

Dear Applicant,

Thank you for your interest in the position of Chair for SiMBA's Board of Trustees. We hope that you find the following information helpful in considering if your skills and experience would be beneficial to the governance of the charity and if the role of Chair at SiMBA fits with your aspirations and personal values.

Our Vision

To provide world-leading bereavement support to anyone affected by the loss of a baby at any gestation, or shortly after birth.

Our Mission

- For every bereaved family to be offered a memory box at the earliest opportunity, and provided with private comfortable spaces, with the facilities, that allows them to spend as much time as they need with their babies.
- For bereaved families to have ongoing opportunities to honour their babies, and make timeless memories.
- For healthcare workers to feel informed, confident and supported in their roles so that they can provide the highest level of care to bereaved families.

Our Aims

1. To maintain and grow our reach of memory boxes across the UK and Ireland
2. To raise confidence and knowledge of healthcare workers who support families that have lost a baby
3. To increase the awareness of the support available for bereaved families, providing trees of tranquillity and services where needed
4. To expand our reach and engagement across all volunteers and networks in order to influence and encourage a supportive and open dialogue on baby loss nationally and internationally
5. To grow our income through diversified income streams to ensure financial sustainability and delivery of our strategy
6. To provide operationally excellent services, events and support to all families, volunteers and wider stakeholders

Our Impact

- 44,609 Memory Boxes gifted to families since 2005
- 7869 of those in 2021 to date
- Since SiMBA began, we have supplied 401 hospital units with our Memory Boxes across the UK and Northern Island
- Financial statements are available to view here: <https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=38243>

SiMBA's Board of Trustees

The role of the Board is to provide effective governance for SiMBA and to ensure it moves towards achieving its vision, mission and aims.

Our Trustees offer their time, experience and networks for the benefit of the charity. Our Board works closely with the CEO and the team based in the SiMBA office in Dalkeith. Profiles of current Board members can be found here: <https://www.simbacharity.org.uk/about-us/our-people/>

Recruitment of Chair

Following the development of a new strategy to deepen the quality of SiMBA's core services, we are seeking to appoint a new Chair that will strengthen the leadership and expertise of our Board as the charity enters a new phase of growth and strategic ambition.

We are looking to recruit a Chair to lead the Board of Trustees in ensuring the effective performance of its governance responsibilities. The Chairperson will work closely with the CEO, providing support, guidance and where appropriate challenge charity activities.

Whilst all applications are appreciated, we particularly welcome submissions from groups currently under-represented on our Board including men, people with disabilities and ethnic minorities.

Chair Role Profile and Expectations

Please see Appendix A for full Chair Job Profile.

The term of office is 3 years with the option to serve for a further 3 years, therefore the Chair is able to serve for a maximum of 6 years.

The Chair must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Company Director and Charity Trustee (see below for exclusions).

In terms of time commitment, a Trustee would be expected to undertake the following:

- 6 x bi-monthly Board meetings per annum (generally held in Dalkeith but held via video call over the last 18 months, which is likely to continue for the foreseeable future)
- 1 x Board full-day strategy session
- 1 x Annual General Meeting (usually held on the same day as one of the Board Meetings)
- 1 x annual review meeting with Chair / CEO
- Participate in one or more short-term working groups when required
- Represent, attend and support various SiMBA events throughout the year e.g. Butterfly Releases, Parliamentary Receptions, Launch of fundraising projects etc.
- Be available to respond within a reasonable timeframe to ad-hoc requests for input, opinion and support as and when required
- Occasional meetings with SiMBA staff to support within an area of your specific expertise

- Regular 1-2-1 sessions with the CEO/leadership team to provide support, advice, connections, mentoring and/or coaching as required – with the likely commitment being at least a couple of sessions/calls each month

We suggest **the average time commitment is 12 days over the calendar year.**

Every effort is made by the charity to be as flexible as possible to accommodate the Chair's availability when planning meetings and activities.

Whilst the role is unpaid, reasonable expenses are payable in line with our standard expenses policy.

Duties of a Chair and Trustee

The Office of the Scottish Charity Regulator (OSCR) has produced 'Guidance for Charity Trustees'. The document sets out in detail the duties and responsibilities of charity trustees in Scotland. [Guidance for Charity Trustees.](#)

Useful links:

<https://scvo.org.uk/running-your-organisation/governance/roles-responsibilities>

<https://www.oscr.org.uk/managing-a-charity/trustee-duties/>

GDPR

If appointed to the Board, the charity is required to share your personal information in the following ways:

- As a Company Limited by Guarantee, we must register Trustees as directors with
- Companies House
- As required information to support grant and tender submissions
- With banking institutions and insurance companies (specifically in relation to the
- professional indemnity insurance cover)

Recruitment Process

If you would like to be considered for the role of Chair, please provide the following information:

1. A CV outlining your employment history and a summary of main duties and responsibilities. If you are retired, please tell us about your last period of employment.
2. A maximum 500-word statement based on what you feel you can bring to the charity as Chair. You should clearly explain your ability and/or experience in relation to supporting the charity in its aims.
3. If you are shortlisted for interview, you will be asked to provide us with the names and contact details of two people who can provide references.
4. Applicants are required to declare any unspent criminal convictions. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorship from acting as charity Trustees.
5. The completed voluntary equal opportunities form (Appendix B)

To apply, please send your note of interest, CV and supporting information to careers@simbacharity.org.uk by Sunday 12 December 2021.

