

Chair of Trustees – Village Preschool E17 CIO

Where: Walthamstow, London (Hybrid – occasional in-person meetings)

Time Commitment: Approx. 4–6 hours per month

Term: Minimum 1 year, renewable

Charity Income: Under £1 million

About the Organisation

The Village Preschool E17 is a small, community-based educational charity providing high-quality early years education to local families. Based in the heart of Walthamstow, we are passionate about giving every child the best possible start in life, regardless of background.

We are currently in the midst of a strategic transformation to improve operations, strengthen sustainability, and build on our positive impact in the community.

The Role

The Chair plays a pivotal role in leading our Board of Trustees to ensure effective governance and strategic direction. This is both a strategic and supportive role—requiring sound judgement, excellent interpersonal skills, and a collaborative leadership style.

You'll work closely with the Head of Preschool and fellow trustees to support operational improvements, guide future planning, explore funding opportunities, and promote our values and charitable mission.

What We're Looking For

Key Responsibilities

Leadership and Governance

- Lead the board in maintaining strong governance, oversight, and legal compliance
- Chair termly board meetings and keep trustees actively engaged
- Oversee recruitment and development of trustees
- Ensure agreed decisions are actioned and followed up

Support and Supervision

- Provide supervision and line management to the Head of Preschool
- Lead annual performance reviews
- Serve as a strategic sounding board
- Communication and Representation
- Act as the primary liaison between the Head of Preschool and the board
- Build strong relationships with staff, trustees, and stakeholders
- Represent the preschool publicly and at official functions as needed

Strategic Oversight

- Drive board development and support long-term planning
- Enable collaborative decision-making across the board
- Act swiftly in emergencies, in consultation with trustees

- Offer strategic insight to ensure long-term viability
- Help develop funding opportunities and sponsorships

Person Specification

Essential:

- Experience in governance, leadership, or strategic planning (ideally within the charity, education, or early years sector)
- Excellent communication and interpersonal skills
- Confidence in facilitating group discussions and supporting senior staff
- Genuine passion for early education and community development

Desirable:

- Understanding of charity regulation, Ofsted, or early years provision
- Prior board or chairing experience
- Connection to or knowledge of the Waltham Forest community

What We Offer

- A warm, values-driven team and a meaningful cause
- Full induction, including meetings with key trustees and staff
- Access to key governance documents and information
- Support with DBS check (required before appointment)

How to Apply

If you're passionate about making a difference and have the leadership skills to help guide our preschool's future, we'd love to hear from you.