

**Chair of Trustees Recruitment Pack**

The Iolanthe Midwifery Trust is a registered charity that aims to promote and improve the care of mothers, parents, babies and families through awarding grants and fellowships in support of midwifery education, practice and research. Due to our Chair of Trustees stepping down we are now looking for a new Chair to work with Iolanthe trustees on the next stage of the development of the Charity.

Although the Charity has been in existence since 1983, we have recently become a  Charitable Incorporated Organisation and we are now seeking a Chair of Trustees to consolidate our new status and take us forward as an inclusive, responsive and dynamic charity for midwives and student midwives. Knowledge and experience of midwifery care and maternity provision will be of great advantage to the role.

Please see our website at [www.iolanthe.org](http://www.iolanthe.org) to find out more about the work of the Iolanthe Midwifery Trust.

The Chair of the Iolanthe Midwifery Trust is appointed according to the Trust Deed by the Trustees for a period of three years.

The Iolanthe Midwifery Trust welcomes candidates from a diverse background and from historically excluded communities. We recognise that candidates may have disabilities and health challenges, both visible and invisible, and we will make necessary reasonable adjustments to provide a safe and supportive culture.

We will be inviting applications via a curriculum vitae and supporting statement, followed by a panel interview with trustees. Applications should be sent via email to execdirector@iolanthe.org stating ‘Chair of Trustees’ in the subject line of the email and in the file name of any attached documents.

The closing date for applications is **Wednesday 8th June 2022**. We aim to interview for the role shortly afterwards. Interviews will be held via online video conference.

**Chair of Trustees Role Profile**

Title: Chair of Trustees of the Iolanthe Midwifery Trust

 Key responsibilities of the Chair of Trustees are to:

* Coordinate the activities of the Iolanthe Midwifery Trust and trustees
* Take the lead on ensuring that the trustees comply with their duties
* Ensure the charity is well governed
* Act as a spokesperson for the charity and publicise the work of the trust with the support of trustees
* Draft the annual report/review with support of the Vice-Chair and Executive Director
* Help to plan and prepare agendas for trustee meetings with the Executive Director and Administrator
* Chair trustee meetings
* Take the lead on ensuring that meetings are convened properly run and recorded, including signing the agreed minutes
* Have a casting vote if the trustees return a tied vote on any issue
* Communicate with the Vice Chair regularly
* Communicate with the Patron of the Iolanthe Midwifery Trust as required
* Line-manage the Executive Director on behalf of the trustees and act as a link between the trustees and the Executive Director
* Oversee the advertising of the awards and the awards process
* Host the Awards Ceremony
* Oversee the financial affairs of the Trust, working with the Financial Trustee, the Executive Director and the auditors

Meetings: The Chair is expected to attend all Trustee meetings as well as the Finance Sub-Committee meetings. They may volunteer to attend other working groups. All trustees will be asked to attend an annual strategic away day and may be invited to attend events, meetings or conferences as part of the work of the organisation.

Finance: This is overseen by the Financial Trustee however the Chair has a responsibility to ensure that financial management and budgetary control are governed appropriately as per Charity Commission requirements.

Remuneration: This is a voluntary role with expenses for travel and administration reimbursed.

Hours of work: This is a voluntary role with no specified number of hours. Flexibility is important for the Chair of Trustees role.

Location: The Iolanthe Midwifery Trust is a UK-wide organisation with no office base. The Chair of Trustees will therefore be largely home-based (including video conferencing), but face-to-face meetings may be required several times a year.

Equipment: No equipment will be provided but reasonable administration expenses will be reimbursed.

Annual leave:  As this is a voluntary role the Chair has flexibility to take annual leave. The Chair should inform trustees when they are on leave and deputise to the Vice Chair as required. Should the Vice Chair not be available then the Chair should deputise to another Trustee.

Other information: You will be supported by a recently appointed Executive Director (part-time), Administrator (part-time) and a Finance Officer (ad-hoc). This role carries overall line-management responsibility for any employees of the trust on behalf of the Board.

Direct reports: The Chair of Trustees line manages the Executive Director on behalf of the Board.

General: To undertake any other duties and responsibilities commensurate with the trustee role that may be reasonably required.

**Chair of Trustees Person Specification**

Key Skills and Experience

Essential**:**

* A strategic thinker and planner with knowledge and experience of leadership and a strong understanding of the principles and practices of good governance
* Strategic business understanding with some financial knowledge
* Strong interpersonal and communication skills
* Skill in chairing meetings.
* Ambassadorial and networking skills.
* Commitment to support fundraising
* A collaborative and inclusive approach.
* Strong communication and presentation skills
* Ability to work on a wide range of projects simultaneously
* Ability to self-manage and be self-motivated
* Willingness to devote the necessary time and effort to the Iolanthe Midwifery Trust
* A high standard of written and spoken English

Desirable Knowledge and Experience

* Prior experience of being a charity trustee or chairing an organisation.
* Prior experience in the midwifery, maternity and birthing community
* An understanding of the current challenges faced by the NHS and midwifery community.

Attributes

* Enthusiastic and passionate about midwifery and the maternity care of mothers, parents, babies and families.
* Diligent, reliable, confident, professional and trustworthy.

*Updated November 2021*