



Recruitment of new Chair of Trustees

Introduction

The Race Equality Foundation is a leading national charity tackling racial inequality across public services (health & social care, housing, communities and more) to improve the lives of Black, Asian and minority ethnic communities. We believe that everyone should be provided with the opportunities to flourish.

We do this by exploring what we know about discrimination and disadvantage and developing interventions that will overcome barriers and promote equality. We disseminate good practice through training, conferences and written material and intervene in national debates and programmes – for example, our work with the Independent Inquiry into Child Sexual Abuse.

The Foundation has delivered change through a range of ground-breaking projects from the evidence-based Strengthening Families, Strengthening Communities parenting programme, to the pioneering research which saw us interview 38 Black and minority ethnic young disabled people to understand their experience of independence and independent living, to being a founding member of the Coalition of Race Equality Organisations (CORE). We continue our efforts to progress race equality through demonstrating what is possible, such as our work on improving blood pressure testing in African and Caribbean men through the use of community agents such as barber shops.

The staff group at present is Jabeer Butt OBE, Chief Executive; Leandra Box, SFSC Programme Manager; Shiryn Sayani, Communications & Campaigns Manager, Tracey Bignall, Senior Policy and Practice Officer; Bernadette Rhoden, Senior Parent Programme and Training Officer; Jade Briant, Parent Programme Officer; Chalice Richardson, Parent Programme Officer; Joy Ohen, Parent Programme Officer; Angela Azubuikwe Finance and Admin Officer; Jes Phillips, Policy and Practice Officer; Esther Ayoola, Policy and Practice Officer; Donna Clutterbuck, Research Assistant; Taqira Wilson, Parent and Children and Young People Programme Officer.

We are based in London but have a national remit.

The Race Equality Foundation, as a registered charity, has a management committee which supervises its work. The committee is presently chaired by Constantia Pennie.

Race Equality Foundation is seeking to appoint a new Chair of Trustees to work in partnership with the CEO, and can bring a record of commitment to and delivery of race equality in the health and care field to this role.

Chair

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although travel expenses may be claimed.
Location:	The Foundation's office is at Unit 17 Deane House Studios 27 Greenwood Place, London NW5 1LB.
Time commitment:	Five Board meetings per year. Additionally, the Chair is also expected to have regular meetings with the Chief Executive and to represent the charity at various events and meetings with key stakeholders.
Reporting to	Board of Trustees (Management committee)

Role Description

The Chair will hold the Board and Executive Team to account for the Foundation'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. They will act as an ambassador for the charity, in partnership with the Chief Executive.

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 our mission
- Work within any agreed policies adopted by the charity

External Relations

- Act as an ambassador for the cause and the Foundation
- Maintain close relationships with key members of Government and key influencers
- Act as a spokesperson for the organisation in the media and on campaigns when appropriate
- 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 to ensure decisions taken at meetings are implemented.

Relationship with the Chief Executive

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring s/he is 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 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 Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above 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.

Chair - 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 race equality and the mission of the Foundation, its strategic objectives and cause
- Personal gravitas to lead a significant national organisation
- Exhibit strong interpersonal and relationship building abilities and be comfortable in an ambassadorial role
- 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
- Successful track record of achievement through their career, particularly on race equality
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- In depth knowledge of race equality in health and care
- 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
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

Terms

The charity's Chair (and board members) will serve a three-year term to be eligible for reappointment for one additional term.

In addition to chairing the main management committee meetings, the Chair has the right to attend the subcommittee(s).

Application process

Please apply by CV and accompanying letter detailing how you meet the person specification.

CLOSING DATE for receipt of applications: **5pm, Friday 12 November 2021.**

Completed applications should be sent to angela@racefound.org.uk.