

JOB DESCRIPTION

About CHAS (Bristol)

Focusing on tackling issues of homelessness and unsuitable housing, CHAS is a charity dedicated to providing lasting solutions to people in housing crisis. By providing high quality housing advice and support, we aim to improve lives in the Bristol community.

CHAS provides free, independent and confidential advice on housing and related matters, to anyone in housing need in Bristol and the surrounding area. Our main focus is helping people who are homeless or at risk of homelessness, or living in unsuitable / unsafe accommodation and in need of rehousing. Although we help anyone in housing need, we prioritise those who are most vulnerable or who have had difficulty accessing other advice services.

We advise on issues such as homelessness and the threat of homelessness, housing benefit, rent arrears, landlord & tenant problems, private renting, possession action by landlords and security of tenure, housing conditions & disrepair, overcrowding, noise & neighbour nuisance, housing & relationship breakdown, domestic violence, racial and other types of harassment, applications for social housing and supported accommodation.

CHAS (Bristol)'s vision

CHAS has a vision of society where all members of the community have a place they can call home. We believe that everyone has a right to a decent home, based on the values of the equality and dignity of each human being. We believe that housing is central to the development of individuals, communities and society as a whole. We are therefore striving to ensure that everyone has a place to live, with a particular focus on those in the greatest need.

Context of the role

CHAS is going through a period of sustainable growth, to meet the increasing demand for housing and homelessness advice. This role offers the opportunity to take a leading role in an organisation at an exciting time of its development.

Duties and responsibilities of the Chair of CHAS (Bristol)

The Chair of CHAS is responsible for holding the board and staff management to account for the charity's mission and vision providing effective strategic leadership and management to the Board of trustees enabling them to fulfil their responsibilities for the overall governance and strategic direction of the charity. The Chair will also be helping to support, and, where appropriate, supervise the staff management to achieve agreed objectives.

Role, purpose and responsibilities

The successful candidate will:

- Provide leadership to the charity and its board, ensuring maximum impact for all those involved in the charity.

- Help steer the charity through change and challenge, managing risk and ensuring its long term sustainability.
- Liaise with the management team and the Secretary over drafting of agendas and supporting papers for board meetings and ensure that business is covered efficiently and effectively in meetings.
- Provide commitment, ability and time to prepare for and attend board meetings.
- Have overall supervision for the management team and develop and maintain an open and supportive relationship in which each can speak openly about concerns, worries and challenges.
- Conduct annual appraisals for the management team in consultation with other trustees.
- Establish and build a strong, effective and constructive working relationship with the management team, ensuring that they are held to account for achieving agreed strategic objectives.
- 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.
- Maintain trustees' commitment to board renewal and succession planning, ensuring the board is regularly refreshed and incorporates the right balance of skill, knowledge and experience, reflecting the wider population, needed to govern and lead the charity effectively.
- Lead trustees in the implementation of the charity's strategic plan.
- Carry out all such additional duties as are reasonably commensurate with the role.

Person specification

Desirable characteristics

We are looking for someone who:

- Has experience of a leading role in an organisation during a period of change.
- Has experience of charity governance and/or working with or as part of a board of trustees.
- Has experience of chairing meetings.
- Shows strong leadership and people management skills, ability to motivate staff and volunteers and bring people together.
- Is able to show a commitment to social justice.
- Has experience of operating at a strategic level within an organisation.
- Can demonstrate tact and diplomacy, with the ability to listen and engage effectively.

Requirements

The Chair will also need to meet the following requirements:

- Be legally eligible to stand as a registered Company Director and Charity Trustee.
- Demonstrate commitment to the charity, its strategic objectives and cause.
- Ability to commit time to conduct the role well, including attending events out of office hours.

Terms of appointment

Chairs should expect to serve for an initial term of 3 years with the option of a second term, as agreed by the Board, also lasting 3 years.

Chairs are required to attend scheduled meetings, of which there are normally 10 in each year.

Time commitment will vary but is likely to be between half and one day a week.

Whilst the role of Chair is unpaid, reasonable expenses are payable in line with CHAS's policies.