Please note that Sections 178 and 180 of the Charities Act 2011 disqualifies anyone from holding a Trustee position who:

- Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- Is an undischarged bankrupt
- Has previously been removed from Trusteeship of a charity by the court or the Charity Commissioners
- Is under a disqualification order under the Company Directors Disqualification Act 1986
- Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under Section 181 of the Charities Act 2011.

Recruitment Timetable

The closing date for applications is the **12 December 2021**. Successful candidates will initially be invited to join a telephone interview with one or more of our current trustees. Formal interviews, and opportunities to visit the SiMBA office and meet the CEO and staff, will subsequently take place in January 2022.

All candidates will be advised of their initial application outcome by 24 December 2021 and we would anticipate that recommendations to appoint to the board will be made by the 31 January 2022.

We thank you for your interest in joining our Board.

Appendix A: SiMBA Chair of the Board of Trustee Job Role

Role Overview

The Chair provides leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of SiMBA, and to ensure it moves towards achieving its vision, mission and aims. The Chair will have a very close working relationship with the CEO, providing support, guidance and, when appropriate, challenge activities of the Charity. The Chair will act as an ambassador for SiMBA, demonstrating a strong and visible passion for and commitment to SiMBA.

Responsibilities of the Chair of SiMBA's Board of Trustees

Strategic Leadership

- Provide inclusive leadership to the Board of Trustees.
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity.
- Ensure that the Board operates within the organisation's governance and constitutional arrangements, providing clear strategic direction for the Charity.
- Encourage positive change and, where appropriate, address and resolve any differences of opinion within the Board.

Governance

- Ensure that the Board regularly reviews major risks and opportunities.
- Ensure that the Board maintains financial stability of the Charity.
- Lead the Trustees in regular evaluation of the effectiveness of the Board
- Ensure that the membership of the Board is regularly reviewed to ensure the right balance of skills, knowledge and experience needed to govern and lead the charity effectively

Efficiency and Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing objectivity to the decision-making process.
- Ensure that Trustees are fully engaged in decision-making and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership.
- Work closely with the CEO to give direction to the Board to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees.
- Monitor that decisions taken at meetings are implemented.
- Ensure the process of receiving, reviewing and responding to complaints is systematically followed, and act as final stage adjudicator for disciplinary and grievance procedures if required.

CEO Leadership Support

- Establish and build a strong, effective and a constructive working relationship with the CEO, ensuring they are held to account for achieving agreed strategic objectives.
- Support the CEO, whilst respecting the boundaries that exist between the two roles.
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support.
- Regular support, involving coaching approaches where appropriate, to guide the CEO in their leadership of the charity.

Personal Attributes

- Demonstrate a strong and visible passion for and commitment to the Charity, its strategic objectives and vision.
- Ability to commit time to conduct the role well, including preparation required for bi-monthly meetings of the Board, regular check-ins with the CEO and attending events out of office hours
- Exhibit strong interpersonal and relationship-building abilities and be comfortable in an ambassadorial role.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Strong communication and facilitation skills, with an ability to navigate diverse perspectives
- Exhibit strong interpersonal and relationship building abilities, demonstrating tact and diplomacy, with the ability to listen and engage effectively
- Ability to foster and promote a collaborative team environment
- Strong networking capabilities that can be utilised for the benefit of the charity

Experience

- Experience of operating at a senior strategic leadership level within an organisation.
- Successful track record of achievement through their career.
- Experience of charity governance and previous experience of playing a leadership role on a charity board, be that as Chair, Vice Chair or other similar position.
- Significant experience of chairing meetings and events.
- Financial management experience.

Terms of Appointment

- The role of the Chair is a voluntary position and is not remunerated. Reasonable expenses are payable in line with our standard expenses policy.
- The term of office is 3 years with the option to serve for a further 3 years, therefore the Chair is able to serve for a maximum of 6 years.
- Trustees are expected to undertake the following:
 - 6 x bi-monthly Board meetings per annum (generally held in Dalkeith)
 - 1 x Board full-day strategy session
 - 1 x Annual General Meeting (usually held on the same day as one of the Board Meetings)
 - 1 x annual review meeting with Chair / CEO
 - Participate in one or more short-term working groups when required
 - Represent, attend and support various SiMBA events throughout the year e.g. Butterfly Releases, Parliamentary Receptions, Launch of fundraising projects etc.
 - Be available to respond within a reasonable timeframe to ad-hoc requests for input, opinion and support as and when required

We suggest **the average time commitment is 12 days over the calendar year**. Every effort is made by the charity to be as flexible as possible to accommodate the Chair's availability when planning activities.

Appendix B: Voluntary Equal Opportunities Form

We are an equal opportunity employer. Our aim is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. To ensure that we uphold this policy, we would be grateful if you could provide the following information:

- 1. How did you find out about this vacancy?**

- 2. What is your age?**
 - Prefer not to say
 - 18-24
 - 25-34
 - 35-44
 - 45-54
 - 55-64
 - 65-74
 - 75+

- 3. What is your gender?**

- 4. What is your ethnicity?**

- 5. Do you consider yourself to have a disability?**

- 6. Do you have any caring responsibilities?**

Data protection statement

SiMBA will use this information to review compliance with its policies on equal opportunity and to inform our statistics on the representation of individuals interested in joining our charity. We will treat all personal information in line with current data protection legislation and our data protection policy. In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data. Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting enquiries@simbacharity.org.uk

Signature:

Date: