

	<b>Options for Life</b> We are a Sandwell based charity, which supports adults with learning disabilities and/or autism, by providing a range of services which include outreach provision, community hub-based activities, drop-in sessions and accessing community activities. We support our participants to increase their self-confidence, develop communication and social skills and ultimately increase their independence.		
<b>Job title:</b>	Trustee – Vice Chair	<b>Date:</b>	2024
<b>Time Commitments:</b>	<ul style="list-style-type: none"> <li>• Minimum of four Board meetings per year plus attendance at the Annual General Meeting (AGM), and annual awayday/strategy day.</li> <li>• In addition to supporting the chairing of the main Board meetings, the Vice Chair will attend sub- committees, which all meet quarterly.</li> <li>• Additionally, Alongside the Chair it is also expected to have regular meetings with the Chief Executive and also represent the Charity at various events and meetings with key stakeholders.</li> <li>• Training and Development</li> </ul>		
<b>Expenses:</b>	<ul style="list-style-type: none"> <li>• The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.</li> </ul>		
<b>Location:</b>	Options for Life, Oak Green Lodge, Oak Way, Oldbury, West Midlands, B68 8LR. Regular travel will be required to all premises from which Options for Life operates.		
<b>Reporting to:</b>	Board of Trustees (Executive Committee)		
<b>Job Description:</b>			
<p>The role of the Vice Chair is to provide support to the Chair and to the Board of Trustees to enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation.</p> <p>To work in partnership with the Chair, Chief Executive and Senior Leadership Team and other trustees to achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and the staff.</p>			
<b>Duties and Responsibilities:</b>			
<p><b>Strategic Leadership</b></p> <ol style="list-style-type: none"> <li>1. Provide support and leadership to the charity, the Executive team, and its Board, ensuring that the Charity has maximum impact for its beneficiaries.</li> <li>2. Support and ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity.</li> <li>3. Support the chair in leading the planning of and chairing the annual away day/strategy day.</li> <li>4. Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity.</li> </ol>			

5. 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.
6. Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.

#### **Trustee Governance**

1. Ensure that the governance arrangements are clearly defined and working in the most effective way for the Charity.
2. Support and develop the knowledge and capability of the Board of Trustees.
3. Encourage positive change where appropriate and address and resolve any conflicts within the Board.
4. Support and appraise the performance of the Trustees and the Board on an annual basis.
5. Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population.
6. Work within any agreed policies adopted by the charity.

#### **External Relations**

1. Act as an ambassador for the cause and the charity.
2. Maintain close relationships with key stakeholders.
3. Act as a spokesperson for the organisation when appropriate.
4. Represent the charity at external functions, meetings, and events.
5. Facilitate change and address any potential conflict with external stakeholders.
6. Introduce the charity to potential supporters and foster new relationships.

#### **Efficiency and Effectiveness**

1. Chair meetings of the Board of Trustees effectively and efficiently in the absence of the chair, bringing impartiality and objectivity to the decision making process.
2. 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.
3. Foster, maintain and ensure that constructive relationships exist with and between the Trustees.
4. Work closely with the Senior Leadership Team to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.
5. Monitor that decisions taken at meetings are implemented.

#### **Relationship with the Chief Executive and the Wider Executive Team**

1. Establish and build a strong, effective and a constructive working relationship with the Chief Executive and Senior Leadership Team, ensuring they are held to account for achieving agreed strategic objectives.
2. Foster an open and transparent working relationship with the Executive Team – CEO, Head of Operations and Head of Finance. Embed clear lines of communication to ensure the Chair and Board are kept abreast of risk management with timely updates on operations.
3. Support the Chair lead the process for appointing the Chief Executive (and Trustees) and be involved in the recruitment of senior staff.
4. Liaise with the Chair and Chief Executive to maintain an overview of the Charity's affairs, in particular mitigating risk and ensuring the responsible management of finances as well as providing other support as necessary.
5. Support the Chair to conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees.

6. Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support.

**Safeguarding Statement:**

Options for Life is committed to safeguarding and promoting the welfare of adults and expects all staff to share this commitment. The successful candidate for this appointment will be required to apply for a Disclosure Barring Service check through the Criminal Records Bureau. Further information on the Disclosure process can be found at <https://www.gov.uk/request-copy-criminal-record>

**Data Protection and Confidentiality:**

All staff are responsible for ensuring that any personal data which they hold is kept securely; personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party; and personal data is only used for the purpose for which it is being held.

**Equal Opportunities:**

It is the responsibility of the post holder to promote equal opportunity and recognition of diversity throughout the organisation.

**Health & Safety:**

The post holder will be required to:

1. Promote health, safety, and welfare throughout the organisation.
2. Undertake their duties and responsibilities in full accordance with the organisation's Health & Safety Policy and Procedures.
3. Take responsible steps to safeguard their own safety and that of others with whom they work.

**Terms and Conditions:**

Offers of employment are subject to a satisfactory reference, an employment check under the Asylum and Immigration Act 1996 and a satisfactory DBS Disclosure.

*This job description is intended as a guide to the main responsibilities and duties of the post and is in no way intended to restrict any individual in the performance of other duties within the general nature of the post as required by the organisation. The job description will be reviewed and updated periodically in the context of organisational and developmental changes, in consultation with the post holder.*

See following page for person specification.

**Person Specification**

<b>Job Title</b> <i>Trustee – Vice Chair</i>	<b>Location</b> <i>Oldbury- B68</i>
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The person specification outlines the main attributes needed to adequately perform the post specified. A critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The person specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential <b>(E)</b> Desirable <b>(D)</b>	Evidenced by
<b>Personal Qualities</b>	Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause. <b>(E)</b> Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role. <b>(E)</b> Demonstrate tact and diplomacy, with the ability to listen and engage effectively. <b>(E)</b> Strong networking capabilities that can be utilised for the benefit of the charity. <b>(E)</b> Ability to foster and promote a collaborative team environment. <b>(E)</b> Ability to commit time to conduct the role well, including travel and attending events out of office hours. <b>(E)</b>	Application Form Interview References
<b>Experience</b>	Experience of operating at a senior strategic leadership level within an organisation. <b>(E)</b> Successful track record of achievement through their career. <b>(E)</b> Experience of charity governance and working with or as part of a Board of Trustees. <b>(E)</b> Experience of external representation, delivering presentations and managing stakeholders. <b>(E)</b> Significant experience of chairing meetings and events. <b>(E)</b> Knowledge of the health service and care sector. <b>(D)</b> Experience and knowledge of working with adults with Learning Disabilities and/or Autism, health, social care, and safeguarding would be an advantage. <b>(D)</b> Experience of strategy implementation, change management, finance and/or risk management. <b>(D)</b> Broad knowledge and understanding of the Voluntary sector and current issues affecting it. <b>(E)</b>	Application Form

	Strong leadership skills, ability to motivate staff and volunteers and bring people together. <b>(E)</b> Financial management expertise and a broad understanding of charity finance issues. <b>(E)</b> Good understanding of charity governance issues. <b>(E)</b>	
<b>Training</b>	To be prepared to undertake training as required to achieve the objectives of the post. <b>(E)</b>	Interview
<b>Legal Requirements</b>	Enhanced DBS check for Regulated Activity <b>(E)</b>	Interview