



## **Chair of Trustees - Role Description**

### **About Home-Start Wandsworth (HSW)**

Home-Start Wandsworth is a local charity supporting families with young children across the London Borough of Wandsworth. We provide home-visiting, group activities, and supportive networks, empowering parents to build resilience, confidence and positive outcomes for their children.

### **Role Purpose**

The Chair of Trustees will lead the board to ensure robust governance, strategic oversight and effective collaboration with the Managing Director, staff, volunteers and external partners. As ambassador and primary liaison, the Chair will champion HSW's values and enhance its impact in the community.

### **Key Responsibilities:**

#### **Governance & Board Leadership**

- Providing strategic leadership and direction to the trustee board, ensuring that HSW's vision, values and mission are upheld to deliver the greatest possible benefit to local families.
- Ensuring the board uses its resources responsibly and legally, in line with the charity's objectives, regulatory requirements and good governance practice.
- Championing diversity, equity and inclusion (DEI) across the organisation and ensuring these values are reflected in governance, service delivery and stakeholder engagement.
- Overseeing the annual cycle of trustee and sub-committee meetings.
- Agreeing agendas for board meetings and monitoring the implementation of decisions taken.
- Chairing and facilitating meetings of the trustees and sub-committees as appropriate.

#### **Strategy & Performance**

- Ensuring HSW's outcomes comply with strategic and funding targets.
- Collaborating with the Managing Director, relevant trustees and fundraising consultant on grant applications and other fundraising activities.

#### **Finance & Risk Management**

- Ensuring, with the Treasurer, that HSW's finances at all times are sufficient to meet ongoing and future commitments.
- Overseeing compliance with the Home-Start UK Agreement and ensuring quality assurance standards are met or exceeded.

#### **External Relations & Fundraising**

- Fostering relationships with corporate and local funders.
- Representing HSW at functions and meetings where appropriate.
- Acting as a spokesperson when necessary.



- Acting as an ambassador for HSW, proactively seeking opportunities to raise the charity's profile and secure funding through strategic relationships and public engagement.

### **People & Culture**

- Working closely with the Managing Director to maintain oversight of operations, offering guidance and support while fostering an environment of mutual trust and collaboration.
- Working alongside the Safeguarding Lead to ensure policies are understood and upheld at board level, with appropriate oversight of risk and compliance matters.
- Ensuring the Managing Director has clear objectives and targets, performance reviews, and receives support and guidance where necessary.
- Sitting on appointment panels for staff, where appropriate, and on disciplinary panels as required, bringing impartiality and objectivity to decision-making.
- Facilitating change and addressing any conflict within the Board of Trustees and the wider organisation.

### **Person Specification for Chair**

#### **Essential:**

- Proven leadership skills and strategic vision.
- Commitment to Home-Start and willingness to devote the necessary time and effort.
- Good communication, interpersonal and delegation skills; ability to be tactful and diplomatic when necessary.
- Confident in speaking at public and fundraising events.
- Good independent judgement with the ability to think creatively.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- Experience of committee and board-level leadership.

#### **Desirable:**

- Experience of safeguarding and risk management.
- Awareness of DEI principles and inclusive leadership.
- Digital literacy and comfort with governance tools.

### **Terms of Appointment**

- Term: Three-year term (subsequent terms subject to Board approval).
- Time commitment: Attendance and preparation work for board meetings every 6-8 weeks plus other commitments. Approximately 20-30 hours per month overall.
- Location: Hybrid (Wandsworth office and virtual participation).
- Remuneration: Voluntary role; reasonable expenses reimbursed.