



CHAIR OF TRUSTEES ROLE DESCRIPTION

Introduction

Carers Worldwide is the only organisation exclusively highlighting and tackling the issues facing unpaid family carers in the global South. This vulnerable and hidden group, caring for family members who are disabled, sick or elderly, are at high risk of social stigma, isolation, ill health and poverty. Carers Worldwide promotes their inclusion and give them a voice. We do this by partnering with local NGOs to facilitate carer-specific services: access to support groups, respite, healthcare and counselling, along with support for livelihood activities that can co-exist with caring. To promote long term change, we promote the work of carers associations and partner with governments, as well as national and international NGOs to bring about changes in policy and practice for carers. For more information about our work, visit our website www.carersworldwide.org

Established in 2012, we have transformed directly the lives of 73,000 carers and family members through our partnerships with local organisations in the countries where we work. In addition, legislative changes implemented as the result of our advocacy work are improving the lives of hundreds of thousands of carers.

We are now embarking on the next exciting stage of the Carers Worldwide journey as we seek to amplify our reach and diversify our ways of working, in order to reach an ambitious target of impacting the lives of 10 million carers by 2030 through a combination of policy change and direct work.

Our current Chair is Chris Underhill MBE. He came into the post as the organisation was established and so has worked as Founding Chair alongside Anil Patil, the founder of the organisation. In recent years the Board has been substantially reinforced, the organisation has grown, and the programme has been well established in India, Bangladesh and Nepal. A sister organisation, Carers Worldwide India, has been established.

A new 10-year vision for the organisation envisions the continuation of a significant programme working with carers and partner organisations in the three countries and beyond. The plan also outlines ambitious plans for expansion of our successful and sought after consulting skills with a variety of customers, many of whom are from the corporate sector as well as not-for-profit and government.

The search for a new Chair

Chris Underhill is coming to the end of his tenure in July 2021. As Founding Chair, he has brought to the role his skills in starting up and developing young organisations, in-depth knowledge of international development, a strong reputation across the third sector and access to extensive networks. The Board is now looking for an exceptional individual who can guide the organisation into the next phase of its development. Applications are welcome from individuals with experience in the not for profit, public or private sectors. Areas of expertise could include international development work, health and social care or social enterprise, but individuals from any background who can demonstrate the skills we are looking for will be considered.

Role Purpose: To lead the Trustees¹ and Staff to enable Carers Worldwide to fulfil its purpose.

Main Tasks

1. To lead and with the other Trustees regularly and effectively review the agreed strategy and strategic aims and objectives of Carers Worldwide.
2. With other Trustees, to ensure that the policy and practices of Carers Worldwide are appropriate for its agreed mission, objectives, strategy and operational plans.
3. With other Trustees, to ensure that Carers Worldwide is well governed and functions within the legal and financial requirements of a charitable organisation and a limited company, and survives.
4. To take a particular interest in the development of the consultancy and training side of the organisation. Anil Patil as the Founder and Executive Director will initially lead this, but it will require specialist and commercial knowledge to ensure that he has the right support.

Main Duties

1. Formulating strategic aims

- Consider the organisation as a whole and its beneficiaries.
- Engage in regular review of organisational structure, functions, performance and service delivery.
- Work with the Executive Director and the other Trustees, to ensure that: the strategy and objectives are defined and appropriate; and agreed by the Board; and are communicated to and understood by the organisation and its stakeholders.

2. Ensuring policies and practices are in keeping with aims

- Follow the organisation's Code of Conduct at all times, particularly when exercising the functions of the Trustees, or any of its committees, sub-committees, groups.
- Ensure the highest standards of safeguarding policy and practice to keep safe from harm everyone who is associated with and comes into contact with Carers Worldwide.
- With the other Trustees and the Executive Director, ensure that Carers Worldwide has and works to an appropriate set of policies, procedures and working practices.
- With the other Trustees and the Executive Director, regularly review the organisation's policies and practices and ensure that they remain appropriate.
- Ensure that the Board operates effectively and complies with the associated rules and regulations.

3. Governance

- Lead and be an active member of the trustee body in exercising its responsibilities and functions.
- Scrutinise the actions of the Executive Director and the management team, and other employees, volunteers and the Board itself, and be prepared to express opinions based on best practice governance and that scrutiny.
- Ensure that the Board reviews its structure, role and relationship to staff and volunteers and implements agreed changes.
- Maintain the confidentiality of personnel, policy, financial and contractual issues.
- With the Executive Director, ensure that all Trustees receive appropriate advice, support, training and information relating to their role.
- Ensure that the Board has on it the skills it requires to govern the organisation well and that these skills are utilised, and that the Board has access to relevant external professional advice and expertise

¹ Carers Worldwide is registered with the UK Charity Commission and Companies House. The Trustees are known as Directors for the purposes of company registration but are typically referred to as Trustees.

