



Project 17

St Joseph's Hospice
Mare St
Hackney
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www.project17.org.uk
Charity no: 1152621

Project 17 role description and person specification

<u>Title of Role:</u>	Chair of Trustees
<u>Location:</u>	Working from home with occasional meetings at Project 17's offices at St Joseph's Hospice, Mare St, Hackney E8 4SA. Board meetings take place every 3 months and currently alternate between in person and online meetings.
<u>Responsible to:</u>	Working closely with the Director, Treasurer and other trustees
<u>Responsible for:</u>	To work with the Board of Trustees to provide oversight and strategic direction to Project 17
<u>Salary:</u>	Voluntary
<u>Hours:</u>	Around 1 day per month, including meetings
<u>Term:</u>	Trustee terms are for two years but trustees can stand for re-election

Summary

Project 17 works to end destitution among migrant children. It works with families experiencing exceptional poverty to improve their access to local authority support. We believe that all children have the right to a home and enough to eat, regardless of immigration status. To achieve our vision, we provide advice, advocacy and support for individuals. We build capacity in other organisations and we campaign for the improved implementation of statutory support.

As Project 17 prepares to launch its new strategy, we are looking for an enthusiastic committed individual to take on the position of Chair of our Board. The Chair of Trustees will provide leadership and direction to the Board of Trustees and help enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation. They will also work in partnership with the Director, helping them to optimise the relationship between the Board of Trustees and the staff and support them to implement Project 17's strategy.

Specific Responsibilities

- Lead the Board in working with the Director to maintain the vision, purpose, strategic direction, goals and values of Project 17

- Manage the Board, including Trustee recruitment, ensuring that Trustees comply with their duties, that the Board performs effectively and the Charity is well-governed.
- Manage, review and appraise the performance of the Director
- Support the Director in implementing the organisational strategy
- Maintain proper fiscal oversight of the organisation alongside the Treasurer and Director
- Ensure compliance with governing documents, charity law and other legal requirements
- Ensure board reports, papers and record of meetings are maintained
- Chair board meetings and facilitate board communications
- Act as final stage adjudicator for disciplinary and grievance procedures if required

Person Specification

Essential

- Experience of one or more of the following:
 - Personal experience of having no recourse to public funds
 - Experience of charity management
 - Experience of charity governance
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Demonstrable commitment to the values and ethos of Project 17
- Personal and professional integrity
- Ability to commit time to conduct the role well, including attending meetings and events outside of normal office hours
- Strategic vision and good, independent judgement
- Strong interpersonal and relationship building abilities

Desirable

- Knowledge and experience of charity fundraising and finance practices.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies.

Term of office

The Chair's term is two years, following which the Trustees may re-elect the Chair for a further one or two term(s).

Time requirement

The role will require a time commitment of around 1 day per month, on average, with more time required in some months than others. This will include planned quarterly board meetings of approximately 2 hours, held either online or in London. The Chair must be available to support the Director and fellow Trustees between Board meetings, including taking responsibility to deal with issues which arise, and regular one-to-one meetings with the Director.

Remuneration

Project 17 is a small charitable, not-for-profit organisation. Trustee and chair roles are not remunerated. Reasonable expenses for travel and childcare can be paid. We are committed to recruiting and sustaining a diverse Board