

THE MUSCLE HELP FOUNDATION (MHF)

Registered Charity No. 1096716

www.musclehelp.com



CELEBRATING 21 YEARS OF HOPE

ROLE: CHAIR

EXPERIENCE AND CHARITY GOVERNANCE

As MHF moves into its 21st Anniversary year and closer to realising its [657 mission](#), we have an exciting opportunity for someone to bring their leadership and communication skills to the fore. Previous trustee experience and charity governance are essential.

Through dynamic and compassionate leadership, the Chair will have the ability and confidence to champion the Muscle Help Foundation's work through personal networks and other channels. A can-do attitude, your inspirational approach and open style of leadership will attract and bring others along with you on the charity's journey.

MAIN DUTIES FOR MHF'S CHAIR

You will work closely with the charity's founder and CEO but also you will lead the trustees in strategy, good governance, and policy development. As part of this engagement, the Chair will provide support to the CEO, including supporting his wellbeing and ongoing professional development.

Other duties will include:

- When necessary, ensure the Chair and Trustees challenge the CEO constructively and only in the best interests of the charity as 'critical friends'.
- Liaising with the Charity Secretary, and the CEO with drafting agendas and supporting papers for Trustee meetings, ensuring provision of timely information and sharing with all.
- Ensure charity business is covered efficiently and effectively in meetings.
- Undertake a leadership role to ensure that board members fulfil their governance responsibilities and that trustee decisions are acted upon.

- Maintain trustees' commitment to board renewal, succession planning and trustee performance reviews, in line with MHF's governing document.
- Ensure board and trustee performance is reviewed annually.
- Ensure the performance of the CEO is reviewed annually.

The Chair will also ensure that Trustees make an effective contribution and are engaged, fully involved and invested in the charity in discharging their responsibilities. Additionally, the role of the Chair will be to:

- Ensure that whenever practicable, Trustees commit to attending some of MHF's *Muscle Dream* programmes, providing opportunities to not only meet the CEO but also the charity's beneficiaries, their families, and the incredible volunteers that support MHF's ongoing work.
- To ensure that major risks to which the charity is exposed are reviewed regularly, as required, and systems are established to mitigate these risks.
- Working with the CEO, the Chair will develop policy proposals wherever appropriate for Board discussion and decision.
- The Chair will support and promote MHF's fundraising objectives wherever possible e.g. through networking with potential funders and/or attendance at any fundraising events.



WHO IS THE CHAIR ACCOUNTABLE TO?

The Chair, together with the board of trustees are accountable to stakeholders including beneficiaries, funders, the Charity Commission and other regulatory bodies.

CHAIR SKILLS, QUALITIES, AND EXPERIENCE

MHF is looking for a Chair who not only has experience of being a charity trustee or someone who has held a senior management role, but also an individual who has a keen sense of strategic purpose, underpinned by an inclusive and compassionate style of leadership.

- Ability to inspire and support everyone to participate on an equal footing.
- Ability to maintain confidences and a relationship of trust with the CEO.
- Ability to foster a collaborative board environment.

- Advocate MHF’s work through personal networks and other channels.
- Being responsive – as a small charity, things sometimes ‘come up’ that require the Chair to advise, support or authorise. MHF is seeking a Chair that’s available and responsive.
- Understanding of the context in which MHF works and a commitment to its values, which adds to public confidence and trust in the charity.
- Understanding of commercial and non-commercial issues.
- Intellectual capacity to grasp issues outside personal experience.
- Ability to think creatively and strategically.
- Strong communication, listening and interpersonal skills.
- Professional or relevant business-related experience and knowledge and/or the ability to demonstrate the necessary skills needed to support MHF’s professional interests.
- Passion, enthusiasm, and time to dedicate to the role of Chair of Trustees.



WHAT TIME COMMITMENT ARE WE LOOKING FOR?

- Commitment required to fulfil the Chair role will be somewhere between 2-3 days per month
- Board meets once every 2 months, for 2 hours, within the financial year (1st Mar – 29th Feb)
- Chair & trustees are encouraged to attend at least one *Muscle Dream* programme per year
- Chair will conduct an annual review with each trustee, outside of any other trustee meetings
- The Association of Chairs (AoC) are an independent association of Chairs of social purpose and not-for-profits – formed in order to help Chairs with their unique task to lead the board in delivering the organisation’s aims – the AoC offer some excellent resources including Chair Training (if required)

DIVERSITY, EQUALITY, AND INCLUSION

Our greatest strength as a board and as a charity is in our community’s diversity. We are interested in hearing from applicants with diverse skills and experiences that reflect the diversity of our beneficiaries. We are committed to equal opportunities, and we welcome applications from all sections of the community.

INTERESTED?

The Muscle Help Foundation is open to applications from those with relevant senior level charity experience. We would love to hear from people with experience of income generation, small charity or small business leadership experience as well as experience of governance in a small charity.

MHF's recruitment process is open and inclusive. Applicants will be communicated with in advance, so they know what to expect as the process unfolds.

In the first instance, why not reach out, say hello and let's have an informal chat – contact the charity's founder and CEO by emailing michael@musclehelp.com – alternatively, feel free to [get in touch](#) with us so a mutually agreeable time can be arranged to discuss your interest with our current interim Chair, Vice Chair or one of our Trustees.

