



CHAIR OF BOARD OF TRUSTEES

(unpaid – out of pocket expenses reimbursed)

CHAFFINCH is a small but growing charity working to support some of the most vulnerable children and young people of the Kibera slum, Kenya. We work with a pre-existing local project “Future Stars Development and Rescue Centre” to provide primary education, a feeding programme, plus accommodation for children and young people deemed ‘at risk’.

We currently support a total of 80 children and young people from the ages of 3-18 years.

We are looking to recruit a chairperson to join our board of trustees.

We need someone with the passion and commitment to drive Chaffinch towards achieving its mission and ensure effective management.

Chaffinch was built on passion and dedication to our purpose. Whilst skills in networking, leadership, fundraising, and governance are desirable, applicants with a commitment to our aims and to their own personal development within the role are actively welcomed.

You would be expected to attend approximately 6 board meetings each year, in the York area.

Please complete an application pack if you are interested in this role.

Chaffinch is a registered charity 1173464 (England and Wales)

Chair of Board of Trustees – Chaffinch

Remuneration	The role of Chair is not accompanied by any financial remuneration, although reasonable travel costs and other legitimate expenses may be claimed.
Location	York, United Kingdom
Time commitment:	Approximately 6 Board meetings per year plus presence at an unspecified number of events and additional home working flexible with experience and individual desire to participate.
Reporting to	Board of Trustees

Job Description

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that Chaffinch fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Chaffinch is a registered charity (1173464, England & Wales) working with a pre-existing community project “Future Stars Development and Rescue Centre” in Kibera, Kenya, with the aim of enabling the centre to fulfil its own objectives. There is an essential understanding that the role of Chaffinch is to support the local staff who are acknowledged as capable of delivering what is needed when enabled to do so.

“Future Stars Development and Rescue Centre” provides a completely free primary education to children, living in the Kibera slum, who would otherwise be unable to access education. The centre is currently providing this education to 70 children including many children from single-parent families where HIV/AIDS has had a devastating impact. By providing this free education, the children increase their future prospects in terms of employment and personal development.

In addition to the free school, “Future Stars Development and Rescue Centre” provides a safe home for children and young people who currently have nowhere else to live. This includes recently orphaned children, street children identified as ready to return to a structured lifestyle, abandoned children, and those at risk of abuse or exploitation. The centre is not a children’s home and efforts are made to find relatives within Kenya who are willing and able to care for each child. There are currently 20 residents aged between 6 and 18 years.

A feeding programme also operates at the centre, allowing for the provision of adequate nutrition to children who would otherwise be at risk of starvation or malnutrition.

Chaffinch currently funds the feeding programme, school supplies, school fees for older residential children to attend High School, and necessary medical expenses plus incidentals. Chaffinch has also undertaken some larger projects such as the construction of a toilet block (a Crowdfunded project) and several new classrooms. An annual Christmas celebration/party has also been an important focus for Chaffinch since its foundation.

The vision of Chaffinch is to support “Future Stars Development and Rescue Centre” to become a self-sustaining project, run exclusively by Kenyan staff who have the skills necessary to provide for the children and young people of Kibera.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.

In addition, with other trustees to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

Additional duties of a Chair:

To hold the Board to account for the Charity’s mission and vision, providing inclusive leadership to the Board of Trustees. He or she will act as an ambassador and public face of the charity alongside the other trustees.

Principal responsibilities**Strategic leadership**

- Provide leadership to the charity and its Board, 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

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 address and resolve any conflicts within the Board
- Work within any agreed policies adopted by the charity

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
- Give direction to Board policy-making and ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

Additional information

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.

Length of appointment

The Chair is eligible to hold office until the Annual General Meeting following appointment and may be re-elected to office for further periods of 1 year, with no restriction on terms served.

Chair of Board of Trustees - Chaffinch

Person specification

Individuals are sought who have a strong empathy with our mission to support the most vulnerable children of Kibera in their endeavours to improve their prospects, and to enable the local and native staff of Future Stars to utilise their skills to this purpose. Experience, skills, and expertise in leadership and governance and an interest in effective networking, combined with an in-depth understanding of our work and ambitions are particularly sought.

Chaffinch was built on passion and dedication to our purpose. Whilst particular skill sets are desirable, applicants with a commitment to our aims and to their own personal development within the role are actively welcomed.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Desirable experience:

- Successful experience of operating within the leadership of a charitable, public sector or commercial organisation
- Experience of networking, building and sustaining relationships to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the role of the Chair

APPLICATION TO JOIN THE CHAFFINCH BOARD OF TRUSTEES AS CHAIR

Name:

Address:

Phone:

Email Address:

Do you consider yourself disabled in any way/have any particular requirements regarding access, etc?

1. Why do you want to join Chaffinch as an organisation?

2. What experience and expertise would you bring to the Board of Trustees at Chaffinch? (Please refer to the person specification.)

3. Which area of Chaffinch particularly interests you?

4. Do you know of any reason which would prevent you from becoming a charity trustee, e.g. undischarged bankruptcy, unspent conviction for deception or dishonesty or previous removal as a charity trustee on these grounds?

If you have a CV, you are welcome to attach it to your application.

I declare this information to be true.

Signed:

Date:

Please return to Chaffinch, 3 Spurr Court, York, YO24 3ND.

Alternatively, please send your application by email to: admin@chaffinch.org.uk

Thank you for taking the time to complete this application form.