Organisation	Include.org
Role	**Chair of Trustees**
Location	London /Redhill
Direct report	Director of Operations and Board of Trustees
Background	A general background in strategy, governance, finance, HR, fundraising would be useful. Previous experience as a trustee is essential.

Who we are
Include.org is a new charity, making the world more welcoming for people with understanding and speaking difficulties. We skill up inclusive communication partners through creative and innovative training, consultancy and community activities such as The Include Choir. Include.org registered as a Charitable Incorporated Organisation in 2018 and is a small, locally based charity, run largely by skilled and motivated volunteers. However, we are growing rapidly and gaining recognition at a national level through working in partnership with organisations across the UK, including The National Mental Capacity Forum, The Makaton Charity and Communication Access UK.

Why join us?
Help to establish a new charity with bags of potential. Work outside the box with a diverse, fun-loving team who combine professional expertise with creative thinking to improve the lives of people with understanding or speaking difficulties.

Role Description
We are looking for an enthusiastic and experienced Chair to join our board of Trustees, to help manage the strategic development of the charity, at this exciting and challenging stage.

Overall the role of Chair is to oversee:

- Governance
- Strategic leadership
- External Relations
- Efficiency and effectiveness

Specifically to:

- Lead the Trustees and the Operations Team to enable Include.org to fulfil its purpose

- Oversee the financial and strategic viability of the Charity, through liaison with the Treasurer, Director of Operations and other key personnel.
- Ensure transparency and compliance with external reporting and legal requirements
- Develop and review organisational policies and strategic goals
- Represent the charity through networking with key stakeholders
- Act as spokesperson and figurehead as appropriate
- Attend events (e.g. Include Choir Performances) as a representative of Include.org
- Maintain careful oversight of any risk to the organisation's integrity, sustainability or reputation
- Be the ultimate adjudicator for any complaints or grievances
- Lead and mentor the Board, encouraging reflection, monitoring and and recruitment of new Trustees as required
- Ensure an effective relationship between the Operations Team and the staff/volunteers the Charity and its funders, relevant external stakeholders and the community
- Ensure adequate support and supervision is provided to the Operations Manager, any staff and for volunteers
- Plan and prepare the trustee meetings and the AGM with others as appropriate
- Chair trustee meetings ensuring:
  - A balance is struck between time-keeping and space for discussions
  - Business is dealt with and decisions made
  - Decisions, actions and deliberations are adequately minuted
  - The implementation of decisions is clearly assigned and monitored

Person Specification

- A willingness and ability to lead the charity with clear commitment to its objectives and cause
- Strong inter-personal skills ie the ability to listen & sustain a collaborative team of volunteers
- Skills to run a meeting effectively and efficiently, with impartiality and objectivity in decision making
- Time to perform the role well (a minimum of four Board meetings per year usually in the evening).
- The Chair is also expected meet the Director of Operations and other staff and volunteers
- Eagerness to represent Include.org to key stakeholders with occasional travel
- Willingness to network (e.g with funders, partner services & relevant agencies)
- Experience & knowledge of the voluntary sector and running an effective team
- Understanding of essential governance and finance requirements

- Knowledge of any of the following would be an advantage but is not essential: Social Model of Disability/ Social Care /Health Care / Communication Impairment / Mental Capacity Act / Music

Time commitment

- The Board meets at least 4 times a year and the chair is expected to be available 3 times in a year.
- It is important that the chair is able to visit the organisation and be available to the Director of Operations on a regular basis.
- In addition to board meetings, other contact – usually electronic or by telephone – will be necessary.

Application Process
CV & Covering Letter
Informal Discussion
Interview
References
Probationary period

Matching Interests & Activities
Interests: Communication, inclusion, social model of disability, speech & language therapy, music
Activities: Trusteeship, Committee Work

Other information
- The minimum age for Include.org Trustees is 18 years.
- Whilst the role is unpaid, reasonable expenses are payable in line with Include.org's standard expenses policy.

You can find more information about Include.org on our website or social media channels listed below.

Alternatively, you can email Alix.Lewer@include.org or phone 07446 897835 for a chat.

How to apply

To apply, please send your CV and covering letter to Include.org, 37 South Mead, Redhill, Surrey RH1 2EL or email to to Alix.Lewer@include.org

www.include.org www.youtube.com/c/theincludechoir

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