, you will be expected to do the same. This will also require at least an extra 1-2 hours bi-monthly and associated administration/paperwork. Currently meetings are held at Trinity Winchester, Bradbury House, Durngate, Winchester SO23 8DX or by Zoom according to circumstance.

- The current sub-committees are: Finance, Audit and Risk Management; Nominations; Remuneration and Income Generation. There are also specific task, project type, groups that can meet quite often in order to complete a time-limited task.
- Time dedicated to CEO line management which is as and when required as well as formal line management meetings.
- Organisation time for Board meetings.

Duties of a Trinity Winchester Trustee

- To safeguard the good name and values of the charity and act in accordance with the Trinity Winchester mission statement.
- To ensure that the charity pursues its charitable objects as defined in its governing document and complies with its governing document, charity law, and any other relevant legislation or regulations.
- To ensure the financial stability of the charity, protect and manage the property of the charity and ensure the effective and efficient administration of the charity.
- To ensure that the charity applies its resources exclusively in furtherance of its objects, i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- To appoint and support the chief executive and monitor his/her performance.
- In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience he or she may have to help the board of trustees reach sound decisions. This will involve scrutinising papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives or other issues relevant to the area of the charity's work in which the trustee has special expertise.

To find out more about Trinity Winchester visit <https://trinitywinchester.org.uk/>

**To apply, please send you CV and covering letter to:
amelia@trinitywinchester.org.uk**

Closing date: 14th April 2022