

S.A.L.V.E. International UK Chair of Trustees Role Description





Exciting opportunity to be Chair of the Board of Trustees

We are seeking to recruit a new Chair of the Board of Trustees for **S.A.L.V.E. International** with a minimum commitment of 12 hours per month (which can be evening and weekends) based in the UK.

S.A.L.V.E. International is a small International Development charity registered in the UK and Uganda. Our ethos is “Support And Love Via Education”. We support children living and working on the streets of Uganda to have a brighter future.

At S.A.L.V.E. we believe:

- No young person should have to live or work on the streets
- Young people who have lived and worked on the streets deserve the chance to fulfil their potential
- Young people on the streets should have trustworthy, supportive adults around them

With the generous help of our supporters, S.A.L.V.E. works with children on the streets of Jinja, Uganda, so they have the opportunity to leave their difficult pasts behind them and move forward, towards a brighter future.

We have a Drop in Centre and Street Outreach services for children currently living on the streets. We offer short term residential care in our Halfway Homes or Drug Rehabilitation Centre to help a child to transition off the streets, and follow up care and support for when a child has been resettled home to their family. We also offer educational support, or business skills training where assessed to be needed to help a child to settle home successfully.

We are looking to recruit a new trustee chair who believes in our vision that there should be “No Street Called Home” for children living on the streets in Uganda and who wants to work together with us to grow this impact and further change children’s lives.

Some of the charity’s key achievements since we began in 2008 are:

- We have supported **1,950** children living on the streets with food, counselling, education and medical care, through our Street Outreach services.
- We have resettled **559** children away from the streets back to a safe and caring family home.
- We provided **92** children with specialist treatment for their drug addiction.
- We currently support **140** children, who previously lived on the streets, in full time education.
- We have supported a further **52** young people in their education who have now graduated.
- We have trained **236** caregivers in business skills and gave them start-up capital and mentorship too.
- During the strict COVID lockdown we gave food, soap and hope to over **1,600** people in 2020 and **1,908** people in 2021.
- We have planted **5,533** fruit trees in the community.

What does the Board Chair role involve?

You will join our Board of Trustees in the UK and work alongside our CEO, staff teams and Ugandan board, to help S.A.L.V.E. International to thrive and increase our impact.

We appreciate that everyone coming to the S.A.L.V.E. team brings with them different skills and abilities. We have listed below what we consider to be the 'Gold Standard' of being a Board Chair but we understand that most people will not have the full breadth of what we are looking for. Instead, we want to assure you that we will work with you as Chair to develop your skills as you grow into the role.

The term of office for our board is four years (which is renewable) – however it is possible for someone to step down, resign or take a sabbatical within this time period, should your circumstances change.

Practically the role will involve:

- 12 to 15 hours a month. Including at least one phone call with the CEO at the start of each month to 'check in' – emails will be more regular.
- Attending 4 board meetings per year (these are on a weekend in the daytime. The dates are set at the start of each year and they will normally consist of three virtual half day meetings and one face to face whole day meeting per year).
- Our board has 3 committees that meet virtually once per quarter between board meetings. These are finance, HR and Governance and Fundraising and Communications. As chair you are considered a member of all 3 committees and would be expected to attend the committee meetings you thought most needed your support each quarter.
- Responding to emails (where relevant), liaising with the CEO and other board members as needed, and championing any areas of S.A.L.V.E.'s work in which your knowledge, skills, experience and time available allow.

The Board Chair has responsibilities outside of a board meeting as well as during the board meeting. Prior to the board meeting, the role requires working with the CEO to set and distribute the agenda. During the board meeting, the Board Chair facilitates the meeting and keeps the board moving towards its goals. Outside of meetings, the Board Chair has several other responsibilities; including working with committees, developing the board members' skills, and planning for succession (when the time comes). An effective Board chair should embody the spirit of the organisation and continually keep the integrity and goals of the organisation at the forefront of every decision that they make.

We also believe that it is highly beneficial for board members to visit the programme in Uganda at least once every four years to understand the work in greater depth, share their skills and to meet with team members and service users. Assistance towards your flight costs may be available, based on an application from the trustee.

We are particularly interested in applicants who have experience, knowledge, qualifications and skills in leading teams in a way that makes sure everyone is included and able to contribute. A demonstrable track record of senior leadership is essential alongside a commitment to our shared values. We want to reach a greater and more diverse audience of people so the ability to serve as an inspiring ambassador for the Charity's incredible work is required.



