



## **Vacancy - Chair of the Board of Trustees**

### **About Edinburgh Young Carers**

Edinburgh Young Carers (EYC) is a sector-leading body and operates to help young people with caring responsibilities across Edinburgh. We are committed to giving young people the very best support and opportunities via a range of high quality and person-centred services. We ensure a rights-based approach to our work: young carers are actively involved in shaping our development – from raising awareness of their needs to helping us deliver change through campaigning efforts.

### **About this Opportunity**

EYC is seeking to appoint a Chair of the Board of Trustees. It would be especially beneficial if the Chair had wide experience of the third sector and of health and social care.

The Board of EYC operates at a strategic level and delegates responsibility for the day-to-day management and running of the organisation to staff, through the Chief Executive.

The Chair and the Board will work closely with the Chief Executive and Senior Team with the following objectives:

- Leading the Board and Committees constructively, providing direction and managing meetings effectively
- Developing and maintaining a constructive and positive working relationship between the Chair and Chief Executive and between Committee Chairs and senior staff
- Provide effective strategic leadership in line with the charity's purposes, mission and values and set the strategy and direction for the organisation
- Take responsibility for ensuring EYC is a good employer that engages with its employees
- Promote and demonstrate good governance including legal, constitutional, strategic risk management and regulatory compliance
- Ensure the organisation's charitable purposes are clearly established and regularly reviewed and that strategies are in place for them to be delivered effectively and sustainably, and that the charity's impact is regularly measured and evaluated

- Ensure that the voice of EYC's key stakeholders, including young carers, is heard and their advice listened to and learned from
- Ensure that there are clear objectives for the chief executive officer ('CEO') evaluating the CEO's performance in their role
- Support and mentor the CEO and ensure ongoing development needs are assessed and met
- Ensure that the relationship between the Board and the CEO and wider team, balances support, scrutiny, and challenge, and that the conditions are created in which staff and volunteers are confident and enabled to provide the information, advice and feedback necessary to the Board
- Ensure the organisation upholds principles of equality and diversity in every activity and that there are plans in place to achieve the Board's diversity objectives
- Ensure that Edinburgh Young Carers adheres to the highest standards of ethical and corporate behaviour and that the charity's reputation is safeguarded and promoted, having regard to legal and non-binding rules and best practice
- Ensure that Board Committees have suitable terms of reference and membership
- Ensure that charity's resources (including financial assets) are managed responsibly and used only to support or carry out its purposes; that the organisation is able to meet its debts and other obligations when they fall due, and that financial statements are true and fair and conform with the law.

### Expectations of Board Members

Being a Board member is a voluntary role which carries legal responsibilities that are the same as those of a company director. Every Board member shares the same level of responsibility regardless of their background. Members will offer life experience and /or professional expertise.

### Remuneration

The role of a Board member is a voluntary one and has no remuneration attached to it however appropriate and reasonable expenses incurred by members will be reimbursed.

### Time Commitment

Most Board and Committee meetings are held on a Monday evening in Edinburgh. Members are asked to attend the following meetings each year:

- 6 Board meetings and the Annual General Meeting
- Participation in sub committees as needed
- Induction and training time

If unable to attend every meeting in person, there is flexibility to take part online.

### Essential Skills and Knowledge

- Excellent interpersonal skills
- Ability to communicate and influence effectively
- A collaborative team player with the confidence to challenge effectively
- An interest and commitment to improving the lives of young carers
- Good independent judgement

### Desirable Skills and Knowledge

- Knowledge of the charitable sector
- Knowledge and experience of the Health and Social carer sector

### **Applications & Queries**

For further details, please contact Chloe Sklaroff at [chloe.sklaroff@youngcarers.org.uk](mailto:chloe.sklaroff@youngcarers.org.uk) or call 0131 475 2322 / 07801 831975.

To apply for this role, please send your CV and covering letter to Chloe at the above email address.