- Ensure there is a systematic, open and fair procedure for the recruitment and co-option of Trustees, future chairs of the Board and future Chief Executives.

4. Promote the merits and objectives of the organisation

- Work to further Carers Worldwide's interests.
- As appropriate, and in consultation with the Founder and Executive Director, serve as a spokesperson for Carers Worldwide.

In summary, the Chair oversees:

- Governance
- Strategic leadership
- External Relations
- Efficiency and effectiveness

Person Specification

The Chair will provide the Trustees and staff team with the leadership required for Carers Worldwide to fulfil its purpose and to thrive as an organisation operating effectively on a global stage. We are seeking a person who will be able to utilise the following skills and attributes:

- A willingness and ability to lead Carers Worldwide
- Experience in the not for profit, public or private sectors at senior level
- Strategic development and growth management skills
- Skills and experience in sustaining and strengthening a team of staff and volunteers
- Ability to run a meeting effectively and efficiently, with impartiality and objectivity in decision making
- An interest in and commitment to international development and to the role of carers
- The ability to 'sell' a charity in an under-recognised area of need
- Eagerness to represent Carers Worldwide to key stakeholders
- Experience of and willingness to network (eg. with funders, partners and relevant agencies)
- Strong inter-personal and problem-solving skills

Essential attributes:

- Commitment to the vision, aims and ethos of Carers worldwide.
- Willingness to devote the necessary time and effort to Trusteeship on a voluntary basis.
- Strategic vision.
- Good, independent judgment.
- Ability to think creatively.
- Ability to communicate persuasively and a willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Ability to listen, to work effectively as a member of a team and able to take ownership of collective decisions.
- Leadership skills.
- Financial literacy.
- Experience of committee work.
- A commitment to openness and transparency.
- An understanding and commitment to safeguarding principles and practice to keep safe from harm everyone who comes into contact with Carers Worldwide.

- Understanding and commitment to equity, diversity and inclusion with the ability to bring diverse perspectives to the Board.
- Energy, enthusiasm, flexibility and a desire to learn.

Desirable attributes:

- Knowledge of the voluntary and/or public sector, in particular Health, Social Care and/or Education
- Knowledge and insight into social enterprise models

Terms of appointment

- This is a voluntary role, though expenses will be paid
- Appointments are made for a three-year term, with reappointment possible for a further term.
- Willingness to travel to face-to-face meetings in London, when possible
- Time commitment is up to 10 days per year. This includes three morning Board meetings (currently being conducted via Zoom but typically in central London), an annual one day 'away day' plus practical working meetings with the senior management team on specific projects and developments.
- The Chair will be asked to attend between 2 - 4 additional events per year (e.g. Carers Worldwide support events; meetings with funders)
- It is important that the Chair is available to the Executive Director on a regular basis
- Visits to our programmes in South Asia are welcomed and will be facilitated but cannot currently be funded.

Our Commitment to Safeguarding

Carers Worldwide is committed to safeguarding people within our programmes, staff, volunteers and others associated with our work from exploitation and abuse. We have specific policies on this commitment, including safeguarding and whistleblowing, and a code of conduct. These policies outline the expected behaviour and the responsibilities of all staff, volunteers and other organisational representatives.

Our Trustees are expected to sign our safeguarding policy and our code of conduct and agree to comply with our procedures. DBS checks/police vetting will be carried out.

Application process

Carers Worldwide values diversity and inclusion. We welcome applications from people of all different backgrounds and particularly welcome candidates with lived experience of caring.

Applications are welcome by CV and a covering letter setting out your motivation for taking on the role of Chair of Trustees and how your skills would support Carers Worldwide.

Please send to ruth.patil@carersworldwide.org

For more information and/or an informal discussion, please contact:

Anil Patil (Founder and Executive Director) at anil.patil@carersworldwide.org or 07745 608438

We are seeking to identify our new Chair by the end of February 2021 in order to complete a smooth induction and handover before our Founding Chair steps down in July 2021. We will be accepting applications on a rolling basis from now onwards and welcome early applications.