

## **Role description and application information: Fairbeats Co-Chairs**

Fairbeats is seeking to appoint two people to Co-Chair our Board of Trustees.

This document explains the roles and how to apply. We are also seeking up to three general Trustees - if you are interested in joining the Fairbeats Board in this capacity rather than as Co-Chair then please see the separate Trustee Job Description.

You can find out more about what we do and how we work in the accompanying 'About Us' document.

We also welcome conversations with anyone who is interested: please contact Jennifer Raven ([jenn.fairbeats@gmail.com](mailto:jenn.fairbeats@gmail.com)) if you would like to speak to us before applying.

### **The opportunity**

Fairbeats has grown and developed considerably since it was established in 2010 and subsequently became a charity in 2014. We are looking to develop our small but dedicated Board of Trustees with two main goals:

- To ensure our governance is truly and deeply reflective of Fairbeats participants and families - and to apply principles of youth voice and democratic participation to the Board
- To grow the Board to match the size, scope and needs of Fairbeats

The new Co-Chairs will be passionate about the purpose and values of Fairbeats, be an advocate for our work, and help build the charity's profile and grow our fundraising. They will also provide inspirational leadership to galvanise involvement across the Board and support the Directors.

We are excited to develop this new co-leadership model and are open to shaping it in collaboration with the appointed Co-Chairs. We are particularly keen to appoint two people with different skills, backgrounds and experiences, and the ideal scenario is that at least one of the Co-Chairs has experience of forced migration, seeking asylum or living as a refugee. We are also very supportive of people aged 18-30 joining the Board and we are experienced in supporting younger Trustees to find their feet.

The Co-Chairs will succeed Carolyn Ehmann who is currently serving as interim Chair of Trustees.

### **The role of the Co-Chairs**

The Co-Chairs' overall responsibility is to hold the Board and Senior Management team to account for the Charity's mission and vision, provide inclusive leadership to the Board of Trustees, and ensure that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Co-Chairs will also support, and, where appropriate, challenge the Directors to ensure that the charity's objectives are being met.

During this next period of Fairbeats' develop we have identified the following priorities for the Co-Chairs:

- Leading us in diversifying the Board and ultimately involving participants/past participants and their families in governance and Board-level decision-making
- Wellbeing
- Strategy and planning

The principal responsibilities of the role are as follows and oversight of each area will be divided between the two Co-Chairs:

## **Strategic leadership**

- Provide leadership to Fairbeats and its Board
- Ensure that Trustees fulfil their duties and responsibilities for effective governance
- Ensure that the Board operates within its charitable objectives and that there is clear strategic direction
- Ensure that the Board 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 Board fulfils its duties to ensure sound financial health of Fairbeats, with systems in place to ensure financial accountability

## **Governance**

- Ensure that the governance arrangements work in the most effective way
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change, where appropriate address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board
- 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 people the charity serves
- Work within any agreed policies adopted by Fairbeats (including Equality & Diversity, Finance, Health & Safety, Safeguarding policies)

## **External Relations**

- Act as an ambassador for Fairbeats
- Maintain close relationships with key stakeholders and influencers
- Represent Fairbeats at external functions, meetings and events

## **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 and 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 Directors to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees

## **Relationship with the Directors**

- Establish and build a strong, effective and a constructive working relationship with the Directors, ensuring they are achieving agreed strategic objectives
- Support the Directors with a particular focus on wellbeing
- Ensure regular contact, and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Conduct an annual appraisal for the Directors in consultation with other Trustees
- Ensure that the Directors have the opportunity for professional development and have appropriate external professional support

## **Skills and experiences**

Between the to Co-Chairs we are hoping to find combined experiences that meet the following criteria. We aren't expecting that one person will have all of these qualities and skills.

## **Personal Qualities**

- Demonstrate a clear passion and commitment to Fairbeats, its strategic objectives and purpose
- Demonstrate emotional intelligence, tact and diplomacy, with the ability to listen and engage effectively
- Have strong interpersonal and relationship building abilities that can be used for the benefit of the charity
- Have an ability to foster and promote a collaborative team environment
- Be able to commit time to conduct the role well, including travel and attending events out of office hours

## **Experience**

- Lived experience of migration, displacement and/or the asylum system
- Experience of operating at a senior strategic leadership level within an organisation
- Experience working with refugee, asylum seeker and new migrant communities
- Experience of external representation, delivering presentations and managing stakeholders
- Experience of chairing meetings

## **Knowledge and skills**

- Knowledge and understanding of the music education sector
- Knowledge of the asylum system and the challenges facing refugees, asylum seekers and new migrants
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Commitment to youth governance and youth voice
- Understanding of charity governance

## **The commitment**

The Co-Chairs of Fairbeats will be appointed for a first term of three years, with potential renewal for a further three-year term. The total time commitment of the Chair equates to an average of approximately one to two days per month. This includes:

- Chairing quarterly meetings of the Board
- Regular check-in meetings with the Directors (currently 30 minutes every other week)
- Attendance at occasional task and finish group meetings
- Attendance at occasional external meetings and events
- Connecting potential donors with the Directors

The role is a voluntary position but Fairbeats will reimburse expenses including travel and dependent care.

## **Appointment process and how to apply**

In order to apply, please complete this short expression of interest form:

<https://forms.gle/9GoyVAZW8ekuncSY6> or you can record a video/audio of your answers and send them to [jenn.fairbeats@gmail.com](mailto:jenn.fairbeats@gmail.com). The deadline for applications is Monday 5th June.

If you would like to discuss the role informally before submitting an expression of interest, please contact Jennifer Raven ([jenn.fairbeats@gmail.com](mailto:jenn.fairbeats@gmail.com))

Thank you for your interest. We look forward to hearing from you!