

Chair of Trustees – 3-year initial term

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	The majority of Board meetings take place in London, however once or twice a year the Board will travel outside London for our annual partner meeting and a team away day
Time commitment:	<p>Up to 6 Board meetings per year. The Chair is also expected to have regular meetings with the Director, and represent the Charity where necessary at other sector events and meetings. The Chair will also attend the Finance and Investment Committee meetings (c. x 2 p.a.). The Chair will also meet with each trustee individually each year to allow for some one-to-one discussion.</p> <p>(Board meetings are currently held out of office hours – usually 4.30 – 6.30, though this may need to change to accommodate new trustees, and the number of meetings can also be reviewed)</p>
Reporting to	Board of Trustees – currently 7 serving, expected to be 8 by year end
Time-Frame	Recruitment is intended to be finalised before start of August, with induction between September – October and a formal handover as Chair at the scheduled November Trustee meeting. We are allowing a fairly long time-frame to ensure that there is sufficient handover and a gentle induction which includes attendance at our October partner event, alongside other newly appointed trustees.

Background to this role

The Blagrove Trust's mission is to bring lasting change to the lives of the most disadvantaged young people aged 14-25 to enable a positive transition to adulthood. We fund organisations that work in the South East of England in the counties of Berkshire, Hampshire, Wiltshire and Sussex, but we also fund other national and London based work. The grants we make total c. £2 million per year.

Our core ambitions are:

- To promote and empower young people as powerful forces for change, and ensure their voices are heard in matters that affect them
- To achieve social impact beyond our immediate partners in pursuit of a fair and just society

Our strategic areas of work are:

- Funding outstanding youth organisations working directly with 14-25's

- Initiatives that give young people a stake in society and support their own social change efforts
- Influence policy on behalf of this age group
- Working with the wider funding community to share learning and improve grant-making

Our ways of working are:

- Collaborate and partner with others in all areas of our work
- Critically assess what we do, adapting and innovating in response to what we learn
- Encourage, listen, consult and communicate frankly with those we fund
- Use all of our resources and knowledge in pursuit of our mission

The Trust is run by a highly committed team of four: the Director, a Regional Partnerships Manager, a Policy Manager and the Listening Fund Project Manager. Our current Chair is standing down in a planned departure after a long period of service.

Detailed documents outlining Blagrove's values and core areas of work can be found on our website www.blagravetrust.org/resources. The Trust has been through a significant period of change since 2013, with the most recent decision to move towards becoming a youth-led rather than youth-focused funder. This means that during 2019, the Trust will be recruiting 3 more young trustees to our Board and that we will also be seeking a dynamic new Chair to take our governance forward into this next phase. Board stability will be provided by the existing two young trustees, and at least one other longer standing member of the Board

The Blagrove Trust prides itself on the way it works with those it funds and its other stakeholders. We are open, passionate, collaborative and energetic – our culture is one of partnership and we place great value in the knowledge and expertise of others. We believe that relationships and trust are crucial ingredients to support social change, and our processes mirror these values. We keep bureaucracy to a minimum and are willing to challenge the status quo of grant-making. This approach does not compromise our commitment to accountability, transparency and professionalism. We are also extremely adaptable – learning and continuously refining and reflecting on what we are doing and whether there is a better way. This means that over the last six years under the current Director, we have not spent time engaging in detailed strategic planning, but rather we review strategy annually and make necessary amendments in real time. The changes that we make to our approach are informed by the conversations that we have with young people, grassroots organisations and others through our commitment to listening and this is what we prioritize.

In relation to governance, this [blog](#) summarizes our most recent thinking and approach

The Trust believes that we must reflect on our part in systems if we wish to effect change on and with others. This, along with the fact that a number of our long-standing trustees are ready to move on, has led us to our current position and the importance of diversifying our governance and in particular giving young people opportunities in line with our specific mission.

We are looking for a new Chair who is totally committed to and actively supports these approaches.

Finally, it is worth noting that the Board intends to create a Finance and Investment Committee and to ensure that one of our new trustees has specific finance and/or investment background at the same time as this appointment. The FIC will be able to bring in paid expertise as and when appropriate to support the Board. This takes the pressure of new first time trustees in ensuring this aspect of our governance is covered and allows time to build these skills on our Board if deemed necessary.

Role Description

Objective

The Chair will hold the Board and 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, and, where appropriate, challenge the Director and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executive.

Principal responsibilities

Strategic leadership

- Uphold Blagrave's focus on its core ambitions
- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for young people, and is dynamic and forward thinking
- 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. In particular, given the new period in the evolution of Blagrave's governance this will require leadership and a strong commitment to diverse and inclusive governance, ensuring that all voices are heard equally and that young trustees are supported to succeed in their role, particularly for first time trustees.
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and that clear plans are in place for bringing on new young trustees as appropriate, whilst maintaining the stability of the Board.

External Relations

- Be an ambassador for and if appropriate act as a spokesperson for the Blagrave Trust.
- From time to time represent the charity at sector external functions, meetings and events e.g. ACF Chairs meeting

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 Director 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 Director and the wider team

- Establish and build a strong, effective and a constructive working relationship with the Director, ensuring she is held to account for achieving agreed strategic objectives
- Support the Director, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Conduct an annual appraisal for the Director
- Ensure that the Director has the opportunity for professional development and has appropriate external professional support

Additional information

The Board of Trustees are considering nominating a Deputy Chair from among the pool of young trustees, who could then take over the role of Chair after three years. This is in line with our commitment to giving young people opportunities to lead. No decisions would be taken on this until our new Chair is recruited so they could take a view on whether, when and how to action this.

The Blagrove Trust is committed to personal development, and will be offering the services of www.2027.org.uk to its newer younger trustees to support them in what is likely to be a first time Board role. We are happy to discuss the same arrangement or a mentoring role, for our new Chair and any other personal development needs they may have.

Person Specification

The Blagrove Trust is looking for a Chair who can relate to and identify with fellow younger Board members – ideally we are looking for the right balance of youth and experience in our new Chair in line with our mission as a youth-led funder. We are open to applications from younger candidates and for those for whom this would be a first time Chair role, provided that have relevant previous experience serving in a trustee capacity. They must exhibit the following qualities and experience:

- Direct experience of working in the youth sector and/or the Trust and Foundation world is essential
- A firm commitment to diversity and to providing young people with opportunities that they may not normally get
- A strong and demonstrable commitment to the charity, its strategic objectives, ways of working and values.
- Ability to foster and promote a collaborative team environment – in particular, experience of working with young people and supporting their personal development would be an advantage
- Strong inter-personal and relationship building abilities
- Tact, diplomacy, with the ability to listen and engage effectively
- Ability to commit time to conduct the role well, including travel and attending events out of office hours
- Experience and understanding of charity governance and working with or as part of a Board of Trustees

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- Experience of chairing meetings and events
- Financial management expertise and a firm understanding of charity finance issues, and ability to read accounts. Some knowledge or background in investment policy or property management for charity would be a distinct advantage

Terms

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

Recruitment Process

Interested candidates should submit their CV and a covering letter to Jo Wells: jo.wells@blagravetrust.org by June 16th close of day. If you would like to know a bit more about the Trust and its work, then please indicate this on your covering letter and a short phone call can be arranged with candidates that have been shortlisted.

First interviews will be held by Jo and one other Trustee on the 26th June or 2nd July tbc – we will also share 1 or 2 key documents at that point to help inform the process

Second interviews may be held after by two other Trustees or an informal meeting with our outgoing Chair, at which point a final decision will be made.