

Vice Chair – Single Homeless Project (SHP)

Role Description

This role is not remunerated, though expenses can be claimed.

Meetings normally take place in London (Kings Cross).

The term of office is three years, which can be renewed up to a maximum of nine years.

Purpose

SHP has a vision that everyone has a place to call home and a chance to live a fulfilling life.

The Board works collectively towards achieving that vision by overseeing implementation of our strategy and ensuring that SHP works professionally and effectively to deliver our services to clients.

In addition to the responsibilities and duties of Board members, outlined below, the Vice-Chair will work closely with the Chair to help plan and direct the work of the Board; help with recruitment of new Trustees; assist with the appraisal of trustees; and deputise for the Chair in their absence.

Trustees are required to work collectively to:

- Give strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Understand accept and respect the difference in roles between trustees and staff ensuring a mutually supportive relationship, with appropriate challenge.
- Safeguard the good name and values of the organisation, and act as a positive ambassador for SHP, promoting its mission to a wider audience.
- To actively support and promote SHP's commitment to diversity and equality; to act fairly and in accordance with good equal opportunities principals and demonstrate commitment to SHP's Equality, Diversity and Inclusion strategy
- Contribute added value, for example through external networks that might assist SHP's work.
- Collectively review the performance of the Board on a regular basis to ensure that it is effectively leading the organisation.
- Bring experience from elsewhere to ensure the organisation is run with good business principles and that risk is managed appropriately.
- Ensure that SHP complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations.
- To be familiar with and ensure that SHP pursues its objects as defined in its Articles of Association and reviews them regularly.
- Ensure that SHP resources are managed responsibly, and used exclusively in pursuance of its objects:
- Act in SHP's best interests at all times and, make balanced and adequately informed decisions, thinking about the long term as well as the short term.
- Act with reasonable care, making use of your skills and experience and taking appropriate advice when necessary.

Person Specification

Essential

- Experience of Chairing meetings or committee working.
- Experience of effectively leading a team or group of people and managing their performance
- Commitment to the SHP's objects, aims and values and willingness to devote time to carry out responsibilities.
- Good, independent judgement and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.
- Strategic and forward-looking vision in relation to the charity's objects and aims.
- Active commitment to equality and diversity.
- Experience of working at a strategic level

Desirable

- Knowledge of homelessness and homeless and prevention services.
- Knowledge of and experience with the voluntary sector.

Time Commitment

The Board meets at least six times a year, plus occasional away days.

In addition to Board Meetings, trustees are required to conduct at least two annual visits to SHP's services, engaging with staff and clients, seeking information and feedback, and reporting back to the Board on any findings.