

Chair – Our Voice

Remuneration:	Financial remuneration will be made in recognition of some, but not all of the hours worked. The rate is currently set at a rate of £20 per hour, and may be claimed up to a maximum of £3,840 per annum which equates to 4 hours per week for 48 weeks each year. Expenses for travel may also be claimed.
Time commitment:	The role works flexibly but it is anticipated that the Chair will need to spend around 4-6 hours per week, for up to 48 weeks per annum, with 3-4 hours of this being paid. This will include attending Management Committee meetings which are normally held monthly during term time and representing Our Voice as required at our events and at some meetings with key stakeholders.

Role Description

Objective

The Chair will hold the Management Committee to account for Our Voice's mission and vision, as laid out in the Constitution and Terms of Reference, providing inclusive leadership to the Management Committee and ensuring that each member of the team fulfils their duties and responsibilities. as well as look to develop further funding opportunities and opportunities to ensure the voices of parent carers with children and young people 0 -25 years with additional needs and disabilities across Enfield, are fully and effectively represented. The Chair will work with the paid Co-ordinators and provide support and direction as appropriate. He or she will act as an ambassador and the public face of Our Voice, and work effectively in co-production with the Local Authority and Health Services.

Principal responsibilities

Strategic leadership

- Provide leadership to Our Voice and its Management Committee, ensuring that Our Voice has maximum impact for its members
- Demonstrates a strong and deep understanding of the issues and struggles that affect the lives of its members, using this knowledge to develop the aims and objectives of the organisation
- Ensuring that Our Voice fulfils its mission to support families with children and young people in the London Borough of Enfield, who have Special Educational needs and/or disabilities, to maximise their life choices, through working closely with families in Enfield but also all our key partners in the voluntary sector, and the local area, in the spirit of co-production.
- Ensure that Management team fulfil their duties and responsibilities for the effective governance of Our Voice
- Ensure that the Management Committee operates within its objectives, and provides a clear strategic direction for Our Voice
- Ensure that the Management Committee is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Management Committee fulfils its duties to ensure sound financial health of Our Voice with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for Our Voice
- Develop the knowledge and capability of the Management Committee
- Encourage positive change where appropriate. Address and resolve any conflicts within the Management Committee
- Sets the budget and finances together with the Treasurer and Management Committee and, monitor

- and manage the budgets and finances, ensuring value for money
- Ensure that the Management Committee is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead Our Voice effectively, and which also reflects the wider population
- Work within any agreed policies adopted by Our Voice

External Relations

- Acts as an ambassador for Our Voice and for children and young people with Special Needs and Disabilities and their families
- Maintains close relationships with the Local Authority and Health Services in the London Borough of Enfield, the London Region of the National Network of Parent Carer Forums, Contact, and other local voluntary sector organisations as appropriate.
- Acts as a spokesperson for Our Voice when appropriate
- 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 Management Committee effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that the Management Committee are fully engaged and that decisions are taken in the best, long-term interests of Our Voice and that the Management Committee takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between members of the Management Team
- Work closely with the Co-ordinators to give direction to policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Management Committee
- Monitor that decisions taken at meetings are effectively implemented.

Relationship with the Co-ordinators and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the Co-ordinators, ensuring they are held to account for achieving agreed strategic objectives
- Support the Co-ordinators whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Co-ordinators and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Co-ordinators to maintain an overview of Our Voice's affairs, providing support as necessary

Communication and co-production with the membership

- Ensures that the membership's voice is heard, understood and represented when leading and managing the Forum
- Ensures that Forum developments are communicated effectively to the membership
- Ensures development of appropriate skills in developing/using technological solutions to achieve this.
- Facilitates the forum's ability in developing reach, to the wide range of ethnic communities and communities of need, in a multi-cultural Borough with large areas of deprivation
- Develops and facilitates networking opportunities with other support groups, parent groups and other voluntary sector and statutory organisations

Additional information

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.

Terms

The Chair will serve a four-year term to be eligible for re-appointment for one additional term.

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Person Specification

In addition to the qualities required of members of the Management Committee, the Chair must also meet the following requirements:-

Personal Qualities

- Demonstrate a strong and visible passion and commitment to Our Voice, its strategic objectives and the needs of children and young people with special educational needs and disabilities and their families
- Personal gravitas to lead a significant organisation
- Exhibit strong leadership, interpersonal and relationship building abilities and be able to manage a team of volunteers with tact and diplomacy.
- Comfortable in an ambassadorial role and able to work effectively in co-production with the Local Authority and Health services.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of Our Voice
- Ability to foster and promote a collaborative team environment
- Trustworthy, approachable and sympathetic/empathetic
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of the challenges parent carers of children and young people with special educational needs and disabilities have
- Ideally, experience of a caring role for a child or young person with special educational needs and disabilities
- Ideally, experience of operating at a strategic level within an organisation
- Successful track record of achievement through their career
- Experience of voluntary sector governance and working with or as part of a Board of Trustees or Management Committee/ Steering Group
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the SEND sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of finance issues
- Good understanding of voluntary sector governance issues
- Good understanding of the regional, National Network of Parent Carer Forums (NNPCF) book of work, stakeholders and workstreams
- Strategic thinking and problem-solving abilities
- Excellent team building, team development skills and ability to succession plan
- Excellent planning and organisational skills
- Excellent use and demonstration of their use of initiative