



EMPOWERING COMMUNITIES

*Race equality through economic and social justice*

**Vacancy:** Olmec Trustee Chair  
**Location:** Virtual & Flexible (our registered office is in Stratford, East London)  
**Remuneration:** Honorarium and expenses  
**Duration:** 3-year term  
**Closing date:** 12 midnight, Sunday November 19<sup>th</sup>, 2022.  
**Interviews:** Week commencing Monday 27<sup>th</sup> November 2022

### **Trustee Chair**

Olmec is recruiting a Chair to join our dynamic team at a time of opportunity and challenge for our high impact organisation.

The successful candidate will have experience of operating at a senior strategic leadership level within an organisation and a successful track record of achievement through their career. The Chair will be at ease at high profile engagements and equally comfortable working in grassroots settings. They will have social enterprise or commercial experience and understand charitable governance and statutory requirements.

We welcome applicants from individuals from a wide range of professional backgrounds: social enterprise, public services including education, commercial and private sector organisations, local government, or the charity sector.

The Chair will work closely with the CEO and colleagues on the board to develop our strategic direction and good governance.

### **About Olmec**

Olmec has a proven track record of delivering on our mission of race equality by supporting people into sustainable employment, into board positions and providing business support to social enterprises. Olmec has been working to promote race equality through economic and social justice since 2003. We were founded to respond to the needs of people living in challenging neighbourhoods, focusing on empowering people experiencing levels of deprivation.

Our principal activities are:

- Community leadership programmes such as Black on Board that offer a pathway into governance positions and promotions.
- Developing social enterprises through business support and capacity building.
- Employability training for social housing residents
- Equality, diversity, inclusion, and anti-racist training
- Support for the wider race equality sector
- Developing avenues to act as a catalyst for social change.

### **How to apply**

Please send the following via email to [john.mayford@olmec-ec.org.uk](mailto:john.mayford@olmec-ec.org.uk)

The People's Place, 80-92 High Street. Stratford, London, E15 2NE

T:020 7052 5250 | W: [olmec-ec.org.uk](http://olmec-ec.org.uk)

Charity registration number 1100007 | Company registration number 04640278



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1. Your CV
2. A supporting statement of no more than 2 pages explaining a) how your experiences and values align with our work and b) what you can offer Olmec

**Further information and contact details:**

C E O, John Mayford

Mobile: 07872 507 489

Website: <http://www.olmec-ec.org.uk/>

Download the Role Profile and Information Pack here: <https://www.olmec-ec.org.uk/olmec-recruiting-trustee-chair/>

Olmec Homepage [Olmec - Empowering Communities \(olmec-ec.org.uk\)](http://www.olmec-ec.org.uk/)

Olmec Theory of Change [Theory of Change 2022 \\_ 12\\_8 Olmec \(olmec-ec.org.uk\)](http://www.olmec-ec.org.uk/theory-of-change-2022-12-8)

Bronze Woman [Bronze Woman - Olmec \(olmec-ec.org.uk\)](http://www.olmec-ec.org.uk/bronze-woman)

Black on Board Online [www.blackonboardonline.org](http://www.blackonboardonline.org)

## **Introduction to Olmec**

Olmec currently has a small team of Trustees whose skills and experience include housing, education, architecture, governance, media, communications, and accountancy. Trustee meetings are held quarterly, and board members are expected to prepare for and contribute to meetings. Trustees may be expected to join working groups which may arise to meet particular organisational needs.

Currently, the charity has 3 salaried staff and is supported by a team of 8 associate trainers. We are seeking a Chair who is passionate, motivated, with excellent leadership skills, who can commit the time to help drive the charity forward to its next growth stage and help increase its team.

## **Chair of Trustees**

Remuneration: The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.

## **Location: London/Virtual**

Time commitment: 4 Board meetings per year, including time to prepare for the meetings. Additionally, the Chair is also expected to have regular meetings with the Chief Executive and also represent the Charity at various events and meetings with key stakeholders.

Reporting to Board of Trustees

## **Role Description**

### **Objective**

The Chair will hold the Board and Chief Executive Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. They will act as an ambassador the public face of the charity in partnership with the Chief Executive.

## **Principal Responsibilities**

### **Strategic leadership**

- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

### **Governance**

- Ensure that the governance arrangements are working in the most effective way for the Charity
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate and address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population
- Work within any agreed policies adopted by the charity

### **External Relations**

- Act as an ambassador for the cause and the charity
- Maintain close relationships with key and with key influencers such as sector leaders and government
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

### **Efficiency and Effectiveness**

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process

- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor those decisions taken at meetings are implemented.

### **Relationship with the Chief Executive**

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring they are held to account for achieving agreed strategic objectives Support the Chief Executive, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executive to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees
- Ensure that the Chief Executive 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. Chair of Trustees

### **Person Specification**

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements: -

### **Personal Qualities**

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to lead a significant national organisation

- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit 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
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

### **Knowledge and skills**

- Broad knowledge and understanding of the race equality and sector and current issues affecting it
- 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) will serve a three-year term to be eligible for reappointment for one additional term.

In addition to chairing the main Board meetings, the Chair has the right to attend any working groups or sub-committees which may be appointed from time to time.