



Job Title: Chair of Trustees

Organisation: Sussex MS Centre

Reports to: Board of Trustees

Time Commitment: Up to 4 days per month

Sussex MS Centre - Summary and Purpose of charity

We are a small, inclusive, self-help and independently funded Centre supporting people with Multiple Sclerosis (MS). We offer drug free therapies such as Oxygen, Acupuncture, Massage, Shiatsu and group exercise classes including Keep Fit, Pilates and Yoga. The Centre provides support groups and an excellent space for socialising which helps to prevent feelings of isolation. Our aims are to maintain flexibility, mobility and provide pain relief promoting well-being and a positive attitude for those with MS.

Introduction to the role:

The Chair of Trustees will provide leadership and direction to the Board of Trustees and centre staff ensuring that the governance and strategic direction of the charity is being fulfilled. The Chair will support and sometimes challenge the team and ensure the Board functions as a unit and works closely with the wider team to achieve our aim to continue to be an exceptionally well run and sustainable organisation so that we can make the greatest practical impact for people managing their lives with MS.

Key Responsibilities:

1. Leadership and Governance

- Provide leadership to the charity and team ensuring the charity has the maximum impact for members and users and follows the vision/missions stated in the Strategic Plan.
- Ensure the Board and Staff fulfil their obligations, duties and responsibilities for the effective governance of the charity.
- Ensure the Board operates within the charities objectives as stipulated within the Articles of Association.

- Lead the Board and ensure it operates as a team, engaging all Trustees and fostering a culture of open discussion and debate.
- Ensure the operation of the centre is realised and systems are in place to manage and mitigate risks
- Chair bi-monthly Board Meetings and other meetings such as Finance and Health and Safety where appropriate.
- Act as the support mechanism and critical friend for the Centre Manager and team for operational and strategic queries.
- Work with Trustees and the Centre Manager to recruit and appoint new Trustees and staff and ensure they receive induction, training and support.
- Undertake an annual appraisal for the Centre Manager.
- Perform annual remuneration reviews in consultation with the Board.

2. External Duties

- Act as an ambassador for and represent the charity at external meetings, events and functions.
- Build strong relationships with other MS charities, local charitable organisations, funding partners and key stakeholders.

3. Strategy and Planning

- Lead the Trustees in developing, agreeing and implementing the Strategic Plan.
- Ensure the plan is robust and regularly reviewed and/or amended.
- Work with the Centre Manager to agree priorities aligned with the Strategic Plan.
- Support the team in the absence of the Centre Manager and offer advice and guidance where applicable.

4. Person Specification

- **Essential:**
 - Experience of working at a leadership level within a charity or organisation.
 - Experience of charity governance and working as a Trustee.
 - Commitment to the charity, its missions and values and drive and energy to implement positive change.
 - Strong leadership, motivational, interpersonal and conflict resolution skills.
 - Great communicator and able to effectively write reports and chair meetings.
 - Understanding of legal requirements for the charity and liabilities of being a Trustee.
 - Ability to work within a multidisciplinary team.
 - Ability to think strategically and know how to convert strategy into action.
- **Desirable:**
 - Financial background or understanding of financial management.
 - Located within Sussex or commuting distance from the centre.
 - Background in managing projects or working within a project delivery environment.
 - Experience or understanding of MS, the effects of the condition and treatments on offer.
 - Knowledge of challenges faced by charities and specifically health related organisations.
 - Previous experience as a Chair or Senior Leadership role.

5. Additional Information:

- The position requires between 10 - 15 hours per calendar month with regular duties including chairing board and sub-committee meetings, ad hoc visits to the Centre, supporting the Centre Manager and training.
- Board meetings are preferably in person but can be via zoom if required.
- The position is voluntary and as such not remunerated however reasonable expenses incurred in the course of duties will be reimbursed.

For more information and to find out how to apply please contact Emily-Jane (EJ) Stuttard via email on ej.stuttard@mssussex.com or by telephone on 01273 594484