

# Candidate brief for the position of Chair

November 2022



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**November 2022**

Dear candidate,

Thank you for your interest in the position of Chair of the Fawcett Society.

We are the UK's leading charity campaigning for gender equality and women's rights. We are proud to trace our roots back to 1866, when Millicent Garrett Fawcett began her life's work leading the successful parliamentary campaign for women's votes. We bring over 150 years of history as an evidence based, independent and agenda setting advocate of women's rights in the UK.

We have a strong supporter base of members, a national network of local Fawcett groups and strong links to a range of partner organisations. We use our networks and allies at the most senior levels in politics, the media and business to build support for women's equality and push through specific reforms as well as engaging our members and the wider public in calling for change. In recent years we have dramatically increased our public profile as we seek to raise awareness and campaign around the issues that shape women's everyday lives.

We are looking for a new chair at this pivotal moment as we develop our new strategy. We will maintain focus on impact, the fundamental causes of women's inequality and do more to centre the voices and experiences of women at the sharpest end of injustice.

This pack contains more information about us as well as the role description and person specification and instructions on how to apply. Applications are particularly welcome from Black, Asian and minority ethnic candidates, disabled people and LGBTQ candidates who are currently under-represented on our board. If you would like an informal chat with me or with our Chief Executive about the role please do get in touch via the email address below.

We look forward to hearing from you.

Yours sincerely,

**Tanya Tunley**

**Chair**

# About The Fawcett Society

## PUBLIC BENEFIT

Fawcett campaigns to promote equality and diversity, in particular equality between women and men, and to eliminate gender discrimination for the benefit of the public in the UK. The notion of public benefit is enshrined in our objectives and we do not restrict access to this benefit. The Board refers to the Charity Commission's general guidance on public benefit when reviewing its aims and objectives and in any planning of future activities.

## OUR VISION

A society in which women and girls in all their diversity are equal and truly free to fulfil their potential; creating a stronger, happier, better future for us all.

## OUR MISSION

We are the UK's leading membership charity campaigning for gender equality and women's rights.

We publish compelling research to educate, inform and lead the debate; we bring together politicians, academics, grassroots activists and wider civil society to develop innovative, practical solutions; we work with employers and in schools and we campaign with women and men to make change happen.

We are the only national organisation rooted in the suffrage movement with over 150 years of evidence-based campaigning. We focus on removing the structural and underlying causes of gender inequality.

## OUR VALUES

We have established three groups of values that set out Fawcett's approach and ethos:

- Dynamic, bold, spirited, pioneering.
- Authoritative, respected, practical, credible.
- Engaging, plain speaking, approachable.

## OUR CHARITABLE OBJECTIVES

Fawcett is the UK's leading campaigning organisation for gender equality and women's rights. Fawcett works to promote equality and diversity, in particular equality between women and men and to eliminate gender discrimination for the benefit of the public including (but without limitation) by:

- a) Raising awareness of all aspects of discrimination in society by publications, lectures, use of the media, public advocacy and other means of communication;
- b) Conducting or commissioning research on equality and publicising the results of the same to the public;
- c) Advancing education in equality and diversity whether by teaching or producing materials;
- d) Promoting attitudes, customs and practices in favour of equality by use of publications, media and public advocacy.

## Our People:

### The Role of Trustees

Trustees are legally responsible for ensuring that the organisation operates to standards set by Parliament and the Charity Commission. For more information about the trustee role, please see the Charity Commission guidance CC3 – The Essential Trustee.

The Fawcett Society is also a company limited by guarantee. Its Board of Trustees are also its Board of Directors.

The Fawcett Society is governed by a Board of Trustees, who take ultimate responsibility for the work of the organisation. The majority of our Trustees are elected by and from our membership and others are co-opted where specific skills and expertise are needed to assure sound governance. Our members are responsible for electing the Board of Trustees. The Board leads the charity on behalf of members.

Click [here](#) to find out more about our team.



## Role Description:

The Chair of the Fawcett Society is appointed by the charity's board of directors/trustees to lead the Board in fulfilling its purpose. As well as undertaking the role of a director and trustee the Chair's role is to:

### 1. Facilitate Board leadership and engagement

- Build a team where all directors / trustees are clear about their role and play a full and active part in strategic decision-making for the future of the organisation
- Co-ordinate the Board, utilising the experience, strengths and expertise of each member to focus on strategic planning and development including annual reviews and continuous improvement programme
- With the Chair of Governance, succession plan to ensure effective arrangements for the recruitment and induction of new directors / trustees with desired skills, having due regard to diversity and inclusion
- In collaboration with the Governance committee, ensure the Board adheres to good governance protocols, the Charity Governance Code and charity law
- With the Chief Executive, ensure that the charity prepares reports on its achievements and outcomes and annual returns as required by law
- Ensure that the interests of the wider membership are represented in decision making
- Where committees and/or working groups are established, ensure that the roles and reporting for such groups are clearly set out (for example through clear terms of reference), and work closely with the committee/ working group chairs on an ongoing basis
- Ensure that trustees take collective and individual responsibility for the decisions made by the board of trustees

