



Welcome to ecobirmingham and thank you for your interest in the role of Chair.

This is an exciting time for the charity, and we are looking for a new Chair to support and guide the Executive Team and Trustees over the next three to six years. The organisation has grown from a small environmental base called Northfield Eco Centre to ecobirmingham, a well-known and respected city-wide environmental charity helping many communities to live more sustainable lives.

We give the people of Birmingham the tools to take positive action and focus on a holistic approach to sustainable living looking at transport, food, education, waste, energy, and creative learning. A relatively small team of staff, associates and volunteers achieve this by leading specialist projects in many of the city's 69 wards.

Our current strategic plan is by 2030 to help 25% of Birmingham residents begin their 'sustainable lifestyle journey' based on their values, priorities and resources. This will create a 'tipping point' of ongoing action across the city. To achieve this, we will use city wide digital products, such as our 69 wards walking and cycling map, and more in-depth support working through community development organisations.

Our latest [Impact Report](#) can give you more of a sense of the reach of our work and the Chair will play a key role in supporting the strategic direction of the Charity and use of the Trustee team as ambassadors. This is a voluntary position but offers the successful candidate the chance to develop their own leadership and team building skills supporting the charity.

Ideally the new Chair should have some experience of charity governance and will have been a trustee for a charity before or part of the executive reporting to a charity. The Chair will oversee the Chief Executive and Trustees leading Board meetings, taking a key part in Away Days, conducting their annual appraisals and supporting the CEO with regular catch ups. There is a time commitment, but we can offer flexibility to work around busy lives.

Most of all we need a fantastic advocate for ecobirmingham, representing the organisation externally, inspiring the team to grow and excel and play a key role in helping us build greener, fairer and healthier communities in Birmingham

We look forward to hearing from you!
With best wishes
Michelle Smith (Acting Co-Chair)

Role Description

Role title: Chair of the Board of Trustees of ecobirmingham.

Key Responsibilities:

1. To work in partnership with the Chief Executive to ensure that the charity has a clear vision, mission and strategic direction and that the charity, the Trustees and the Chief Executive are focused on achieving these.
2. To ensure that the board of Trustees fulfils duties for the charity's proper governance.
3. To help the Chief Executive to achieve the charity's mission.

This is a voluntary role. Expenses occurring relating to the role, such as training or travel to an event to speak on ecobirmingham's behalf, will be reimbursed.

The term as a Chair usually lasts for 3 years from the date of confirmation, usually at the AGM, with an option to extend afterwards for another 3 years, or until their second term as a Trustee expires, and they must leave the Board as a Trustee.

The Chair is required to contribute around 50 hours a year. There are 4 Board meetings each year as well as a 3 Finance and 2 People and Policies Committees led by Vice-Chairs. The Chair is involved in helping the CEO prepare Board meeting agendas and leads the meetings. There is an annual Away Day and the Chair will run appraisals for the CEO and Trustees. Line management support meeting with the CEO is an important part of the role and the regularity can be agreed depending on the Chair's commitments but happen at least bimonthly.

The Chair reports to the Board of Trustees, which delegates authority to the Chair, vice chairs, and CEO, as set out in agreed schedule of Trustee and Executive Delegated Limits.

The Chair line-manages the CEO supported by the Vice Chairs.

Main purpose of the role

- **Chairing the Board of Trustees (Chair specific)**

As a Trustee to be responsible for the good governance of the charity as an individual and as a team of trustees, participating in meetings to achieve the following:

- Ensuring ecobirmingham is carrying out its purposes for the public benefit.
- Complying with the governing document, the law, and is accountable to the charity commission and public.
- Managing resources responsibly.

Duties and responsibilities

Ensuring ecobirmingham is carrying out its purposes for the public benefit.

- Reviewing and agreeing strategies, annual plans, monitoring and decisions to align with its charitable objectives and beneficiaries.

Complying with the governing document, the law, and is accountable to the charity commission and public.

- Trustees regularly update and review organisational policies and implementation to ensure complying with the ecobirmingham constitution, and other requirements under charity, employment and other relevant laws for the organisation.
- Trustees ensure the executive provides up to date details of trustees, an annual return, and annual accounts to the charity commission on time. The annual accounts set out how the Board makes or delegates decisions and reporting.

