



Chair of the Board at CharityComms Candidate Pack



Welcome

Thank you for your interest in the position of Chair of CharityComms.

The context for CharityComms has changed substantially in the last five years. Covid prompted a shift for the organisation from office-based teamwork to a model largely based on remote working, meaning our talent pool has widened beyond London and our membership reach has improved through online events and activity.

This, plus the cost-of-living crisis, polarising politics, and a more febrile media and social media context has heightened the need for dedicated support for communications professionals and teams. And CharityComms has increasingly been involved in sector wide initiatives, lobbying and positioning to support the interests of members, including the Charity Commission's social media guidance, Charities Against Hate, the #NeverMoreNeeded campaign, and the Civil Society Group.

CharityComms has always flown the flag for communications' core strategic role at the heart of every charity, as well as helping raise standards and support the sector's thousands of dedicated communications professionals. It is a wonderful organisation to be part of, and we have an exciting future as we embark on our new strategy which focuses on improving the membership experience even further, developing accessible professional development pathways, and increasing our voice as leaders in the sector. Our new Chair will be a big part of this and will work closely with me and the incredible team to harness the power of communications to change the world and inspire many more people to support the vital work charities do.

We look forward to receiving your application.

Yours sincerely,



Adeela Warley, CEO



What we are looking for

We are seeking a Chair to lead our team of high-performing Trustees. The new Chair will work closely with the CEO and other board members to navigate the evolving and increasingly complex landscape of comms and ensure the continued success of the organisation.

We are open to a Chair from either the private, public or third sector, as we believe there are benefits to having a wide lens. The ideal candidate would have in-depth experience of the comms world, whether that be PR, social media, or marketing. They will also have a strong understanding of the strategic role comms can play for organisations. The candidate may also have a strong understanding of membership organisations and how to successfully grow a membership base.

However, this does not mean you must be directly from a senior comms or membership role! We are open to talking to a wide range of candidates and finding someone with the right level of experience, passion and commitment. You must be willing to invest time in building relationships, developing the Board and understanding the unique opportunities and challenges we and our members face.

Overview and terms of appointment

Here is some more information about the practicalities of the role.

Location

London/Remote. Board meetings are held online each quarter in the early evening. Any other meetings are usually held virtually. However, there are likely to be three or four face-to-face meetings/events in London per year.

Term of office

The Chair usually serves a first term of up to three years and is eligible for reappointment for another term of up to three years.

Remuneration

The role is on a voluntary basis with all reasonable expenses paid.

Time commitment

We expect the role to take c.5-6 hours per month, flexibility and commitment will be required. There will also be some event attendance required.

Closing date for applications

The closing date is 20 January 2025. Please see below for further details of the application process.

About CharityComms

CharityComms is a thriving membership network of communications professionals working in UK charities. Our amazing community is made up of more than 750 charities, adding up to almost 12,000 people.



We work with our members and the wider communications community to raise the standard of charity communications, to enable them to deliver their world-changing missions more effectively. From our range of services and events to our best practice guides, reports, support for professional development and web and social media content, we represent, support, inspire, connect and inform our members and the wider charity communications community.

Our members come from charities of all sizes and across all sectors, as well as those working as freelancers and agencies who offer products and services to support the third sector. Across everything that we do our focus is always to listen and respond to our members to deliver the support and resources that they most need.

We are a small, friendly team of 13, working closely together to achieve big things for our members and the sector. In 2021 we won Team of the Year, we were finalists in Third Sector's 2024 Medium Charity of the Year and have recently been shortlisted for Best Professional Body or Learned Society at the Memcom awards 2024.

Our vision is for effective and inspiring communications to be at the heart of every charity's work for a better world. Our purpose is to improve the standard of communications and champion its role in the sector. We represent, support, inspire, connect and inform our members and the wider charity communications community.

Our role as a voice for charity communicators is increasing as we enter our new strategy period.

Our strategic plan for 2024-2027

Our plan for the next three years is focused on building on our achievements to provide an even better level of service to our members, and to develop new ways to engage and support those working in charity communications. Our focus includes:

- Structured learning – creating clear, structured learning pathways to develop content and resources for busy professionals.
- Unlocking the power of framing – building on the success of our “Communication That Works” series to build partnerships and support charity communicators to drive change.
- Voice of charity communicators – acting as a reliable leadership voice and convening conversations relevant to our members.

Links to find out more about us

[About us | CharityComms](#)

[Our people | CharityComms](#)

[Our trustees | CharityComms](#)

[Annual reviews | CharityComms](#)

[Services | CharityComms](#)

Job description

The key responsibility of the Chair is to provide support, direction and leadership to the board and Chief Executive, to ensure that the board is effective in its task of overseeing both conformance and performance.

The Chair will:

- Provide leadership to the board, the CEO and staff team. Developing the Board and ensuring the skills and interests of the trustees are used effectively to support and guide the charity, and that trustee's individual goals as a trustee are also achieved.
- Offer direct support and challenge to the Chief Executive, ensuring personal objectives are set and reviewed regularly, development and training supported, and annual performance reviews undertaken.
- Offer advice and guidance to the Chief Executive and staff in pursuing CharityComms' objectives, as appropriate to the Chair's governance role but also based on their own professional or sector experience.
- Embody and communicate the vision, purpose and values of CharityComms, representing the charity in public and in private.
- Work with the Treasurer to ensure excellent and compliant financial management of the organisation.

