

## **Job Description**

### **Chair of the Board**

The Donaldson Trust is on a 10-year journey to excellence with the purpose of promoting and encouraging children and young people with additional support needs to realise their potential. Our vision is to be the most respected organisation in Scotland for the services offered to people with Neurodiversities. To support us on this journey, we require the best people to help us realise our aims of being relevant, vibrant, agile and sustainable.

### **Job Purpose**

The Chair of The Donaldson Trust will provide inclusive leadership to the Chief Executive and the Board of trustees and ensure that each fulfils their duties and responsibilities for the effective leadership and governance of the charity. The Chair ensures that the voice and experience of children and young people always informs the organisation's strategic decisions.

The Chair will also support and challenge the Chief Executive and ensure that the Board operates well as a team and works closely with the Senior Leadership Team to achieve agreed objectives. They will also act as ambassador and the public face of the charity alongside the Chief Executive.

### **Key Responsibilities**

#### **Board Leadership**

- Building the board: The Chair alongside the CEO leads the recruitment of board members and their induction, strengthening the group by finding capable new Trustees with the necessary skills to ensure diversity and providing for Chair succession
- Engaging the whole board: The Chair utilises the skills, experience and expertise of all board members
- Developing governance effectiveness: The Chair improves overall board effectiveness by using quality frameworks
- Dealing with conflict on the board: The Chair monitors and manages conflict in relation to the governance of the trust

#### **Policy**

- Giving direction to organisation policymaking: The Chair exercises leadership by setting policy priorities for the board and steering discussion toward strategic issues
- Monitoring the implementation of board decisions: The Chair ensures that board decisions are communicated and implemented in an inclusive manner

#### **Representing the Organisation**

- Acting as a spokesperson for the organisation when required: The Chair speaks for the organisation when appropriate
- Representing the organisation: The Chair represents the trust at public gatherings, availability permitting

#### **Staff Management**

- Coordinating board management of the Chief executive: The Chair leads the board to fulfil its management responsibilities in relation to the Chief Executive, overseeing role definition, selection, induction, appraisal and discipline

- Working with the Chief Executive: The Chair communicates regularly with the Chief Executive to discuss strategic issues. The Chair leads Chief Executive assessment, provides feedback, supports the Chief Executive and offers the CEO appropriate development opportunities
- Addressing conflict in the organisation: The Chair monitors conflict within the organisation. The Chair is available to support the Chief Executive, staff, Trustees and others to resolve conflicts. Where appropriate The Chair takes steps to address conflict, and to protect the trust's reputation

### **Additional Responsibilities**

- To ensure an appropriate organisational framework, systems and procedures for the governance and strategy of The Donaldson Trust
- To lead and collaborate with the Board and Senior Leadership Team in guiding the organisation's strategy, mission and priorities
- To regularly evaluate and report on the performance of the Board, and its committees, through robust review, and to act on the results of such evaluation
- To provide leadership and work closely with the Chief Executive in promoting the core purpose of the organisation
- To ensure proper and efficient conduct of board meetings
- To plan meetings; in particular to work with the Chief Executive to ensure the agenda is relevant and achievable
- To keep Trustees informed: The Chair establishes and monitors systems for distributing information before meetings and keeping trustees updated between meetings
- To act as a point of contact between meetings: The Chair is available for contact between meetings

### **About you:**

- Be a role model for staff and stakeholders, showing energetic, determined, flexible and positive leadership that will support our aims of being relevant, vibrant, agile and sustainable.
- Adopt a flexible leadership style with the ability to challenge as appropriate and be able to give and receive constructive feedback
- Embed a coaching culture within your areas of responsibility that upholds the values of The Donaldson Trust
- Provide clear, authoritative and impartial advice and interpretation of complex situations
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning

This is a voluntary position, non-remunerated (out of pocket expenses will be paid). The Donaldson Trust is committed to equality and diversity throughout the Trust and welcomes applications from all sections of the community, irrespective of age, race, gender, sexual orientation or disability.

There are four Board meetings in any calendar year, and a Board away day.

A PVG check will apply to this role.