**Recruitment Pack - Chair of Trustees**

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Thank you for your interest in applying for the role of Chair of Trustees at Sussex Pathways. Founded in 2008, we support men and women as they transition from prison back into the community, as well as being a key player in the field of Restorative Justice within Sussex.

We are extremely proud of our work, formally recognised in 2022 by the award of the Queen’s Award for Voluntary Service, and of our outcomes in enabling people to lead productive lives. This is an exciting time for the organisation as we continually seek to develop and expand our highly-regarded service provision. Our current Chair will stand down in August 2024, having already initiated and developed a process of improving our organisational effectiveness and strategy. Our next Chair will take this further as we look for new opportunities to deliver our much sought after services.

I look forward to helping my fellow Trustees find our next Chair and thank you for your interest in the role!

**Stephen Fradley – Trustee**

**Key Responsibilities**

* To lead the Board of Trustees to ensure that it is furthering the purpose of the

organisation as set out in its governing document and is fulfilling its legal, financial and

core responsibilities.

* To line manage the Chief Executive Officer (CEO), undertaking performance and

development appraisals, providing support, advice and, where appropriate, challenge.

* Ensuring an effective framework is in place to enable the board to appropriately

monitor risks and issues.

* Chair Board meetings, working to an agenda prepared in collaboration with the CEO,

so that it functions effectively in carrying out its duties.

* To ensure the Board is transparent in its decision-making processes.
* Lead a review of the Board’s future capability requirement, developing a plan with the

Board to meet any gaps identified including overseeing the recruitment of new

trustees and identifying development needs of individual trustees and the Board as a

whole.

* Evaluate the performance of the Board and its individual trustees, initiating

professional development as required.

* Facilitate change and address any areas of conflict within the board and the

organisation, working with the CEO to achieve this.

* Lead in recruiting any future CEO.

**Time Commitment**

4 x quarterly Board meetings (2 hours) and AGM (3 hours).

Weekly 1 hour meeting (can be held remotely) with CEO and other ad-hoc meetings in-line with responsibilities as required.

**Person Specification**

Essential

* Experience of leading organisations through change and growth.
* Proven ability to build and develop senior leadership teams/boards, promoting diversity of experience and expertise and a culture that enables organisational improvement and change.
* Experience of strengthening governance structures, with a focus on financial controls and risk reporting.
* Experience of leading evidenced based decision making at senior leadership/board level aligned to strategic purpose of the organisation.
* Experience of effective relationship building and communication, both inside and outside the boardroom.
* Experience of performance monitoring at senior leadership/board level and holding senior leaders/board members to account for delivery.

Desirable

* An understanding and experience of Charity Governance including Charity Commission regulations.
* Working knowledge or awareness of issues within the criminal justice system.
* Previous involvement with the voluntary sector.you

’d like, meanwhile offering us your expertise and knowledge.

Clinks will pay for the Chair to become a member of the Association of Chairs.

If you are interested in applying and would like an initial informal discussion on the organisation and the role of Chair, please contact our current Chair, Chris Thomas, ([christhomas@sussexpathways.org.uk](mailto:christhomas@sussexpathways.org.uk)).

In order to apply for this role, please forward a CV and a brief supporting statement (no more than 750 words) to Karren Hurst ([admin@sussexpathways.org.uk](mailto:admin@sussexpathways.org.uk)) setting out:

Why you want to be our next Chair.

What skills and expertise you bring to the role.

What you would like to achieve as Chair.

Deadline for application: 0800 Monday 1 July 2024.

Following an initial sifting of applications by a panel of Trustees and the CEO, shortlisted candidates will be invited for interview in Lewes the week commencing 8 July.