



# Vacancy for Chair of Trustee Board

## Introducing The Myriad Centre

The Myriad Centre is a not-for-profit charitable organisation based in Worcester whose aims are to provide support and facilities to adults and young people, aged 13 and upwards, with Profound and Multiple Learning Disabilities (PMLD).

With an average annual turnover of £700,000, we offer day centre facilities and aim to promote independence and enrich lives. We provide the highest quality specialist care and development opportunities, challenging limitations and combating loneliness.

The services we provide at The Myriad Centre are highly valued and respected by both families and the Local Authority. During a recent inspection from Worcester County Council's Quality Assurance Team family comments included: "it's a brilliant centre", "they are doing a great job" and "we are very happy with it".

It is The Myriad Centre's ultimate goal to provide a haven where clients are given the opportunity to learn, to achieve and to laugh. Our motto remains: *'Think possibility, not disability'*.

## Recruiting a new Chair of Trustee Board

The Myriad Centre is governed by a board of trustees led by a Chair and made up of highly committed individuals who bring a range of skills to the organisation.

After 6 years in post our Chair is standing down in the next few months and we are now seeking her successor to lead the organisation through the next stage of its development. This is a particularly exciting time in our history as we are currently embarking on a major development project to expand our reach through additional accommodation, enabling us to support more families and extend the range of activities we can offer. The project will entail a major fundraising initiative over the next few years and the Chair will play a key role in supporting this.

The responsibilities of the role and a candidate profile are detailed in the attached document together with an indication of the time commitment.

Interested applicants are invited to contact Sue Braithwaite, Chair of the Board of Trustees for an initial conversation – tel. 07703 517527; email: [sbraithwaite@myriadcentre.co.uk](mailto:sbraithwaite@myriadcentre.co.uk)

# Chair of Trustee Board

## Role profile

*In addition to their statutory duties as a trustee*

*(see <https://www.gov.uk/guidance/charity-trustee-whats-involved#trustees-6-main-duties>)*

*the Chair is specifically responsible for the following:*

### **Providing strategic leadership and governance**

- Ensuring that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity
- Providing strong, dynamic leadership through a period of growth and change
- Ensuring that the Board fulfils its duties to ensure the sound financial health of the charity, with systems in place to ensure financial accountability
- Ensuring that the governance arrangements are working in the most effective way for the Charity
- Chairing meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Developing the knowledge and capability of the Board of Trustees

### **Working with the Chief Executive**

- Building a strong, effective and constructive working relationship with the Chief Executive, ensuring s/he is held to account for achieving agreed strategic objectives
- Ensuring regular contact with the Chief Executive to maintain an overview of the Charity's affairs, providing support as necessary
- Conducting an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees
- Supporting the professional development of the Chief Executive

### **Developing external relations**

- Acting as an ambassador for the charity
- Establishing close relationships with key influencers and stakeholders
- Acting as a spokesperson for the organisation when appropriate
- Representing the charity at external functions, meetings and events

Continued...

## Personal profile

*Suitable candidates may come from a variety of different backgrounds. Personal qualities are as important as experience, which may have been gained in public or private sector roles or in voluntary roles. As a minimum, candidates should be able to demonstrate the following:*

### Personal qualities

- A strong and visible passion and commitment to the charity
- Excellent networking and relationship building abilities, comfortable in an ambassadorial role and confident in approaching funders
- Personal gravitas, confident in dealing with people in all walks of life
- Sensitivity to and willingness to get to know our clients and staff
- Demonstrating tact and diplomacy, with the ability to listen and engage effectively

### Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Experience of governance and specifically the role of Chair
- Experience of P&L management and financial scrutiny
- Experience of working with senior influencers and stakeholders

## Commitment required

The Board meets on a quarterly basis and in addition the Chair will normally sit on at least one other board committee e.g. the Finance Committee

In addition, the Chair will maintain regular communication with Trustees, CEO and staff.

S/he will also need to be available to attend ad hoc speaking engagements and events