

## Chair of Trustees – Home-Start Bradford District



Home-Start Bradford District, a charity committed to working together for the benefit of all families, requires a new Chair of Trustees. The person appointed will bring experience and enthusiasm, being responsible for enhancing and leading a forward thinking team of Trustees. The Chair will work alongside the Scheme Manager, to support the Scheme's Social Mission in continuing to work with respect and integrity for the benefit of Bradford families.

Home-Start Bradford District supports local families with children under five, who experience challenges at certain times in their lives. The Chair, as a member of the Board of Trustees, would be responsible for the overall strategic leadership of the Scheme currently employing seven part time staff with a team of around seventy volunteers.

Leading Home-Start Bradford District's Board of Trustees will involve ensuring that its responsibilities for governance are fulfilled, overseeing strategic planning working alongside the Scheme Manager, general oversight and fundraising and optimising the relationship between the Trustees, staff and volunteers.

### Responsibilities:

- Leading the Board of Trustees in its role of setting the direction and strategy of the Scheme
- Ensuring the Scheme complies with its governing document, charity and company law and other legal requirements at all times
- Protecting and managing the assets of the Scheme, to ensure the proper usage of Scheme funds, ensuring financial stability at all times
- Ensuring compliance with the Home-Start agreement and Quality Assurance system
- Planning the annual cycle of Trustee meetings
- Setting the Agenda for Trustees' meetings
- Monitoring the implementation of decisions taken at the meetings

### Duties:

- Chairing and facilitating monthly meetings of the Trustees
- Liaising regularly with the Scheme Manager to maintain an overview of the Scheme's affairs and activities
- Representing the Scheme when appropriate
- Being involved in HR decision making alongside other Trustees



## **Personal Specification:**

### **Essential:**

- Commitment to Home-Start Bradford District
- Adhere to the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership (Nolan's Seven Principles of Public life)
- Experience of leadership skills, chairing meetings and committee work
- Enabling the Trustees to work together to fulfil and develop their roles and responsibilities
- The ability to show good, independent judgement, strategy and vision
- Good communication and presentational skills and a willingness to work as part of a team

### **Desirable:**

- Experience in writing funding bids
- Safeguarding experience/knowledge
- Experience of working within the charitable sector

Time commitment: A minimum of 15 hours per month

### **What we can offer you:**

- Rewarding work supporting an established local organisation supporting families with young children in Bradford
- Training with regards to the role of a Trustee and Safeguarding
- Experience working within the charitable sector

If you would like to apply for the post of Chair of Trustees at Home-Start Bradford District, please contact Home-Start Bradford District, The Thornbury Centre, Leeds Old Rd, Bradford BD3 8JX Tel: 01274 666711 or email [office@homestartbradford.co.uk](mailto:office@homestartbradford.co.uk) for further details and an application pack