



Sea-Changers Chair Role Description

The role of a Chair is to ensure the Board operates effectively in order that Sea-Changers delivers on its vision, mission and values and fulfils its legal responsibilities and requirements outlined by the Charity Commission and the Office of the Scottish Charity Regulator.

The Board is jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's strategy, aims, objectives and goals in accordance with the Trust Deed, legal and regulatory guidelines.

The tenure of the Chair is three years with the option to extend for a further three years. In exceptional circumstances the tenure may be further extended.

In summary, the Chair is specifically responsible for the following¹:

- Supporting and holding to account the Co-Founders on a formal and informal basis and acting as a channel of communication between the Board and Co-Founders.
- Ensuring the requirements of the Charity Commission and Office of the Scottish Charity Regulator (OSCR) are fully met.
- Alongside the Co-Founders, acting as a figurehead for the charity (for example, representing it at functions, meetings or in the press).
- Leading the Board and ensuring their continued development. This includes regularly communicating with Board Members, ensuring the Board works effectively as a team and has positive relationships.
- Making sure that decisions taken by the Board are implemented and monitoring and reviewing progress where necessary.
- Ensuring good governance at all times.
- Actively considering succession planning issues within the Board to ensure the charity's future.
- Leading and/or sanctioning task and finish or regular subject sub-groups of the Board as required.

We are looking for an individual who has a strong empathy with our vision of a world where the seas and shores are clean and healthy, marine species are protected and where, far from damaging the oceans, those who use the sea for their commercial or leisure pursuits, positively contribute to the sustainability of the marine environment.

The role of Chair is not accompanied by any financial remuneration, although expenses for activities related to duties may be claimed.

Location - Home based, anywhere in the British Isles.

¹ Some further detail on the role is provided in the Appendix.

Time commitment - You would be required to attend approximately 4 trustee meetings (held virtually) & one in-person away day per year. In addition, twice a year all Board Members are requested to review applications to our Main Grants fund and make decisions regarding grant allocations. This can take several hours, perhaps half a day each time. As Chair you would also be expected to spend time liaising regularly with the Co-Founders and other Trustees to discuss issues as and when they arise and to plan Trustee Meetings. You would also be expected to communicate regularly with all Board members to ensure their continued development and active participation in Board matters.

All Trustees should be aware of their responsibilities as outlined by The Charity Commission / OSCR.

Experience:

Essential

- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- A proven track record of sound judgement and effective decision making.
- A track record of commitment to promoting equality and diversity.

Desirable

- Successful experience of operating within a board in a charitable, public sector or commercial organisation.
- Experience, skills, and expertise in charity governance and charity law, fundraising, or marketing.
- Successful experience of working in a business / partnership development and/or fundraising role.

Knowledge, skills and understanding:

Essential

- Ability to Chair meetings effectively, reach consensual decisions, and lead a Board of Trustees.
- Commitment to the organisation and a willingness to devote the necessary time and effort.
- Willingness to be available to the Co-Founders, Trustees, and other volunteers for advice and enquiries on an ad hoc basis.
- Good, independent judgement and strategic vision.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.

Desirable

- Basic interest, knowledge and understanding of some of the key conservation issues impacting the oceans.
- Understanding and knowledge of the legal framework within which UK charities operate.
- Understanding and knowledge relating to charity fundraising.
- Understanding and knowledge of marketing and social media.
- An understanding of the respective roles of a Chair and Trustees.

- Specific knowledge of the marine business sector.
- Considerable personal networks and connections that could benefit the charity.

Timescales for recruitment for Chair

- Closing date for applications end of November
- Candidates will be informed of outcomes and, where relevant, invited to interview before Christmas.
- Interviews for stage one to commence week commencing the 8th of January via zoom.
- Interviews for stage two to be arranged. This stage will be a face to face meeting.

For discussion

If you would like to discuss this role in more detail please email; info@sea-changers.org.uk and one of our team will be in touch to arrange a conversation.

Appendix

More Detailed Roles of Chair

Work Area	Chair
Partnership Development and Maintenance	<ul style="list-style-type: none"> • Ensure the Donation Acceptance Policy is adhered to as new partnerships are developed. • Act as a sounding board for Co-Founders to discuss concerns or issues relating to new partnerships or existing partnerships.
Financial Management and Reporting	<ul style="list-style-type: none"> • Provide overview, scrutiny and challenge and ensure effective financial management. • Ensure requirements of Charity Commission and OSCR are fully met. • Ensure reporting is carried out in a timely way.
Management of Volunteers/recruitment of volunteers	<ul style="list-style-type: none"> • Provide overview, scrutiny and challenge. • Provide guidance on specific volunteer issues as and when necessary.
Grant Programme Development and Overall Management	<ul style="list-style-type: none"> • Provide overview, scrutiny and challenge. • Provide guidance on specific grant issues as and when necessary. • Assist in the identification of potential funding streams as and when appropriate. • Ensure that all grant funding meets Sea-Changers' charitable purpose.
Grant Evaluation	<ul style="list-style-type: none"> • Participate in the grant evaluation process. • Provide overview, scrutiny and challenge.
Governance	<ul style="list-style-type: none"> • To co prepare Trustee Meeting Agendas. • Ensure all governance paperwork (minutes, Annual Reports etc.) is accurate. • Chair Board meetings. • Manage relationships within the Board. • Develop Board Members as appropriate and necessary. • Liaise and communicate with Board members as and when necessary. • Assist Board members in their decision making through outlining implications of decisions and actions.
Communication and Marketing	<ul style="list-style-type: none"> • To act as a spokesperson for Sea-Changers when needed. • Strategic overview and input into Communications Strategy.