



JOB DESCRIPTION

POST:	Chair of the Board of Trustees
Responsible to:	Board of Trustees
Salary:	Voluntary Position
Hours:	Approximately 2-3 days a month
Location:	Our Office 111 Oxfangs Road North, Edinburgh, EH14 1ED

General Role and Purpose

The Chair of the Board provides inclusive, values-driven leadership to the Board of Trustees, ensuring the charity is well-governed, financially sustainable, and delivering high-quality outcomes for children, young people, and families. The Chair works in close partnership with the Chief Executive to implement strategic direction, uphold the charity's mission and values, and promote a strong culture of safeguarding, accountability, and learning.

Key Responsibilities

Board Leadership and Governance

- Provide effective leadership of the Board, ensuring it fulfils its legal, strategic, and trustee responsibilities.
- Chair Board meetings and the AGM, enabling inclusive, constructive discussion and effective decision-making.
- Ensure the Board operates in line with the charity's governing document, charity law, relevant regulations, and best practice in governance.
- Support the development, performance, and succession planning of trustees, including appraisal of the Board's effectiveness.

Strategic Leadership

- Lead the Board in setting and regularly reviewing the charity's vision, mission, values, and long-term strategy.
- Ensure strategic decisions are informed by the voices and experiences of children, young people, foster carers, adoptive families, and staff.
- Monitor organisational performance against agreed strategic objectives and ensure appropriate risk management.

Partnership with the Chief Executive

- Work closely with, support, and appropriately hold to account the Chief Executive.

- Lead on the Chief Executive's appraisal and provide ongoing guidance, challenge, and support.
- Act as a bridge between the Board and the Chief Executive to maintaining clear boundaries between governance and operational management.

Safeguarding and Ethics

- Champion a strong safeguarding culture, ensuring robust policies, oversight, and accountability.
- Promote equity, diversity, inclusion, and anti-discriminatory practice at Board and organisational level.
- Act as an ambassador for the charity's values, modelling integrity, compassion, and professionalism.

External Representation

- Represent the charity externally, as appropriate, with partners, regulators, funders, networks, and supporters.
- Support the charity's profile, credibility, and influence in the fostering and adoption sector.

Time Commitment

- Approximately 2–3 days per month, including:
 - Board meetings (typically 4 per year)
 - Finance Sub-Committee meetings (typically 4 per year)
 - CEO line management and informal engagement
 - Occasional events, strategy days, or external meetings
- This is a voluntary role; reasonable expenses will be reimbursed.

Term of Office

- Initial term of three years, renewable subject to Board approval.



PERSON SPECIFICATION

CHAIR OF THE BOARD OF TRUSTEES

The person specification should be used to help you frame your consideration for this post and will be used as the basis for shortlisting and selection.

Essential Criteria

Governance and Leadership

- Experience of board-level leadership, such as Chair, Trustee, Non-Executive Director, or senior executive role.
- Strong understanding of good governance, collective decision-making, and accountability.
- Ability to lead, motivate, and support a diverse group of trustees.

Strategic and Interpersonal Skills

- Strategic thinker with the ability to focus on long-term impact while responding to risk and opportunity.
- Excellent communication and facilitation skills, able to create space for different perspectives and constructive challenge.
- Sound judgement, integrity, and emotional intelligence.

Values and Safeguarding

- A strong commitment to the rights, wellbeing, and safety of children and young people.
- Alignment with the charity's values and a commitment to equity, diversity, and inclusion.
- Willingness to engage fully with safeguarding responsibilities and charity regulations.

Desirable Criteria

- **Lived experience of fostering, adoption, care experience, or being part of a fostered or adopted family**, either personally or through close family connections.
- Professional or voluntary experience within fostering, adoption, children's social care, health, education, or the voluntary sector.
- Experience of leading organisational change, business development and growth, or financial oversight within a charity or regulated environment.
- Understanding of the regulations relevant to a charity operating in Scotland.

All Applications Welcome

The charity is committed to building a Board that reflects the communities it serves. Applicants from under-represented backgrounds, including those with lived experience of care, fostering or adoption, are warmly encouraged to apply.