



VOLUNTEER OPPORTUNITY: CHAIR OF TRUSTEES

The Sickle Cell Society are looking for a new Chair of Trustees to lead the strategic development of the Sickle Cell Society.

Time Commitment: 10 Board meetings per year. Additionally, the Chair is also expected to take part in 1-2 board away days per annum as well as having regular meetings with the Chief Executive, appraising Trustees, and also representing the SCS at various events (eg. fundraising, awareness raising, policy) with key supporters, allies and other stakeholders.

Salary: The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed

Reporting to: Board of Trustees, and additionally, keeping the SCS President up to date on SCS affairs

Location: London

To apply for this job, please read this document in full and then complete the **Application Form** via the button below or at our website:

www.sicklecell society.org/scschair/

[Application Form](#)

Deadline: 31st January 2022

Interviews: Wednesday 16th February 2022

Job Purpose:

The Chair will work closely with the trustees and the Chief Executive/Management team to lead the strategic development of the SCS. Significant progress has been made by the SCS over the last 8 years and it is critical that the Chair possesses the correct personal qualities and experience to build future success on the exciting development journey of the Charity.



The Chair will also lead effective governance, consistent with the Nolan principles and ensure trustees are accountable individually and collectively for the performance of the board and the success of the organisation. He or she will act as an ambassador and one of the public faces of the charity in partnership with the Chief Executive.

The Chair will also set clear expectations about the Society's culture, values and behaviours, including setting the style and tone of discussions at board meetings.



About the Sickle Cell Society (SCS)

The Sickle Cell Society (SCS) is the only national charity in the UK that supports and represents people affected by a sickle cell disorder. We provide information, advice and support to enable people to improve their overall quality of life.

Approximately 15,000 people in the UK have a sickle cell disorder. These inherited conditions predominantly affect people of Black African and Black Caribbean heritage; and to a lesser extent people of Mediterranean, Middle Eastern, South Asian and Central/South American heritage.

This inherited blood condition causes the collapse (sickling) of red blood cells, reducing their capacity to carry oxygen around the body. This causes acute anaemia and extreme pain as cells cannot pass freely around the body. Regular blood transfusions are often required to keep people well. A high proportion of our client group also suffer disability relating to stroke, or damage to vital organs which can lead to organ failure.

We assist and enable people living with SCD to realise their full potential whilst successfully managing the challenges they face in living with this potentially life-limiting condition.

We are a small, friendly and closely knit team of 14 skilled and highly committed staff (9 part-time / 5 full-time) and over 50 (30 active) volunteers (these numbers open to change to reflect the Society's activities). We are investing in the capacity and resources of our Fundraising team to deliver our 2020-23 strategy.

Key Responsibilities

Strategic leadership

- Provide leadership to the charity and its Board of trustees, 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
- Ensure continuous professional development of the Board to support the competencies needed for Trustees to fulfil their duties accountably

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
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- 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 the wider population
 - Work within any agreed policies adopted by the charity

External Relations

- Act as an ambassador for the sickle cell cause and the charity
- Maintain close relationships with key members of the Government, Parliament, and other stakeholders and key influencers
- Maintain good relationships with healthcare bodies from NHS, treatment authorisers, and companies that develop treatments, but also national and international patient organisations
- Act as one of the spokespersons for the organisation 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 and between trustees and staff
- 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 the implementation of decisions taken at meetings

Relationship with the Chief Executive and the Wider Management Team

- 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, worries 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 of Board - Person Specification

Personal

- Demonstrate a strong and visible passion and commitment to the SCS, its strategic objectives and cause
- Personal gravitas to lead a significant national organisation
- Exhibit strong inter-personal 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
- Leadership skills with the 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
- Impartiality, fairness and the ability to respect confidences



Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- 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

- 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

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE CHARITY'S EQUAL OPPORTUNITIES POLICY.

To apply for this job please use the **Application Form** found at our website:
www.sicklecell society.org/scschair/
Application forms should then be sent to info@sicklecell society.org