Chairperson Irish chaplaincy

**Job Description**

The Chairperson has a strategic role to play in representing the interests and vision of the Chaplaincy and its users. The Chairperson must provide effective leadership and management to the Board of Trustees to ensure the Board functions properly, that there is full participation at meetings, all relevant matters are discussed and effective decisions are made and carried out. S/he must effectively liaise with and direct the CEO/Director of the Chaplaincy and act as line manager.

The term of office is for 3 years.

The following are the tasks in some detail

**Ensure the Trustee Board functions properly**

* To ensure matters are dealt with in an orderly, efficient manner and that Trustee decisions are acted upon
* To bring impartiality and objectivity to meetings and decision-making
* To facilitate change and address conflict within the board
* To review governance performance and skills
* To lead, with the assistance of the CEO/Director as appropriate, the development and implementation of procedures for Board induction, development, training and appraisal
* To plan for recruitment and renewal of the Trustees

**Ensure the organisation is managed effectively**

* To liaise with and manage the Chief Executive Officer, as appropriate, to keep an overview of the organisation's affairs
* To co-ordinate any sub-committees of the Board to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required
* To facilitate change and address conflict within the organisation, liaising with the Chief Executive Officer to achieve this

**Represent the organisation**

* To communicate effectively the vision and purpose of the organisation
* To advocate for and represent the organisation at external meetings
* To represent the Chaplaincy before interested parties, stakeholders and others.

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**Person specification**

**Essential Qualities and Skills required of the Chairperson:**

* Keen interest in Irish affairs in the UK, knowledge of, and interest in, religious and Church developments that might touch on Irish migrants in the UK
* Proven leadership skills
* Good communication and interpersonal skills, including public speaking
* Impartiality, fairness and the ability to respect confidences
* Ability to ensure decisions are taken and followed-up

An excellent and demonstrated understanding of the issues facing the Irish community in Britain

* The capacity to deal with complex policy issues
* Understanding of the roles/responsibilities of a Trustee Board
* A wider involvement with the voluntary sector and other networks
* An appreciation of, and commitment to, the concept of a membership led organisation
* An understanding of the legal & financial responsibilities required of a charity trustee board
* Freedom and willingness to attend to Chaplaincy matters on a regular basis
* Freedom and willingness to attend to Chaplaincy stakeholders and interested parties.