

**Chair Role at WEN Wales**

**Help make your mark on equality for women in Wales**

WEN Wales is seeking to recruit a new Chair to oversee the next exciting stage of our development as a membership charity campaigning for a Wales free from gender discrimination. It’s an excellent time to join WEN as we enter our Tenth Anniversary year, celebrate what we have achieved so far, and look ahead to the next ten years of campaigning.

Our outgoing Chair, Sarah Powell, leaves behind a thriving organisation with a clear vision, mission, and [strategy](https://wenwales.org.uk/about-wen/) as well as a strong and committed board. In short, she’s helped transform us into an exemplar feminist organisation with strong systems and strategies in place. We are looking to our next Chair to build on that legacy, helping us to secure a greater share of influence in the media and with decision makers.

We are looking for someone who can champion and speak out about women’s rights, and the significant challenges facing women post-Covid 19, someone who can be a leading ambassador and spokesperson for the organisation.

You will be in tune with our values of being Responsible, Relentless and Kind. You will have strong networks across Wales in the Public and Third sector, a sound understanding of the political landscape, and excellent knowledge of equality and human rights. You will also be deeply committed to equality for all women in Wales.

Our clear vision and strategy, our role in Connecting, Campaigning and Championing women, as well as our flagship Equal Power Equal Voice Mentoring programme will all provoke your interest and inspire you to get involved in leading our small but mighty organisation.

We particularly welcome Black, Asian and minority ethnic (BAME) and disabled candidates to our board as well as those from all protected characteristics as we strive to be an intersectional organisation.

**To find out more**

If you are interested in an informal discussion about what the role entails or have any questions, please contact recruitment@wenwales.org.uk marking the email ‘WEN Chair Role.’ Director of WEN Wales Catherine Fookes or one of the Trustees will be in contact with you.

**Application process**

To apply for this role, please send your CV and a covering letter (maximum 2 sides of A4) outlining how you fit the Person Specification below to: recruitment@wenwales.org.uk by Friday 17th September 1800.

Interviews are scheduled for week commencing 27th September, and we aim to appoint a new Chair ready for ratification at our AGM on November 16th 2021.

**About WEN**

**Vision:**

Women’s Equality Network (WEN) Wales’ vision is of a Wales free from gender discrimination.

**Ambition:**

Our ambition is a Wales where women and men have equal authority and opportunity to shape their own lives.

**Purpose:**

We work in coalition with 34k supporters to act together to deliver the transformational change required to achieve our vision. Our work sits under three pillars. We will Connect, Campaign and Champion women until our vision is realised.

**Strategic Priorities:**

1. Grow and mobilise a coalition of activists to campaign with us
2. Diverse and equal leadership in the Senedd and Local Government
3. Strengthen women’s rights by ensuring CEDAW principles are embedded in Welsh law

To find out more about our current work see [www.wenwales.org.uk](http://www.wenwales.org.uk) and our Twitter feed: @wenwales

**Principal responsibilities – Chair**

**Objective**

The Chair will hold the Board and Executive Team to account for the Charity’s mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the charity.

The Chair will also support, and, where appropriate, challenge the Director and ensure that the Board functions as a unit and works closely with the entire Executive of the Charity to achieve agreed objectives. She will act as an ambassador and be the public face of the Charity in partnership with the Director.

**Strategic leadership**

* Provide strategic leadership to the Charity and its Board, ensuring that the Charity has maximum impact for its members
* Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
* Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the Charity
* Ensure that the Board is able to regularly review major risks and associated opportunities, satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate risks
* Ensure that the Board fulfils its duties to ensure sound financial health of the Charity, with systems in place to ensure financial accountability

 **Governance**

* Ensure that the governance arrangements are working in the most effective way for the Charity
* Develop the knowledge and capability of the Board of Trustees
* Encourage positive change and where appropriate address and resolve any conflicts within the Board
* Appraise the performance of the Trustees and the Board on an annual basis
* Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
* Work within any agreed policies adopted by the Charity

 **External Relations**

* Act as an ambassador for the cause and the Charity
* Act as a media spokesperson for the organisation when appropriate
* Maintain close relationships with key members of the Welsh Government and with key stakeholders
* Represent the charity at external functions, meetings and events
* Facilitate change and address any potential conflict with external stakeholders

 **Efficiency and effectiveness**

* Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process
* Ensure that Trustees are fully engaged, that decisions are taken in the best, long-term interests of the Charity, and that the Board takes collective ownership
* Foster, maintain and ensure that constructive relationships exist with and between the Trustees
* Work closely with the Director to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees
* Monitor that decisions taken at meetings are implemented.

 **Relationship with the Director and the wider management team**

* Establish and build a strong, effective and constructive working relationship with the Director, ensuring she is held to account for achieving agreed strategic objectives
* Support the Director, whilst respecting the boundaries which exist between the two roles
* Ensure regular contact with the Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
* Liaise with the Director to maintain an overview of the Charity’s affairs, providing support as necessary
* Conduct an annual appraisal and remuneration review for the Director in consultation with other Trustees
* Ensure that the Director has the opportunity for professional development and has appropriate external professional support
* Enable an open, constructive working relationship with the wider management team, whilst respecting the boundaries which exist between the roles of Chair and Director

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

**Person Specification – Chair**

In addition to the qualities required of a Trustee of the charity (see below), the Chair must also meet the following requirements.

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| **Personal Qualities** | **How assessed?** |
| * Demonstrate a strong and visible passion and commitment to women’s rights, to the Charity, its strategic objectives and cause
 | Interview |
| * Personal credibility to lead a significant national organisation
 | Application and interview |
| * Exhibit strong inter-personal and relationship-building abilities and be comfortable in an ambassadorial role
 | Application and interview |
| * Demonstrate tact and diplomacy, with the ability to listen and engage effectively
 | Interview |
| * Strong networking capabilities that can be utilised for the benefit of the Charity
 | Application and interview |
| * Ability to foster and promote a collaborative team environment
 | Interview |
| * Ability to commit time to conduct the role well, including travel and attending events out of office hours
 | Interview |
| **Experience** |  |
| * Successful track record of achievement through career, including of political engagement and influencing
 | Application and interview |
| * Experience of operating at a senior strategic leadership level within an organisation
 | Application and interview |
| * Experience of charity governance and working with or as part of a Board of Trustees
 | Application and interview |
| * Experience of being a spokesperson and engaging in media interviews
 | Application and interview |
| * Experience of external representation, delivering presentations and managing stakeholders
 | Application and interview |
| * Significant experience of chairing meetings and events

  | Application and interview |
| **Knowledge and skills** |  |
| * Broad knowledge and understanding of the Civil Society sector and current issues affecting it as well as a strong network
 | Application |
| * Strong leadership skills, ability to motivate staff and volunteers and bring people together
 | Interview |
| * Financial management expertise and a broad understanding of charity finance issues
 | Application and interview |
| * Good understanding of charity governance issues
 | Application and interview |

**Terms**The Charity’s Chair will serve a three-year term to be eligible for re-appointment for one additional term.

 **Remuneration**Trustee positions are unpaid, however all out of pocket expenses incurred in undertaking Board business can be fully reimbursed.

**Location**
Meetings are now usually held online. However, we aim for at least one quarterly board meeting per year in person, as well as an in-person strategy session to foster good relations and enable the board and Executive Team to meet each other and forge relationships.

 **Time commitment**The Board meets on average four times per year.

The Chair is expected to attend a minimum of four 2-hour Board meetings per year, an annual Board strategy day, plus occasional external representation at key WEN events as agreed with the Director.  The Chair is also expected to arrange regular 1:1s with the Director.