If you would like to progress your interest forwards, we'll send you the full application pack and a link – please be sure you let us know how we may be able to support you through the application and recruitment process. We look forward to hearing from you.

SAFER RECRUITMENT STATEMENT

The charity is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults. The charity expects all Trustees, employees and volunteers to share this commitment. The suitability of all prospective Trustees, employees or volunteers will be assessed during the recruitment process accordingly.

PURITY OF IMPACT – OUR RAISON D'ETRE

To discover more about our work, take a moment by clicking [here](#) to learn more about the purity of our impact.



SAFEGUARDING

The charity is committed to safeguarding and promoting the welfare of vulnerable young adults and children at risk. We expect you to share this commitment. The charity will require an Enhanced Disclosure from the Disclosure and Barring Services for all/any successful candidates. The charity will manage this process.

MESSAGE FROM CEO



Thank you for showing an interest in being the Chair of the Muscle Help Foundation charity. This is a key appointment at an exciting time as the charity celebrates its 21st Anniversary year. If you are passionate about our cause and are driven to support our charity, then do please reach out.

As the charity's Chair, you will be contributing towards making an impact on the lives of children and young people (8-28yrs) with muscular dystrophy (MD). We are looking for individuals from diverse backgrounds, with a range of life experiences, skills, talents and gifts.

The Chair will not only provide guidance and advice, but also a sounding board in making sure that the charity's trustees are functioning together as a team in achieving its objectives. The Chair will also support the charity's CEO, something I am very much looking to – the Chair will, where appropriate act as an advocate for our work in helping amplify awareness and garnering additional support.

I hope that you are interested in this opportunity, and if having read this pack you share our charity's commitment and values, we will look forward to hearing from you in due course, in advance of commencing the Chair role application.

Michael McGrath

Michael McGrath MBE DL
Founder & CEO

ABOUT THE CHARITY

The Muscle Help Foundation (MHF) is an award-winning small specialist national family-centred charity that delivers transformational, highly personalised, empowering experiences in the UK (ie. England, Scotland, Wales and Northern Ireland), called *Muscle Dreams* for children and young people (8-28yrs) with muscular dystrophy and allied neuromuscular conditions. Please see our academically validated impact report [here](#).

As a result of COVID-19, MHF took the extremely difficult decision to postpone our planned 2020 *Muscle Dream* activities in March 2020. At that time, we remained focussed on engaging with our community across the country as well as reducing our *Muscle Dream* wait-list in addition to offering new virtual programmes directly into the homes of beneficiaries and their families.

In 2020, we established a virtual events programme for our *Muscle Warrior* community that included an 'In Conversation With' broadcast series initiative [here](#) where guests and relevant personalities and/or celebrities were invited by our CEO to share insights and tips with our families, enabling them to feel less isolated and more connected with the outside world and by default, with the charity. From 2020 to 2023, some 45 shows were broadcast, including one with Patron [Lorraine Kelly](#) CBE.

Our social currency is underpinned by the idea that an experience, an intervention or a moment-in-time, if executed brilliantly, can be transformative and empowering for both a young person and his/her family. COVID-19 was a catalytic moment in the charity's history. As an agile organisation, MHF changed its operational approach – led by its founder & CEO [Michael McGrath](#) MBE, the charity successfully deployed a virtual strategy at the heart of which was its community, thus remaining [mission](#) focused.

In what is now a key period of development, the opportunity to bring your skills, talents, and experience in making an important difference will be something that we hope you will find immensely fulfilling.



VISION, MISSION, VALUES

VISION – Hope, purpose, inspiration and empowerment for children, young people and their families in the UK with Muscular Dystrophy.

MISSION – To deliver 657 transformational *Muscle Dream* experiences for children, young people and their families in the UK.

VALUES

Family-centred:

We personally host *Muscle Dream* experiences. We embrace our beneficiaries, their families and stakeholders into our *Muscle Warrior* Family.

Compassionate:

We care. We offer encouragement, kindness and understanding to our beneficiaries and their families.

Inclusive:

We treat everyone fairly and work to uphold equal opportunities in our delivery. We engage collaboratively with all our stakeholders.

Ethical:

We build trust and respect with beneficiaries, their families and stakeholders. This guides our decision-making and how we work.

Innovative:

We listen, welcome new ideas and challenge the status quo. We develop creative programmes and initiatives to achieve our mission.



[HTTPS://WWW.MUSCLEHELP.COM/BENEFICIARY-STORIES/](https://www.musclehelp.com/beneficiary-stories/)

APPLICATION PROCESS

Should you wish to be considered for this Chair role, please include the following information with your application:

1. Up-to-date CV with the details of two referees – note: we won't make contact with them without your consent.
2. A letter containing your motivations for applying and any other reasons as to why you are looking at this opportunity, detailing how you think you meet the criteria for the role of Chair.

Applications should be emailed to: info@musclehelp.com

With < 'MHF Chair Role Interest' > in the subject heading – thank you.

For an informal discussion about the Chair role, contact:

Michael McGrath / 07958 463434 / michael@musclehelp.com

Closing date for applications: 30th April 2024

THANK YOU

Thank you for your interest in the Muscle Help Foundation charity.
We very much look forward to hearing from you.

