

IPSE BOARD CHAIR

Job Description and Person Specification
Candidate Pack

Main purpose of the role

The Chair is responsible for:

1. the leadership and management of the Board and is the line manager of the IPSE Chief Executive
2. for ensuring the conditions necessary for overall Board and individual Director effectiveness within and outside the boardroom
3. to foster good working relationships and shared understandings with other Board members and the executive leadership of IPSE.

The Board is responsible for:

- setting IPSE's strategic direction;
- to provide effective oversight of IPSE's lawful operation; and
- to protect and promote members' interests

Nature of the role

The Chair's role is non-executive.

Location - Flexible

Remuneration - £12,000 pa

1.

Job Description and Overall Purpose

Main responsibilities

1.1 Strategic leadership

1. To develop, agree and share in IPSE's mission and vision.
2. To uphold and demonstrate IPSE's values and the principles for which it stands.
3. To participate in the development and adoption of strategies and policies.
4. To set financial performance targets and monitor performance against those targets and benchmarks.
5. To contribute to the evaluation of opportunities, threats and risks across the external environment and strengths and weaknesses in the internal environment.
6. To keep up to date with issues within the sectors that IPSE operates.

1.2 Board leadership and management

1. To ensure that the Board discharges its duties professionally, lawfully and in line with IPSE's constitution and established policies and procedures.
2. To ensure that the calendar and agenda for Board meetings, the information and proposals brought to the Board for consideration and the conduct of Board discussions all enable the Board to discharge its business efficiently and productively.
3. To promote, implement and oversee proportionate and effective corporate governance within IPSE.
4. To ensure that Directors receive accurate, timely and clear information to enable them to monitor performance, make sound decisions and give appropriate advice to promote IPSE's success.
5. To manage Board meetings so that sufficient time is allowed for the discussion of complex or contentious issues and that all Directors are encouraged, heard and supported to participate in and contribute to the work of the Board and its Committees.
6. To facilitate, when necessary or desirable, opportunities outside the Board calendar for Directors to discuss and consider issues.
7. To chair, serve on or attend Board committees and working groups as required.
8. To chair the Annual General Meeting and other general meetings as required.

1.3 Good governance

1. To be focused on ensuring that IPSE is managed efficiently, effectively and in compliance with the requirements of the law, regulation, adopted codes and best practice.
2. To ensure the integrity of financial information: approving long term financial plans and annual accounts prior to publication.
3. To challenge the robustness of frameworks for financial planning, management of risk, health and safety, internal controls and the safeguarding of assets.
4. To comply and act within policies, procedures and guidance as set and amended from time to time by a Board, committee or other authorised body.
5. To fully participate in Board (and committee) work; and participate in working groups, focus groups, or panels in support of the overall governance of the Group.
6. To uphold the reputation of IPSE and not do anything which may bring discredit upon it.
7. To promptly declare any relevant interests, financial or non-financial, for entry in the appropriate register.
8. To act as a role model for good governance practices and behaviours.
9. To hold the CEO and the Management Team to account.

1.4 People and relationships

1. To maintain an effective, balanced team and, supported by the Nominations Committee, to anticipate and ensure appropriate recruitment and/or succession planning onto and within the Board.
2. Provide leadership and demonstrate commitment to equality and diversity.
3. To ensure procedures and the necessary resources are in place for the regular evaluation of the Board's overall effectiveness and annually for individual and collective Director appraisal, development and training.
4. To hold overall responsibility for the relationship with the Chief Executive and as the CEO's line manager to lead the setting of any annual objectives for the Chief Executive; and to conduct the Chief Executive's annual appraisal
5. To ensure that any grievance against any Director, including the Chief Executive, is investigated promptly and effectively in accordance with IPSE's procedures.
6. To work effectively with all employees, recognising the Board's duty of care as an employer and the executive's responsibilities for management and supervision.
7. To be open in communication and maintain good working relationships with all others involved in governance, leadership and partnerships.
8. To demonstrate proficiency in the use of information technology in conducting business.
9. To act as an ambassador for IPSE; networking and promoting its achievements and benefits, and as appropriate and usually with colleagues representing IPSE at external events and in its dealings with third parties e.g. politicians, civil servants and the media.
10. To take appropriate opportunities to meet, speak with and otherwise engage with members at events and meetings arranged by IPSE.

2.

Person Specification: Personal Competencies – Skills and Experience

Required

1. Experience of operating as an effective chair in governing an organisation of a similar size or larger to IPSE.
2. Fluent understanding of not for profit and membership-body governance:
 - a demonstrable passion for and commitment to IPSE's vision, mission, and values.
 - able to demonstrate a commitment to diversity, equality and inclusion and recognise its importance as a part of good governance.
 - an inspiring leader able to unite and influence executive and non-executive colleagues.
3. Experience of Mergers and Acquisitions, driving organic business growth and "turnaround activities"
4. Evidence of successfully leading an organisation through change, strategic reviews / re-launch / turnaround activities and of providing sound advice and judgement on complex or divisive issues.
5. Evidence of first-class communication skills, to support IPSE in inspiring audiences with clear and compelling messages about our work and the work / contribution of the self-employed.
6. Experience and comfort in engaging effectively with government and influencing multiple stakeholders.
7. Able to deal with conflict in/out the boardroom - calm under pressure - and facilitate effective decision-making.
8. Time and enthusiasm to dedicate to the role of Chair

Desirable

1. Experience of membership organisations and changes in governance structures.
2. Able to coach and mentor less experienced Directors.

How to apply

Completed applications should be sent by email to,

appointments@ipse.co.uk

They must arrive with IPSE before
5.00pm on 11th October 2021.

The application should consist of your up to date and complete curriculum vitae and a note explaining your suitability for the role - we suggest that this note should not exceed two pages A4.

Please also provide contact details of two referees (IPSE will not contact any referees without your prior consent) and their relationship to you.

We plan to conduct virtual first round interviews during the week commencing **18th October 2021** and final interviews will be held during the week commencing **25th October 2021**.

The format of the final interviews, physical or virtual will be determined nearer the time.

If you wish to discuss the role informally with the Chair of the IPSE Board Nominations Committee, Desmond Hudson, please call **020 8897 9970**.