**VSNW – Chair Role, Person Specification and Application Process**

**VSNW Purpose:** to ensure that the voluntary, community and social enterprise sector (VCSE), in all its diversity, takes its full part in shaping the future of the North West.

**Key Responsibilities**

* Enable the Board to govern effectively and develop VSNW for the future
* Support and challenge the Chief Executive

**Primary Functions**

* To uphold and champion the purpose and values of VSNW both internally and externally
* To unlock the capacity of the Board to contribute to achieving agreed strategic aims and objectives
* To lead Quarterly Board meetings, managing diverse perspectives and drawing out common ground to facilitate consensus.
* To support the Treasurer and Resources Group in ensuring sound financial management of the charity
* To hold 1:1 review and planning meetings with the Chief Executive as a minimum 6 times a year to support operations to align with strategic intent and emerging opportunities
* As required to represent VSNW in strategic forums and events eg AGM
* To support Treasurer and the Resources Group to ensure good financial management of the organisation.

**Person Specification**

Ideal Experience

* Currently operating at executive level within a voluntary or community sector organisation, preferably with reporting responsibility to a Board and ideally a member of VSNW
* Serving as a trustee/director on a Board possibly as Chair or Vice Chair
* Contemporary engagement with the issues facing the North West and partnerships or networks that operate on those issues
* Ongoing strategic impact in a leadership role on behalf of the sector

Skills and Knowledge

* Capacity to look beyond the here and now to engage the Board and staff in developing strategic priorities that align with VSNW purpose and values
* Solid grasp of the voluntary and community sector landscape in the North West alongside a familiarity with the role of local support organisations within that landscape
* Ability to constructively manage the dynamic of individually knowledgeable and senior individuals in a group setting
* Well-developed communication skills both for internal relationship building and for external advocacy and representation
* Good level of financial literacy – familiarity with making sense of management accounts and profit and loss statements
* Pragmatic approach to risk management – keeping operations compliant whilst prospecting appropriately to exploit potential of novel activities
* Appreciation of the nature of membership based organisations

Personal Characteristics

* Belief in the value and role of voluntary and community activity
* Passion for positive social change
* Openness to developing new forms and streams of activity
* Personal alignment with the purpose and values of VSNW

**Commitment Involved**

* Quarterly Board Meetings (4 x 0.5 days per annum)
* Board Development Days (2 x 1 days per annum)
* Annual General Meeting (1 day per annum)
* Chief Executive Support Meetings/phone calls (minimum 6 x 0.5 days per annum)

**To apply (closing date: 24th May 2017)**

To express your interest in the role of Chair of VSNW, please send your CV and a letter of application outlining…

* in no more than 300 words why you are interested in the role
* in no more than 300 words what, as Chair, you could contribute to VSNW and the VCSE in the North West

Please send CV and application letter to Warren Escadale, Chief Executive: VSNW, St Thomas Centre, Ardwick Green North, Manchester, M12 6FZ or email: warren.escadale@vsnw.org.uk. Potential applicants are welcome to contact current trustees and the Chief Executive; please contact Warren in the first instance: 07753 147664.

Shortlisted applicants will be invited to meet the current board on 15th June, St Thomas Centre, between 12.30 and 3.30pm.