

The Squad Club

Job Description - The Chair of Trustees

Start date:TBC

This is a volunteer role (pro bono) to be offered following a successful recruitment process.

An exciting time of renewal and growth for a vital, hyper-local charity

This is an exciting time for The Squad Club as we continue to shift up a gear in our recent period of renewal and growth, and look ahead to an ambitious future. We are seeking a new Chair of Trustees who will provide strategic leadership and a positive collaborative culture as we move forward sustaining growth. And, ultimately, continue to provide excellent experiences for our members.

About the Squad Club

The Squad is a Wimbledon based, Merton-wide, charity that has supported local people with Special Educational Needs & Learning Disabilities since its inception in 1993. Our vision is to create a member-first community that provides empowering social opportunities to enable adults and young people with learning disabilities to live their lives, be included, to have their voice heard and make their own choices. We seek to achieve this by offering inclusive, informal educational and fun social activities through our Thursday evening sessions. We create an environment where our Members,Volunteers and Club Leaders, together, experience opportunities, learn new skills, build confidence and improve mental, physical and emotional wellbeing.

The Squad Club runs a weekly 'Juniors club' for members aged 13-25 and a weekly 'Vets' club for members aged 25+ years old. Both groups offer a wide range of opportunities and experiences for our members and strive to improve confidence, build friendships and give people with learning disabilities a fun place in which they feel secure and supported.

Chair of Trustees' governing responsibilities

- To lead the Board of Trustees' to fulfil their role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting objectives
- To ensure that the organisation complies with its governing document, charity law, safeguarding and data protection and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document

- To ensure the organisation applies its resources exclusively in pursuance of its objectives, targets and evaluating performance against agreed targets
- To maintain 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 charity and to ensure the proper investment of the charity's funds
- To develop a balanced team of trustees and to establish a positive culture where trustees can use their skills and experience to benefit the organisation

In addition to the above statutory duties, The Chair of Trustees is responsible for effectively chairing Squad Trustee board meetings, including:

- Chairing meetings in a way that encourages balanced participation, constructive discussion and sound decision-making
- Ensuring discussions and decisions are effectively minuted and that matters arising and actions are communicated and monitored
- Alongside other Trustees, plan the annual cycle of Board Meetings
- Ensuring that Board meeting agendas reflect the Board's responsibilities, focus on matters of importance and that there is sufficient time during Board meetings to fully discuss agenda items
- Ensuring that relevant, timely information is circulated in advance of the meetings.
- Overseeing board workstreams and liaising with staff on progress

All trustees at The Squad should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- Giving direction to Board policy-making
- Leading discussions
- Focusing on key issues, and providing guidance on new initiatives
- Ensuring financial oversight, including driving income generation and fundraising
- Inviting support on other issues in which the Trustee has special expertise

- Representing the organisation at functions, meetings
- Acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making
- Setting agendas for Board meetings with the Deputy-Chair and Secretary
- Concerning employed staff:
 - Liaising with the Trustees in line management roles to keep an overview of the organisation's affairs and to provide support as appropriate
 - If needed, taking on or supporting with line management responsibilities of the charity's paid employees, until appropriate line management is secured
 - Leading the process of appraising the performance of staff
 - Sitting on appointment and disciplinary panels
- Liaising with other Trustees to develop the Board of Trustees

Fellow Trustees will step in to act for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

Chair of Trustees personal specification

Essential

- Strategic vision
- Leadership skills
- Willingness to devote the necessary time and effort
- Good, independent judgment
- Sound understanding of financial information
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Ability to work effectively as a member of a team
- Experience of committee work

- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

We would expect our new Chair to have previous Trustee experience, although not necessarily with The Squad Club or learning disability organisations.

Desirable

- Understanding/working knowledge of learning disability
- Experience of working in the third sector/understanding of the needs and issues faced by a small charity
- Willingness to attend both clubs on as required basis to forge better understanding of the organisation.

We do not require lived experience or previous experience engaging with people with learning disabilities, but do require any candidate to come open minded, and with empathy and a desire to learn.

Average time commitment:

15 hours per month

May be required to attend some external events

Chair of Trustees recruitment process

The Squad's recruitment process for the Chair of Trustees will consist of a two-stage interview process with a variety of current Trustees. The first stage is an optional, informal chat with a current Trustee, followed by shortlisting of CVs and personal statements. Then the second stage is a panel interview to assess the shortlisted candidates' suitability using competency based questions focused on the candidate's relevant skills and experience in relation to the role. After completing both stages, the successful candidate will be given the opportunity to attend a club night to meet the Team Leaders, Volunteers and members. We feel this is essential for any new Chair.

The Candidate will also be invited to a Trustee Board meeting as a visitor to observe the Squad's Board if they wish to do this. The successful candidate will be put forward to the Trustee Board by the interview panel for Board approval, where all current Trustees

will vote to approve the appointment of the candidate before the role is formally offered to them, subject to references and DBS check.