

## **Emmaus Brighton & Hove**

### **Chair**

#### **About Emmaus Brighton & Hove**

We know that overcoming homelessness often means more than a roof over your head. That's why Emmaus supports people to work their way out of homelessness, provides purpose as well as a stable home for as long as someone needs it. In the past 21 years Emmaus Brighton & Hove has provided a unique solution to combatting homelessness to over 1,000 Companions (residents) many of whom have complex needs. We continue to grow, evolve and develop the Emmaus Community yet face many challenges. Emmaus Brighton & Hove is one of 29 Communities in the UK and part of a worldwide movement.

#### **The role**

The Chair will provide leadership and direction to the Board of Trustees and the executive leadership team enabling them to fulfil their responsibilities for the overall governance and strategic development of the charity. The current Chair, Glynn Jones will stand down in October 2019 following 7 years of leadership. This is an exciting opportunity to lead the board of an ambitious and innovative charity through delivery of its strategic plan from 2020 onwards.

#### **What we're looking for**

- Commitment to the vision and values of the Emmaus movement
- Commitment to the development strategy of Emmaus Brighton & Hove
- Strategic vision
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A strong understanding and commitment to overcoming the many challenges of homelessness

#### **Time commitment**

This is a voluntary, unpaid role. In normal circumstances, each year you will commit to an average of 3 days per month including:

- Chairing 5 board meetings and AGM
- Chairing and attending up to 10 committee meetings
- Supervision meetings with the Chief Executive
- Additional time commitments which may be necessary to fulfill the role as Chair

#### **For more details on Emmaus**

[www.emmausbrighton.co.uk](http://www.emmausbrighton.co.uk) and [www.emmaus.org.uk](http://www.emmaus.org.uk)

#### **To apply**

Please see the attached papers outlining the role description and person specification. To apply please send your CV and a supporting statement showing how you meet the person specification by the 8<sup>th</sup> August 2018 to Fiona Morris, Vice Chair, care of:

[christine@emmausbrighton.co.uk](mailto:christine@emmausbrighton.co.uk)

Please mark the subject heading: Chair of Trustees application.

## **Sussex Emmaus**

### **Chair of Trustees Role Description**

#### **General responsibilities**

In addition to the Statutory Duties of all Trustees shown at Appendix A, the Chair will have the following general responsibilities:

- To understand the values and vision that underpin the Emmaus Movement and to ensure that the Board of Trustees act as the custodian of the Movement's values and vision;
- Promoting the work of the Charity through networking and advocacy to assist the Charity in achieving its aims;
- Planning the annual cycle of Board meetings;
- Chairing and facilitating Board meetings;
- Giving direction to Board policy-making;
- Monitoring that decisions taken at meetings are implemented;
- Representing the Charity at external functions and meetings as appropriate;
- Acting as a spokesperson as appropriate;
- Bringing impartiality and objectivity to decision-making;
- In relation to the employment of staff:
  - ⊖ Taking responsibility for the line management of the Chief Executive;
  - Keeping an overview of the Charity's affairs and providing support for the Chief Executive as appropriate;
  - ⊖ Leading the process of appraising the performance of the Chief Executive;
  - Convening disciplinary and grievance panels;
- Liaising with the Chief Executive to develop the Board of Trustees;
- Facilitating change and addressing conflict within the Board and within the Charity, liaising with the Chief Executive to achieve this.

## **Chair person specification**

- Commitment to the vision and values of the Emmaus Movement and to the Development Strategy of Sussex Emmaus;
- Willingness to devote the necessary time and effort;
- Can demonstrate experience of working at a strategic vision level;
- A strict sense of confidentiality;
- Ability to think creatively;
- Willingness to speak their own mind;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship;
- Ability to work effectively as a member of a team;
- Can demonstrate application of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Experience of committee work;
- Experience of chairing and managing meetings;
- Evidence of applying tact and diplomacy
- Evidence of good communication and interpersonal skills;
- Impartiality, fairness and the ability to respect confidences;
- Can demonstrate a proven track record of success;
- Experience of financial literacy.

It would also be desirable for the Chair to:

- have knowledge of the work of Emmaus
- and/or wider involvement with the voluntary sector
- have developed a network of social contacts and other networks.

- Can demonstrate leadership skills
- Can demonstrate experience of committee work

## **Expectations**

In normal circumstances, the Chair will be expected to make time commitment, on average, of 3 days per month in order to fulfil their duties including the following:

- Chairing five board meetings per year, and the AGM, to be held in Sussex;
- Convening supervision and appraisal meetings as appropriate with the Chief Executive;
- Attending at least ten other meetings per year (occasional additional Board meetings, sub-committee meetings, etc.);
- Attending, if possible, 3 or 4 whole day meetings of the Emmaus UK Federation's Chair's Forum;
- Attending a maximum of one day per year (may be split into two half-day sessions) for Board induction, development and review sessions;
- Additional time commitments which may be necessary effectively to fulfil their role as Chair of the Board (e.g. meeting with VIP visitors, recruitment of new Trustees, etc.).

Appendix A

## **The statutory duties of a Trustee**

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations;
- To ensure that the organisation pursues its objectives as defined in its governing document;

- To ensure the organisation applies its resources exclusively in pursuance of its objectives;
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- To safeguard the good name and values of the organisation;
- To ensure the effective and efficient administration of the organisation;
- To ensure the financial stability of the organisation;
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
- To appoint the Chief Executive and provide her/him with line management, and monitor her/his performance.

### **Other duties**

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- Scrutinising Board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives.