The Chair will also ensure that:

- CharityComms operates within the law, and according to its constitution and its commitments to stakeholders and members and is adequately resourced to meet its commitments.
- CharityComms develops an effective strategy in line with the core values of the organisation.
- All board members are fully involved in discussions and decisions, and the contribution of individual members is monitored. The Chair will encourage group decision-making, teamwork, and a sense of shared purpose and inclusivity.

- The board's agenda is appropriate and focuses on the key strategic issues, all planned business is dealt with and decisions made, and that decisions are clearly and accurately minuted.
- The board continually monitors CharityComms progress, and that board members have regular, timely and relevant information on strategic and financial issues and key risks.
- Board members have a proper knowledge and understanding of their roles and responsibilities.
- The board delegates as appropriate to its committees and to its Chief Executive.
- Regular reviews of board, committee and Chief Executive performance are undertaken, and a programme of development processes for the board, its members, and the Chief Executive is established.
- Periodic reviews of the composition and workings of CharityComms are undertaken to ensure it continues to respond appropriately to changes in the wider environment.
- The support and commitment of CharityComms partners and key stakeholders are developed and sustained.
- They represent CharityComms as required and foster positive relationships with a range of stakeholders. The Chair will ensure that a high profile is maintained for the organisation, and that stakeholders are kept informed of our work.
- Positive working relationships are maintained among board members and with the Chief Executive to enable an appropriate balance of challenge and support to be provided.

Person Specification

Core skills (essential)

Leadership and governance

- Visionary leadership: ability to set and communicate a clear strategic vision for CharityComms.
- Governance expertise: good understanding of governance principles and practices, including compliance, accountability, decision making and best practices in board management.
- Ability to continue evolving Board during periods of board transition and CharityComms development programme, and delegate actions and to sub-groups effectively.

Strategic planning

- Strategic thinking: ability to think strategically about the organisation's long-term goals and how to achieve them, especially as CharityComms delivers its new business plan and strategy.
- Risk management: knowledge of risk management principles to identify and mitigate potential risks to CharityComms.

Communication and interpersonal skills

- Effective communication: strong verbal and written communication skills, able to articulate ideas clearly and persuasively.
- Active listening: excellent listening skills to understand different perspectives and build consensus.
- Relationship building ability to build and maintain positive relationships with trustees, staff, stakeholders, and external members and partners.
- Understanding of the strategic value of comms in the sector.

Financial acumen

- Financial literacy: good understanding of financial management principles, including budgeting, financial reporting, and business development.

Integrity and ethical judgement

- Ethical standards: high ethical standards and a commitment to acting in the best interest of the organisation.
- Transparency: commitment to transparency in decision-making and governance processes.
- Conflict resolution: ability to manage conflicts of interest and ensure fair and ethical treatment of all parties.

Industry knowledge

- Sector knowledge: previous trustee experience and a good understanding of the charity sector, including key trends, challenges, and opportunities affecting it and communicators working in it.
- Network: established network within the sector and among communicators to leverage resources and opportunities for the organisation.

Time management and commitment

- Time management: good time management skills to balance multiple responsibilities effectively and ensure best use of trustee board.
- Commitment: demonstrated commitment to the organisation's mission and values.
- Availability: willingness to dedicate the necessary time to fulfil the duties of the role, including attending meetings and events, supporting CEO, trustees and sub committees.

Context driven skills and attributes (desirable)

- Lobbying and campaign experience: understand the wider context of key issues in the sector, and associated risks. Supporting the CEO in our advocacy as the voice of comms professionals.
- Business and commercial skills/experience: experience in business and income development and fundraising and securing financial support. Networking and engagement at senior levels and across organisations.
- Membership experience: understanding of membership or representative organisations and the value of collective voice and mutual support.

Diversity and inclusion

At CharityComms, we're committed to creating an inclusive culture, internally and in the wider charity sector, where everyone can be themselves and reach their full potential. We value lived and learned experiences of social issues, justice and change.

We actively encourage applications from people of all backgrounds and cultures and we will do our best to support you to upskill because we want to recruit, retain and develop the best talent available.

How to apply

Eastside People is supporting CharityComms in the recruitment for this role. Please click [here](#) to apply with the following:

1. A supporting statement (ideally two pages maximum) that clearly outlines your suitability for the role against the criteria provided in the person specification, including your interest and motivation in applying for this position.
2. Your up-to-date CV.

We will confirm receipt of your application by email. Data collected during our recruitment process will be treated as per Eastside People's privacy policy.

If you would like a call to discuss the role in more detail, please email Lucinda at lucinda@eastsidepeople.org to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application. If you feel you may not meet all the criteria, please don't rule yourself out. We encourage you to get in touch with Lucinda to explore your questions and concerns.

The closing date for applications is 20 January 2025 with longlisting interviews with Eastside People taking place that week. The interviews with CharityComms will be a

two-stage process, with a first stage informal meeting with the Chief Executive, and a second stage panel interview with competency and example-based questions. If you have any access needs for the interview, please let us know and we will meet them.

Key dates:	
Applications closing date	20 January 2025
Invitations to interview	w/c 27 January 2025
Interviews – dates to be confirmed	w/c 3 and/or 10 February 2025
First board meeting	Early March 2025

We want anyone who believes they meet the Person Specification to feel comfortable and confident in applying. It is our responsibility to make the application process accessible, and to give you the information you need to decide whether you are going to apply.

If you require the pack in a different format or have any questions before you apply, please get in touch with lucinda@eastsidepeople.org.

If you'd like a phone call with our current Chair about whether this role might be right for you, please get in touch via Helen on VirtualEA@charitycomms.org.uk who will arrange a call.

And finally, we understand AI can be a helpful tool, but please use with caution and ensure your application is personalised and accurate.

We look forward to your application!