



Kingsmeadow Community Flat : Chair of Trustees

Background: Kingsmeadow Community Flat is the hub of the community. Located in a priority neighbourhood area of Kingswood, South Gloucestershire, we are a registered charity focussed on preventing isolation, reaching out to those already in isolation and tackling unemployment. We work with individuals, families and young people facing multiple challenges, providing a range of support services and well-being activities.

After 10 years located in a flat in the New Cheltenham area, we are about to take over a former youth centre under a community asset transfer from South Gloucestershire Council. This will give us significantly more space: a community lounge/café; sports hall; quiet room; resource room; training room; boulder room; workshop; and playing field. This will require substantially more funding, more partnerships with local organisations and an enhanced role for the trustees as the responsibilities of the charity become much bigger.

Purpose of role: to chair the board of trustees and provide leadership to Kingsmeadow Community Flat at a time of exciting growth and development.

Job description:

- provide leadership to KCF
- chair monthly board meetings, ensuring that business is effectively conducted and the trustees are focussed on successfully realising the new opportunities
- attend sub-committee/working group meetings as required
- work with the secretary to draw up the agenda and meeting schedule
- ensure that there is a strategic plan in place and that the board is effectively monitoring the plan's implementation
- ensure that there is sound financial and risk management of the charity
- recruit, support and appraise senior staff
- ensure that the trustee team has the skills and resources to carry out its responsibilities
- act as an ambassador for KCF in the local area

Person specification:

- able to create and share a vision for KCF, building on its values, local commitment and track record
- strategic thinker with experience of developing and monitoring strategy
- strong organisational management skills including a good understanding of risk assessment, safeguarding and other relevant issues
- good at developing and maintaining stakeholder relationships (service users; staff; funders; local community; local agencies) and strategic partnership experience, including charitable and local authority
- board level experience in a charity or social enterprise, excellent chairing skills and a good understanding of governance issues in the charity sector
- experience of financial management and fund-raising
- experience of acting as an organisational advocate/ambassador
- commitment to the seven principles of public life (selflessness; integrity; objectivity; accountability; openness; honesty; leadership)