**Chair of the Board: Role and person description**

**Role type:** Voluntary

**Location:** Can be based anywhere, however **it would be great to have a Chair based in the North West of England**, and will need to travel to Manchester for quarterly board meetings (expenses paid)

**Start date**: June 2022

**Time commitment:** Around 1 day per month, plus attendance at four board meetings per year.

**Application deadline:** The deadline for applications is October 16th 2022 however applicants may be interviewed before this date so early applications are advised.

Details of how to apply are at the end of this document.

**About RECLAIM and the role**

RECLAIM is a youth leadership and social change organisation. We are a small but bold charity, using our experience and platform to support and amplify the voices of working-class young people. We exist to create a society in which being from a working-class background no longer presents barriers to achievement, success, or influence.

Our long-term goal is to create a Britain where those from working-class backgrounds are proud of – and not held back by – our roots. We want working-class people to be represented in places where decisions are made about their lives and to be recognised for their talent, strength, and diversity. We want to see working-class young people at the heart of this, in a country that ensures that they are seen, heard, and leading change.

We are looking for a new Chair of our board of trustees to lead the governance of the organisation. Currently we have a board of five members, and are looking at growing the board slightly over the next year to ensure young people are better represented at board level.

This is an exciting time for RECLAIM as we look to grow our ambition and footprint. As the organisation moves into its next phase of strategic development, the senior leadership team and the Board will be working together to develop a clear, compelling strategy to ensure the voices of working-class young people can’t be ignored.

We want a Chair who is driven by a lack of working-class voice in public life. Who is excited and motivated by RECLAIM’s vision and approach and is willing to offer their time, experience, strategic input and guidance to help us develop as an organisation.

**Key Responsibilities of Chair**

In addition to the responsibilities of all board members the Chair will be expected to:

* Ensure the board and staff team are working and acting in line with the values and expected behaviours of RECLAIM
* Maintain the focus of the board and senior staff on RECLAIM’s purpose and goals
* Line manage RECLAIM’s CEO, including setting objectives, reviewing performance through regular one-to-ones and the annual appraisal process
* Ensure that the Board is providing support and guidance to the wider Senior Management Team
* Ensure the board provides high-quality governance for RECLAIM, including through:
  + setting and maintaining a strong working culture at board level
  + excellent chairing of board meetings
  + recruiting new board members as required
  + leading regular reviews of the board’s effectiveness
  + providing expert input and focus on the requirements of good governance

The responsibilities of all board members which are also responsibilities of the Chair are:

* Attend four regular board meetings a year plus any extraordinary meetings
* Advise on, and help develop, organisational strategy
* Contribute to the development of, and monitor the implementation of, policies in areas such as HR, finance and risk management
* Work effectively with RECLAIM’s staff, respecting their role in managing the organisation and implementing its strategy
* Ensure compliance with governing documents and the law
* Maintain proper fiscal oversight, signing off and scrutinising reporting against budgets
* Provide support on specific issues to the organisation’s senior staff, when required
* Exemplify RECLAIM’s values and culture through ways of working and interacting
* Promote the organisation to target stakeholders, acting as ambassadors for the organisation’s strategy and culture

**The commitment needed**

We are looking for a Chair who can spend around a day a month (depending on organisational development priorities) on what is an exciting, fast-paced and demanding voluntary role. This will include line managing the CEO, managing the cycle of regular board meetings and helping to respond to emerging strategic issues.

The board has quarterly meetings, normally held in Manchester on weekdays. We also have short teleconference meetings as needed – usually not more frequently than once every two months.

The Chair has a particular role in responding to urgent issues of strategic importance raised by senior RECLAIM staff, and will therefore need to have some degree of flexibility to respond to these.

We would expect the Chair to help promote RECLAIM to networks of funders and to other key stakeholders in their networks. This may not require substantial additional time, as it may be something you could integrate into your existing communications.

**Key skills, experience and attributes we are looking for**

***Essential***

* Committed to RECLAIM’s vision, purpose, culture and its way of working. Able to communicate this enthusiasm to others.
* Experience of leadership in an organisation, campaign or other activity related to RECLAIM’s work, including experience on a governing board or equivalent, e.g. a management committee
* Excellent leadership and facilitation skills, including the ability to chair meetings effectively by balancing the need to reach decisions efficiently with the need to ensure all voices are heard
* Willingness and ability to devote the necessary time to carry out the responsibilities of Chair, including ability to be available flexibly to respond to issues as they arise
* Able to lead a diverse team of board members
* A proactive approach to identifying current or potential future issues which the board needs to address
* A good understanding and acceptance of the legal duties, liabilities and responsibilities of trustees and clarity on the difference between governance functions and management functions
* Strong strategic awareness of social movements / social change and experience of high level strategy development
* An excellent communicator with strong leadership, collaboration and interpersonal skills, able to both empower and challenge supportively
* Good, independent judgement and the ability to think creatively about RECLAIM’s strategy, assets and external environment

***Desirable***

* Direct experience of at least one of: campaigning; organising; strategic communications; fundraising; influencing strategy; working or campaigning against oppression and with communities affected by discrimination; organisational management, such as HR, finances and risk
* Bring a strong network of contacts from any part of social movements, policy-making, fundraising or corporate partnerships who will be interested in RECLAIM’s vision and goals
* Be willing to play an ambassadorial role for the benefit of RECLAIM, ideally with fundraising connections

**How to apply**

Please send in a copy of your CV and answers to the following 4 questions. Please use no more than 300 words per answer.

* What has motivated you to apply to be the Chair of Reclaim?
* What relevant skills and experiences you would bring to the role?
* What you think are the key issues facing working-class young people?
* What you think are the key issues that Reclaim is facing as an organisation?

**Email your application to:** [**recruitment@reclaimproject.org.uk**](mailto:recruitment@reclaimproject.org.uk)

**Application deadline:** The deadline for applications is October 16th 2022 however applicants may be interviewed before this date so early applications are advised.

We strongly encourage people from under-represented communities to apply. If you would like to speak to someone to get more background on the role before applying, please contact board member Vic Langer [vic.langer@gmail.com](mailto:vic.langer@gmail.com) to make arrangements.

*We are committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in progressive movements and we’re committed to doing what we can to correct this. We are particularly keen to receive applications from Black, Asian and minority ethnic people; people with disabilities; people who identify as being LGTBQIA; people who have a mental health condition; and people who identify as working class or have done so in the past.*