

KINGSTON BEREAVEMENT SERVICE

We are looking for a new Chair of Trustees.

If you are someone who understands the work of the charity sector and has the skills, experience and time to make a real difference as a serious and committed Chair of Trustees, we would like to hear from you.

Kingston Bereavement Service (KBS) is looking for an experienced Charity Leader to Chair its Board of Trustees. Having provided front line support to our local community during Covid, we now face the challenge of its impact and the increasingly complex needs of our service users. Can you help and lead the way?

What will you be doing?

- Ensuring that KBS pursues its stated objects (purposes) as defined in the governing document, by developing and agreeing to a long-term strategy
- Ensuring that KBS complies with its governing document, charity law and any other relevant legislation or regulations
- Ensuring that KBS applies its resources exclusively in pursuance of its charitable objectives
- Ensuring that KBS defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of KBS
- Ensuring the effective and efficient administration of KBS, including having appropriate policies and procedures in place
- Ensuring the financial stability of KBS
- Protecting and managing the property of KBS and ensuring the proper investment of KBS funds
- Following proper and formal arrangements for the appointment, supervision, support and appraisal of the Manager

What We Do

Whilst it is normal to grieve when someone close to us dies, some people can experience a devastating reaction with a profound effect on their lives. In recent times, Covid-19 has made the loss of a loved one more complicated often impacting on the ability for loved ones to say goodbye. Kingston Bereavement Service is a small charity based in Kingston upon Thames and we aspire to be a centre of excellence in the provision of bereavement services, by providing 1:1 counselling, group work, training and advice and also working in partnership with other agencies in order to support bereaved adults, children and young people and families.

KBS prides itself on high levels of professional standards, training and support for its staff and volunteers.

ROLE SUMMARY

The role is to provide leadership and direction to the Board of Trustees. The Chair's role is to enable the board to fulfil its responsibilities for the overall governance and strategic direction of the organisation. The Chair will ensure that the organisation complies with its constitution and other governing documents, charity law, company law and any other relevant legislation or regulations and to see that the organisation pursues its objects as defined in its governing document. The Chair's role is to work in partnership with the Board and support the employees and volunteers, helping them achieve the aims and objectives of Kingston Bereavement Service.

Main Responsibilities:

- Providing leadership for the Board of Trustees in their role of setting the strategy, policy and budget for Kingston Bereavement Service.
- Chairing and facilitating the Board meetings and the Annual General Meeting.
- Liaise regularly with the Treasurer to maintain an understanding of the charity's financial position and to ensure financial information is disclosed to the Board.
- Representing Kingston Bereavement Service at appropriate meetings and events.
- Lead the Board in fostering relations with existing and potential partners/funders/donors.
- Consult with the senior staff on matters of governance, strategy, operations, finance, and HR.
- Oversee senior staff in the context of the implementation of the Board's strategy and policies, ensuring regular performance appraisals.
- Maintain oversight of any risk to reputation and/or financial standing of Kingston Bereavement Service.
- Attending and being a member of other committees or subgroups when appropriate in the role as Chair
- The Chair will also provide leadership and development support to the Service Director.

Person Specification:

- Experience and understanding of strategic leadership in the charity sector.
- Successful track record of leadership and collaborative working
- Experience of charity governance and working with a board of trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings
- A commitment to the organisation and its charitable objectives
- A willingness to devote the necessary time and effort to the organisation
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- An ability to work effectively and proactively as a member of a team

Time Commitment

Attendance at 6 Trustee Board Meetings (usually two hours long) and the AGM. Meetings are usually focused, friendly and collaborative in settings goals for KBS, reviewing progress and addressing any concerns or problems that may arise. There is excellent communication between the management team and the Board of Trustees. Meetings are usually held at our premises in Kingston. As Chair, your advice will be sought regularly - estimated two days per month.

What difference will you make?

KBS is facing challenging times with funding shortages that are a test for many charities at the moment due to the impact of Covid-19. The staff team and Board of Trustees are incredibly dedicated hard-working people determined to continue to deliver bereavement services directly in our community. Demand for our service is increasing and we predict that this need will only increase further with the impact of Covid-19.

What's In It for you?

- Make a positive impact for adults, children and young people and families struggling with the impact of grief
- Meet people and build on relationships with Trustees, staff, and volunteers
- Build on and develop governance, leadership, and strategy skills

We are particularly interested in individuals with a lived experience of Bereavement and who have Trustee Board experience.

A few more details

To apply, please email Helen Shah helen.shah@kingstonbereavementservice.org.uk

explaining why you are interested and how you are suited to the role. All applicants will be required to complete a Trustee Application Form.

September 2021