

Headway Norfolk and Waveney

Chair of Trustees | Role Specification

We improve lives impacted by Brain Injury, resulting from, but not limited to stroke, road traffic accident, trips and falls.

Our aim is to improve day-to-day life for every individual we work with; to improve their confidence, independence, empower them to access community assets, to socialise, enhance their wellbeing, provide them with tools and techniques to manage their symptoms and to support them in setting and achieving person centred goals.

As our name suggests, we are affiliated with Headway UK. Whilst we adhere to the same mission of Headway UK in supporting people affected by brain injury, we are a completely **independent** charity that has its own service delivery model and business structure.

The benefit of being local means that we can assess and understand where money is needed to best support those living with Brain Injury.

Our services include Day Services and Outreach Support that promote cognitive, physical, and emotional support to help individuals recover from their brain injury and improve their quality of life. We also raise awareness of brain injury and offer information to help individuals and their families understand their rights and access the resources they need. We also run carer and peer support groups which help individuals with brain injuries and their families connect with others who are going through similar experiences.

To find out more about us, click our logo above to visit our website (www.headway-nw.org.uk).

Our Plans for the Future

A letter from the CEO

For over 30 years, Headway Norfolk and Waveney has been a beacon of support for adults living with acquired brain injuries. With a passionate and dedicated team, a skilled board, and an unwavering commitment to our clients, we are poised for an exciting new chapter.

The past 3 years were a period of intense modernisation for the organisation, resulting in increased income and clients. Today, we proudly support 169 clients and have an income of around £1.2m. With our new CEO at the helm, we have taken the past six months to reflect, refine and strategise- now, with a clear focus on our new business plan, we are ready to build on this momentum and drive forward with confidence.

Like most charities, we have been impacted by rising staff costs and a highly competitive funding environment, so we are having to evolve new ways of working. Our aim is to strengthen our foundations so that we are able to weather the continued uncertainty and volatility in the sector.

We are now seeking a new Chair to guide us into this next phase, as our Interim Chair transitions back to their Treasurer role after successfully steering us through a crucial period of change. Our new Chair should be able to foster and promote a collaborative team environment, working closely with the CEO to provide leadership to the charity and its Board.

At the heart of everything we do is the profound impact we have on the lives of those we support:

"I can be normal when I am at Headway, because we are all in the same boat and people understand my ways without judging me. My confidence has grown. I have started to smile again since coming to Headway."

If you're inspired to help shape our future, we'd love to hear from you.

Craig Bosley - Barbrooke





The Role

Chair of Trustees

Remuneration:

The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed

Location:

Norfolk & Waveney

Time commitment:

4 Board meetings per year. Additionally, the Chair is also expected to have regular meetings with the Chief Executive. The chair has the right to attend subcommittee meetings of the board if required, which all meet quarterly. Usual time commitment circa 5-10 hours a month. Reporting to Board of Trustees

Role Description

Objective:

The Chair will lead the Board and with them, hold the 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 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.

Principal Responsibilities

Strategic leadership

- 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 Governance
- 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 and 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 the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population
- Act as a spokesperson for the organisation when appropriate (usually this is delegated to the CEO and executive team, except where inappropriate in times of crisis)
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders





Efficiency and Effectiveness

- 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

Relationship with the Chief Executive and the Wider Management Team

- Establish and build a strong, effective and constructive working relationship with the Chief Executive, ensuring they are held to account for achieving agreed strategic objectives
- 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 previous 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.

Person Specification

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:-

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to lead a significant regional organisation
- Exhibit strong inter-personal and relationship building abilities
- 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.

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Experience of charity governance and working with or as part of a Board of Trustees
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- A sound understanding of financial management and a broad understanding of charity finance issues
- Good understanding of charity governance issues



How to apply:

Applicants should in the first instance send a CV and arrange a conversation with Claire Boothby-Barnbrook, CEO

Phone: 07960333828

Email: claire.boothby@headway-nw.org.uk