

Role Description: Chairperson

City of Sanctuary is an organisation with the main aim of offering, encouraging and creating welcoming spaces and activities in communities around the UK. As chairperson of Manchester City of Sanctuary it would be your job to try to embody this sense of welcome in meetings with Sanctuary Seekers and our trustees during meetings in Manchester. Patience, kindness and strength are required of a good Chairperson, and if you have these qualities you should consider applying for the post if you feel the specification below matches your character and commitment.



As a newly registered charity there is large scope for a new chairperson to shape the direction of City of Sanctuary, working *with* Sanctuary Seekers (as opposed to *for* them) to decide how best to welcome people seeking safety here. More funding is being sought, our direct debit base is expanding, and we feel optimistic about a future of growth and more varied activity benefitting a larger number of individuals and educating a greater number of organisations.

Skills and Experience Required

- Excellent delegation and communication skills
- Understanding of the lives sanctuary seekers lead
- Understanding and oversight of financial liquidity (ensuring income is not overwhelmed by outgoings)
- Evaluation and reflection of City of Sanctuary's adherence to its aims and objects as a charity
- Self-reflection
- Patience
- Leadership skills
- Reasonable IT skills (Word and Excel)
- Strategy skills and vision in regards to building and following up our pledges of support
- Good record keeping



Desirable Skills

- Public Speaking
- Facilitation of Group Activities
- Excellent IT skills
- Reasonable Social Media Skills
- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.
- Experience of chairing meetings, committee work, some experience of charity finance/charity fundraising.
- Leadership skills exercised through a period of change.



Time Requirements (2-10 hours a week)

This breaks down in various ways, and varies so much due to different activities. The board meets every 4-6 weeks for 2 hours. Certain times of year are busy for us, for instance when there is a conversation club, community meal and other events in a 10 day period. These 'hotspots' usually occur a few times a year. Generally answering emails and communicating to the team of trustees requires small regular maintenance.

Further Information:

A general background in strategy, governance, finance, HR, fundraising would be useful. Previous experience as a Chair or trustee would also be welcomed.

Role Summary

- Provides leadership and direction to the board of Trustees and enable the Board to fulfill their responsibilities for the overall governance and strategic direction of Manchester City of Sanctuary.
- Ensures that Manchester City of Sanctuary pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
- Facilitates the board of trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.

Main Responsibilities

- Formulate strategic plans and regular review of long-term strategic aims of the charity.
- Develop organisational policies, define goals, targets and evaluate performance against agreed targets.
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Lead and mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the board.
- Annually review the Board structure, role, staff relationships and ensure implementation of agreed changes/developments are carried out.
- Encourage team working among Board members and encourage them to identify and recruit new trustees as required.
- Create a strong, profitable and fulfilling working relationship with trustees and worker(s) through review and self-reflective evaluation of contributions and effectiveness of the board.

In relation to the community and code of conduct

- Represent the organisation as a spokesperson at appropriate events, meetings or functions.
- Lead the Board in fostering relations with potential supporters and potential funders/donors.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.
- Facilitate change and address conflict within the Board of Trustees within the organisation.
- Undertake review of external complaints as defined by the organisation's complaints procedure.
- Ensuring adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and its sub-committees.
- Attend and be a member of other committees or working groups when appropriate in role as Chair.
- In order to perform the above role, the Chair should have reasonable access to all staff and information, in line with the board's fiduciary duties.

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.