### 2. Chair Board meetings

- In a timely manner, work with the Chief Executive to prepare an appropriate Board meeting cycle and agendas to enable the board to undertake its business
- Ensure that the Board receives the information required in advance of the meetings upon which to base decisions
- Lead Board meetings through facilitating discussion and ensuring that all directors / trustees participate effectively
- Facilitate and chair Officers' meetings on a regular basis to support the work of the Board
- Work with the secretary of the board

### 3. Deliver effective staff and performance management

- Line manage and develop the Chief Executive, with an outcome based approach
- Lead and co-ordinate annual appraisal of the Chief Executive (including gathering feedback from the trustees and reporting back to the Board)
- Be in close contact with the Chief Executive, and act as a sounding board to discuss strategic or staffing issues as necessary
- Provide help, support and challenge to the Chief Executive, enabling the Chief Executive to think through ideas and challenging situations to find solutions for Fawcett's work
- Work with the Chief Executive and Chairs of committees to ensure effective performance management systems are in place, against the organisational strategy

#### 4. Represent Fawcett

- Support Fawcett as we develop our anti-racism strategy and grow our work with experts by experience.
- Be a spokesperson and represent Fawcett at public and media events and through campaigns
- Work closely with the Chief Executive taking a balanced approach to media activities, fully utilising the Chief Executive and trustees' public relations expertise and experience
- Support the Chief Executive and other staff / volunteers at fundraising events and campaigns
- Chair Fawcett's annual General Meeting, and any additional membership general meetings, reporting on activity, development and Fawcett's financial situation to the membership

#### 5. Charitable best practice

- Act with integrity, adopting values and creating a culture that supports Fawcett's charitable purpose
- Avoid any personal conflicts of interest or misuse of charity funds or assets; ensure that personal conflicts of interest are declared
- Ensure the Board and Chief Executive and staff undertake due diligence and an appropriate risk management approach to the work of the organisation
- Whilst working in a political environment, this is a strictly party neutral role

### Person specification:

- An experienced Chair who also understands the role and responsibilities of being a trustee
- Ability to lead Fawcett towards clear outcomes
- A proactive approach to problem solving together with the ability to inspire and enthuse
- Diplomacy and influencing skills– leading Fawcett through growth and change
- Analytical skills– bringing an innovative and entrepreneurial approach, retaining business focus whilst understanding the distinctive culture of a membership charity
- Sound financial understanding in relation to charities
- An ambassador for Fawcett, including participating appropriately in fundraising
- Strong strategic thinking and development whilst balancing the boundaries between different leadership roles and functions
- Excellent communicator and motivator reflecting the voluntary role of trustees and others who give their time and expertise to Fawcett pro bono. Confident with engaging with media if required.
- Able to build and develop teams and facilitate collaborative and inclusive working through coaching and mentoring
- Knowledge of women's equalities and rights issues, with the passion, energy and drive to effect change in this arena

**Time Requirements:** of The Fawcett Society requires an average commitment of equivalent to 2 days per month. The Chair is appointed for an initial three year term with the option of a second term. The maximum term for all trustees (including the Chair) is six consecutive years.

**Remuneration:** Please note this a voluntary position, though appropriate expenses will be met

**This is a fantastic opportunity for an experienced leader seeking to make a contribution to a fast growing, influential gender equality and women's rights charity with an ambitious agenda for change.**

# How to Apply

If you are interested in applying for this role, please ensure you provide:

- **A comprehensive CV, including your recent achievements, and the details of two referees**
- **A supporting statement, addressing your motivations for applying, commitment to the vision and how your experience and knowledge matches the requirements of the role. This should be no longer than one side of A4.**

All applications should be sent to **applications@trustees-unlimited.co.uk** with your full name and The Fawcett Society in the subject heading.

For a confidential discussion about the role, please contact Melissa Baxter ([melissa.baxter@russam.co.uk](mailto:melissa.baxter@russam.co.uk) / 07789 985229).

**Closing date for applications:** Monday 9th January 2023

**Interviews with The Fawcett Society:** Thursday 2nd February 2023

The Fawcett Society is the UK's leading membership charity campaigning for gender equality and women's rights at work, at home and in public life. Our vision is a society in which women and girls in all their diversity are equal and truly free to fulfil their potential creating a stronger, happier, better future for us all.

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