



The Linacre Institute is seeking a dynamic new Chair to take our successful start-up charity into an exciting expansion phase. We are looking for someone who is passionate about ensuring young people, especially in Yorkshire, reach their potential by accessing our best universities. The Chair will work with a talented Executive Director as the charity and core staff expand. We are looking for someone with the experience, drive and time to make our vision for increasing the reach of our charity a reality. Linacre was founded in 2014 and is now looking to make our proven model available to more young people. Experience of overseeing small voluntary or community organisations through a growth phase would therefore be very welcome.

## Chair of The Linacre Institute

Remuneration: The role of Chair is not paid, but expenses for travel may be claimed

Your location: Any, but meetings will be held in London and Sheffield/Doncaster

Time commitment: 4–6 Board meetings per year. The Chair is also expected to have regular contact with the Executive Director, and to represent the Charity at events and meetings with key stakeholders. We are a small charity looking to grow and therefore we need someone able to commit at least 10 hours a month.

Reporting to Board of Trustees

About us

Linacre is a start-up charity, founded in 2014 and based in Sheffield. We help sparky but potentially isolated sixth-formers in ex-industrial Yorkshire access leading universities. We do that by helping students from several schools form a community of curiosity. Independent assessment by UCAS suggests our applicants are hugely more likely to apply to highly selective universities – and twice as likely to succeed once they have applied – when compared with others with the same GCSE results and socio-economic circumstances. Our work has been described as “beyond outstanding” and “truly life-changing”; our success in winning Oxbridge offers is twice the national average and in line with that at leading public schools. In 2019 we won a place on the Social Mobility Awards Roll of Honour. We currently work with seven schools and 30–40 students each year, providing bespoke summer schools and long-term tutoring. We are now looking to give our successful model more reach. We have one permanent member of staff – a part-time Executive Director. The ED is currently supported by two part-time staff on short-term agreements.

## Job Description

**Objective**

The Chair will help set the direction the charity heads in next. They will hold the Board and Executive Team to account for making the Charity's mission a reality. They will lead the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities. The Chair will also support, and, where appropriate, challenge the Executive Director. They will work together to achieve agreed goals. The Chair will make sure the Board works as a team. They will be an ambassador and – along with the Executive Director – will be the public face of the charity.

## **Main responsibilities**

### **Strategy and leadership**

- With the Executive Director, provide a clear strategic direction
- Lead the charity and its Board, ensuring that it has maximum impact for beneficiaries
- Ensure the Charity is meeting its charitable objectives
- Ensure that the Board regularly reviews major risks and opportunities

### **Governance and scrutiny**

- Ensure that governance arrangements and policies reflect best practice for a small charity
- Ensure the sound financial health of the charity, with systems to ensure financial accountability
- Be a critical friend to the Executive Director, supporting and where necessary challenging

### **Leading the Board of Trustees and decision-making**

- Chair meetings of the Board of Trustees effectively
- Ensure that decisions are taken in the best, long-term interests of the Charity
- Bring objectivity and impartiality to decision making
- Ensure the Board takes collective ownership of decisions
- Develop the knowledge and capability of the Board of Trustees
- Foster good relations within the Board, and address and resolve any conflicts
- Appraise the performance of Trustees and the Board each year
- Ensure that the Board of Trustees is from time to time refreshed, has the right balance of skills, knowledge and experience to govern and lead the charity effectively, and is reflective of society and our beneficiaries
- Ensure that Trustees fulfil duties and responsibilities, and are properly engaged with the charity
- With the Executive Director, ensure that meetings are well-planned, meaningful and allow Trustees to fulfil their duties
- Make sure decisions taken at meetings are implemented

### **External Relations**

- Act as a champion for the cause and the charity
- Develop and maintain good relationships with key stakeholders, particularly donors and supporters
- Act as a spokesperson where needed
- Represent the charity at external functions, meetings and events
- Address any potential conflict with external stakeholders

### **Driving the charity forward with the Executive Director and team**

- Form a strong, open and effective working relationship with the Executive Director
- Establish the right balance between support and challenge in this relationship
- Ensure regular contact with the Executive Director

- Develop and maintain an open and supportive relationship, within which each can speak openly about concerns or challenges
- Liaise with the Executive Director to keep an overview of the Charity's affairs, providing support as necessary
- Do an annual appraisal and remuneration review for the Executive Director, with the help of other Trustees
- Ensure the Director has the opportunity for professional development and has appropriate external professional support

#### **Additional information**

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

#### **How to apply**

Please email a CV and covering letter to the Acting Chair, Dr Richard Kowenicki ([rkowenicki@linacreinstitute.org](mailto:rkowenicki@linacreinstitute.org)), by Sunday 1 December. Meetings with a selection panel will follow.

# Chair – Linacre Institute

## Person Specification

The Chair must have the qualities required of a Trustee of the Charity, In addition the Chair must meet the following requirements:

### Personal Qualities

- Demonstrate a strong and visible passion and commitment to the Charity, its strategic objectives and cause
- Show very good interpersonal and relationship-building skills, and be comfortable in an ambassadorial role
- Show tact and diplomacy, with the ability to listen and engage effectively
- Be good at networking for the benefit of the charity
- Be able to foster a collaborative team environment
- Be able to commit the time to conduct the role well, including travel and attending events out of office hours

### Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Experience of overseeing small voluntary or community organisations through a growth or change phase
- Record of achievement through career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of representing an organisation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events
- Experience of one-person or micro organisations and their unique challenges
- Ideally, to have some personal or professional experience of working-class northern communities
- Ideally, to have some professional experience of schools or universities

### Knowledge and skills

- Broad knowledge and understanding of the Civil Society landscape and its current issues and concerns
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

### Terms

The charity's Chair (and board members) serve a three-year term and are eligible for re-appointment for one additional term.

In addition to chairing the main Board meetings, the Chair has the right to attend sub-committees, which all meet quarterly.

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