Board Chair specific responsibilities:

A successful Board Chair will play an integral role providing leadership and management to our Board of Trustees, enabling each Trustee to actively contribute to fulfil their duties and responsibilities for the effective governance and strategic direction of the charity. They should ensure that the board acts with integrity, adopting values and creating a culture which helps S.A.L.V.E. International achieve its charitable objectives. The Chair should also help support our team to ensure the charity has the networks, resources, funding and support needed to carry out our work to a high standard.

The Board Chair should maintain focus on what is best for the organisation. They should facilitate good board leadership and governance and set the tone for the meetings. Working collaboratively with the CEO, the Board Chair sets an example for the board's culture and work. It's an active role that engages the board members, building upon each member's individual strengths.



Leadership: The Board Chair is a leader who keeps full board work focused on the organisation's mission, vision, and strategic direction. An effective Board Chair keeps the board focused on issues by designating work that could be more effectively addressed in committees.

Agendas: The Board Chair works collaboratively with the CEO to establish meeting agendas.

Meeting Management: Serving as leader and facilitator, the Board Chair presides over Board meetings and calls special meetings as necessary. The Board Chair actively engages the board members, encouraging them to participate and share information. Using the agenda as a guide, the Board Chair moves the board towards decision making and closes the meeting on time.

Committee Direction: Working jointly with the CEO, the Board Chair recommends committee chairs for board approval. The Board Chair guides the Committee Chairpeople to align committee work with the organisation's vision and goals and serves as ex-official member of all committees.

CEO Relationship: The Board Chair acts as a sounding board for the CEO regarding emerging issues or potential problems. They share a common understanding of the organisation's goals and strategies and work together to achieve the goals of the organisation. In addition to appointing committee chairs and members, the Board Chair and CEO orient new members, prepare strategic agendas for meetings, and act as spokespeople for the organisation.

CEO Performance Appraisal: The Board Chair is tasked with coordinating the CEO's annual performance appraisal. The Board Chair appoints who will be in the meeting and sets the parameters for the evaluation and performance review.

Board Conduct: An effective Board Chair sets a positive, energised tone for board meetings. By modelling, articulating, and upholding the rules of conduct, the Board Chair sets a high standard for board conduct. The Board Chair addresses issues regarding confidentiality, conflict of interest, and other pertinent board policies.

Board Learning and Development: The Board Chair takes a lead role in recruiting and developing new board members. The Board Chair leads board development by helping board members assess their knowledge and strengths. The Board Chair looks for opportunities for continuing education for board members to develop their individual or collective skill sets.

Succession Planning: An important duty of a Board Chair is to identify, recruit and train a potential candidate to take up the role after them and also to plan for succession for other other key leadership roles in the charity such as the CEO. This is an important step that ensures continuity and a smooth transition towards future leadership. The Board Chair mentors the chair elect or incoming CEO in conducting their duties.

Self-evaluation: Periodically, the Board Chair coordinates a process for board self-evaluation and implements recommendations for improvement. This may take the form of an organisational meeting or strategic planning meeting. Part of this process involves getting feedback on their performance as Board Chair.

The successful candidate will:

- Have demonstrable experience in leading teams inclusively in either the business, government, philanthropy, or the charity sectors (essential).
- Have savvy diplomatic skills and a natural affinity for cultivating relationships and for facilitating and building consensus among diverse individuals (essential).
- Have personal qualities of integrity, credibility, reliability and a passion for improving the lives of S.A.L.V.E.'s service users (essential).
- Be able to recognise and bring out the best in people with different skill sets (essential).
- Have excellent written and oral communication skills (essential).
- Have skills in developing and managing relationships with funders, partners, and other stakeholders (desirable not essential).
- Have experience in successfully working internationally and/ or with people from different cultural backgrounds (desirable not essential).
- Have the ability to create, review and develop strategies, policies, procedures and systems to ensure that S.A.L.V.E. is following best practice in line with the UK Charity Commission (desirable not essential).
- Be solution focused and creative in their ability to approach problems (desirable not essential).
- Have previous experience within the charity sector and be able to evidence their enthusiasm and dedication (desirable not essential).
- To encourage diversity on our Board we would especially welcome someone who is originally from Uganda or has strong ties to Uganda, but is now based in the UK, and/or male candidates (desirable not essential).



Any questions: Please get in touch to find out more: hannah@salveinternational.org

How to apply: Please email a copy of your CV and a 1 page cover letter explaining why you are interested in the role, highlighting how you meet the requirements and any key skills or experience you would bring to the role to: info@salveinternational.org. Please also specify in your cover letter if you would be interested in being considered for being a general trustee if you were not selected for the role of chair.

Closing Date: Sunday 25th September

Interview dates: October 2022 (time to be arranged with shortlisted candidates)