

CHAIR OF TRUSTEES

(CIRCA 2 DAYS PER MONTH, UNREMUNERATED BUT EXPENSES AVAILABLE. MEETINGS USUALLY TAKE PLACE IN CAMBRIDGE BUT OTHER WORK WILL BE BY EMAIL)

“When you’re feeling unhappy, Blue Smile lets you burst out your feelings and everything. They turn things wrong into good things”. E, age 7

Today, nearly four UK children per class are thought to have a mental health problem. If left unsupported and untreated, these children are likely to continue to have worsening mental health difficulties and problem behaviours into adulthood, with greater risk of academic failure and social issues.

Cambridge-based charity, Blue Smile, provides whole school support and long term expert counselling and mentoring within schools in Cambridgeshire and surrounding areas for children aged three to 13. As we tell children, big feelings get in the way of learning. We address the emotional difficulties which underlie many problem behaviours, so children can fulfil their true potential and have happier childhoods. We work using proven fun, arts-based therapies, which engage the child in a non-threatening way, helping them to organise their feelings and process traumatic experiences.

Following seven successful years with our growing charity, our Founding Chairman is standing down and we are seeking someone to lead our Board over the next three years (with a possible extension of a second term of three years).

Chair of Trustees Role Description

Overall purpose of the role

- To lead and direct the Board of Trustees to fulfil their responsibilities for the overall governance and strategic direction of the organisation
- To ensure the organisation is achieving its aims, charitable objectives and full potential with the right balance of ambition and caution
- To encourage and facilitate effective communication between the Board and committees, staff, volunteers, beneficiaries and stakeholders

Main duties and responsibilities

- Lead trustees in taking responsibility, jointly and severally, for directing the overall affairs of the organization and ensure that, working with the CEO, there is an effective and appropriately ambitious strategy and business plan in place
- Chair and facilitate Board meetings and with the CEO plan the annual meetings cycle to ensure comprehensive consideration of the organisation’s business
- Oversee trustee recruitment, induction, training/development and appraisal to ensure diverse and skilled governance, with a good range of skills and with active participation in subcommittees/groups
- Support the CEO to provide effective leadership and development of the organisation, including regular meetings/discussions

- Conduct the Chief Executive's annual appraisal and remuneration review in consultation with other Trustees.
- Work with the Board, CEO and officers of the charity in monitoring policies and procedures, taking professional advice where necessary, to ensure regulatory compliance
- Monitor that Board decisions are implemented effectively and take urgent action between meetings if required to take up opportunities and ensure that the organisation's activities are in compliance with agreed objectives
- Represent the organisation at appropriate events and meetings to enhance its profile and reputation
- Attend appraisal and disciplinary meetings as required to ensure effective management of workers and volunteers; represent the board in management discussions with the CEO
- Monitor that robust systems are in place for internal financial control and the protection of the organisation's funds to avoid the risk of closure
- Ensure that the Board regularly monitors and reviews the Risk Register and that all risks are effectively mitigated and managed as far as possible
- Comply with the ACEVO Code of Good Governance

Person specification

- Passionate about children's mental health and Blue Smile's role and to be knowledgeable or willing to become knowledgeable about this
- Good understanding of the challenges of growing an organisation
- Experience of boards and of the relationship between executive and non-executive roles and an understanding of the aims of charity and its governance
- Excellent communicator and skilled at managing relationships. Able to be a great ambassador for the charity and to utilise connections to support the charity and its work
- Financial management knowledge, including a broad understanding of charity finance issues
- An appreciation of fundraising

Please contact current Chair Tim Bryson, 07767 354620 or CEO Rebecca Wood 01223 314725 or 07812 554491, to arrange to discuss the role by phone or in person.

Applicants should send in a CV to the CEO to rebecca.wood@bluesmile.org.uk with covering letter in confidence explaining why they would like to be considered. Alternatively, send these documents by post marked in confidence to Rebecca Wood to Blue Smile, 47-51 Norfolk Street, Cambridge CB1 2LD. Applications will be discussed initially between the Chair and CEO, with a shortlist then meeting trustees.