



CHAIR OF TRUSTEES – RECRUITMENT PACK

Age UK Richmond upon Thames is a local independent charity supporting older people, carers and family members in Richmond upon Thames. We are committed to our mission to provide support to help local older people to live healthier happier and more independent lives.

Age UK Richmond upon Thames are a local partner of the national charity Age UK. This means we operate as an independent charity – responsible for raising our own funds and providing services to meet local need in Richmond upon Thames.

We currently have an excellent opportunity for a new Chair of Trustees to join our charity. Our current Chair is due to leave later this year.

Our wide range of highly valued and well utilised services currently include:

- Information & Advice, including support to claim welfare benefits and other financial support.
- Social & wellbeing groups, activities and centres.
- Leadership of the Community Independent Living Service (CILS) Partnership – working with 19 other voluntary sector groups.
- 'Connect To Tech' digital skills support.
- Leadership of Dementia Friendly Richmond, working in partnership to make the borough more dementia inclusive.
- Mental Health Peer Support.
- 'Nightingale' hospital discharge service.
- Handyperson & gardening.
- Housekeeping.

Our Chief Executive leads a team of around 50 committed staff, supported by around 100 volunteers. We support around 4,000 local older people every year.

Our income is currently around £2.3m a year. However, this includes a local authority contract we manage under which a significant portion is passed to other local charities we work in partnership with. Funding comes from a range of sources including local authority & NHS contracts; grant funders; chargeable services; donations and legacies.

Our board is currently made up of nine trustees, led by the Chair – all bringing different skills and views.

It is an interesting time to be joining us. We are working on developing our ambitious new Strategic Plan for April 2025 onwards – and we are keen to ensure we are responsive to the changing needs of existing and new generations of older people. Rising costs and a more challenging income generation environment is starting to put more pressure on our finances although our current position is relatively stable – and we will need to think about how we adapt. We are also keen to strengthen our local partnerships and further the support for those with dementia and carers.

Our website gives further information about the charity: [Welcome to Age UK Richmond upon Thames](#)

We are looking for a dynamic Chair who is committed to improving the lives of vulnerable and isolated older people across Richmond upon Thames. Running a healthy and successful charity requires a strong Board that offers leadership and challenge in a collegiate and positive way and has our beneficiaries at the core of everything they do.

The role of the Chair

The Chair of Trustees leads the board, ensuring that it governs Age UK Richmond effectively, in service of the charity's vision and mission. The Chair leads in an inclusive way, supporting the board to work together well, and providing support and challenge to the Chief Executive. The Chair is also an ambassador for the charity.

This is a voluntary unpaid role. Expenses can be reimbursed.

In addition to all the duties of a trustee, the Chair's role includes:

- Providing leadership to the board and ensuring that trustees fulfil their responsibilities for the proper governance of the charity.
- Ensuring the board sets a mission, vision, strategy and has the right policies to act in line with its Articles of Association and relevant legislation and that the Board monitors performance, spend and risk.
- Ensuring that the board as a whole works in partnership with executive staff.
- Ensuring good governance, with a systematic, open and fair procedure for the recruitment of trustees, with appropriate induction information and training.
- Ensuring the proper and efficient conduct of board meetings by; chairing trustee meetings effectively, seeking consensus, encouraging participation, taking an active role in ensuring that board agendas are meaningful and reflect the key responsibilities of trustees and that trustees receive timely and accurate information in order to allow the board to discharge its responsibilities.
- Regular meetings with the Chief Executive, to provide support and review performance.
- Ensuring the Chief Executive provides an effective link between the board and staff.
- Attending events and forums when needed to help raise awareness of the charity and its work and support fundraising initiatives.
- Stakeholder engagement locally, and more occasionally regionally / nationally.

The Commitment

The Board of Trustees meet quarterly in person. Board members are asked to commit time to read papers, and to share expertise when needed. Board members are also expected to sit on at least one of two committees that also meet quarterly – Finance & General Purposes and Fundraising & Service Development. The Chair is an ex officio member of both committees.

The Chair will also hold regular meetings with the Chief Executive. The role will also involve representing the organisation at events and attending occasional regional or national Age UK meetings.

Terms of Office

Trustees are appointed for an initial term of two years. Two further terms of three years can follow, up to a maximum of 8 years.

What we are looking for

- Experience of being on a board. You do not need to have been a Chair before however.
- Good understanding of governance and the duties of trusteeship.
- Senior level Health & Social Care and / or voluntary sector background.
- Experience of working with older people desirable.
- A keen sense of strategic purpose.
- An inclusive leadership style - able to inspire and support everyone to participate on an equal footing.
- The ability to listen and engage effectively. You are comfortable with challenge and debate and are able to encourage that in others whilst fostering a collaborative board environment.
- Excellent communication skills.

Application

Application is via CV and a covering letter to be sent to info@ageukrichmond.org.uk. Applicants are encouraged to apply as soon as possible. The role will be closed if a suitable applicant is identified.

If you are interested in applying, the Chair / CEO would welcome a conversation with you beforehand to answer any questions if useful.