Managing resources responsibly.

- Acting in the best interests of ecobirmingham and managing resources responsibly. Ensuring that ecobirmingham's funds, people and reputation are protected from undue risk. This includes the use of a risk register, an annual plan and indicators, and quarterly financial management accounts.

The more detailed descriptions of these responsibilities can be found on the Charity Commission website – under 'Duties of a Trustee'.

Any special conditions:

- This role will involve reviewing our safeguarding policy and practices with the children and vulnerable adults we work with; therefore, any Trustee role will require a successful DBS check before starting.
- The role is voluntary and may occasionally require flexibility and unsociable hours at weekends and evenings.
- Trustees may also volunteer for other roles and opportunities at ecobirmingham, but this must be in addition to their existing primary trustee role and not reduce the time and energy available for their trustee responsibilities.

Application Process

Please send your CV with a covering letter stating your experience and skills and your interest in the role, along with the equalities and monitoring form to anne@ecobirmingham.com (preferred) or by post to Anne Dasgupta, ecobirmingham, 53 Church Rd, Northfield, Birmingham. B31 2LB

For an informal chat about this role, you can email simon@ecobirmingham.com. Closing date for applications is Monday 3rd June 2024. Interviews will be held on Monday 17th or Tuesday 18th June 2024.

Role Specification

Skills and Abilities (Related to Role)	
Ability to help a group of volunteers work as a team, and draw on their skills, ability, and time to benefit the Board and Executive.	Essential
Ensuring the roles and responsibilities of the Board and Executive are maintained and there is the right level of challenge and support.	Essential
Time and flexibility to fulfil the role, and the ability to inform others if the situation changes	Essential
Experience and Knowledge (Related to Role)	
Previous experience as a Trustee, Vice Chair, or Chair of a small Charity or not-for-profit organisation	Essential
Line management and support of senior managers or team leaders	Essential
Minimum requirements to be a Trustee	
Age 16 or above, as we are a Charitable Incorporated Organisation (CIO).	Essential
Not disqualified under the Charities Act to hold the position e.g. you have <u>not</u> been disqualified as a company director or bankrupt, do <u>not</u> have any unspent convictions for an offence involving dishonesty or fraud, such as tax avoidance or identify theft, are <u>not</u> on the sex offenders' register, and have <u>not</u> been removed as a trustee due to misconduct by the Charity Commission or courts.	Essential
Qualifications	
Relevant experience or related qualification to an area of expertise that will benefit the Board and organisation.	Essential
Skills and Abilities (Related to Role)	
Ability to review written material, reports, and draft policies, and ask constructive questions to challenge and help.	Essential

People skills – one or more of these skills: recruitment, people management, coaching, conflict resolution, customer care, team development, listening, leadership, change management.	Desirable
External Influencing – one or more of these skills: influencing others through presentations in person or digitally via social media and professional and personal networks, use of marketing and campaigning.	Desirable
Fundraising – one or more of these skills: identification of opportunities for funding and partnerships via social media and professional and personal networks, grants, donations, service level agreements.	Desirable
Finance – one or more of these skills: reviewing financial management accounts, liaising with auditors and accountants, risk management	Desirable
Operations – one or more of these skills: IT systems, project management, legal advice, health and safety, safeguarding, event management.	Desirable
Experience and Knowledge (Related to Role)	
Interest in the environment, sustainable development, and community development, and demonstrate own sustainable living journey.	Essential
Working as a team to make decisions around one or more of these issues: strategy, people, performance, finance and risk.	Essential
Familiar with issues facing a not-for-profit sector organisation.	Desirable
Familiar with or worked for a similar small organisation of around 10 part-time and full-time staff, and a volunteer and contractor base of around 20.	Desirable
Experience of providing strategic advice to help a small organisation grow in the size of its income and impact.	Desirable
Ability to demonstrate an understanding of and commitment to our organisational values of people centred, listening and learning, and professional.	Essential
Commitment to equal opportunities, diversity and inclusion and what this means for our operations and delivery.	Essential

END

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