

Chair of the Board of Trustees, Sing Up Foundation

Working with: Head of Foundation, Other Trustees

Contract type: Non-executive, voluntary for a period of three years with the scope to extend

Commitment: Monthly meetings with the Head of Foundation, 3 x board meetings annually, additional meetings and events where necessary

Context

Sing Up has always been a champion of the wider benefits of singing – for education, social and health outcomes. As part of Sing Up's 10th birthday in 2017, we created the Sing Up Foundation with a commitment to a new charitable purpose using singing as an aid to health and wellbeing. We believe in the power of singing to improve health and wellbeing for all.

Sing Up Foundation

Mission

We produce, promote and create opportunities for children and young people to improve their mental health and wellbeing through singing.

Vision

We believe in harnessing the power of singing to improve people's mental health and wellbeing. With 50% of mental health problems established by the age of 14 and 75% by the age of 24, we believe it's critical to focus on prevention by working with young people. The benefits of singing, especially in groups, are wide-ranging with extensive research supporting the physiological, social, psychological and behavioural benefits.

We create a healthier world through song.

Structure and Governance

The Sing Up Foundation is a wholly-owned subsidiary of Sing Up Group Limited, the company which also owns and runs Sing Up – the annual Membership subscription provider of digital singing and education resources for schools.

The Sing Up Foundation has its own Board of Trustees which operates independently to the Board of Directors of Sing Up. The CEO of Sing Up sits on both Boards as a Director of Sing Up and as a Trustee of the Sing Up Foundation. In addition, there is a place on the Sing Up Foundation Board for a volunteer from a Sing Up staff member.

The Foundation has a Head of Foundation as its senior manager. This member of staff currently works part-time (3 days per week), and the salary for this role is covered by a donation from Sing Up as are overheads and other costs. The Head of Foundation is currently line-managed on a day-to-day basis by the CEO of Sing Up. There are currently no other members of staff working solely on the Foundation, although the Head of Foundation has access to any and all of Sing Up's core staff for support and Foundation-related tasks. This covers finances, IT support, marketing support and ad-hoc admin support.

Role of Chair

The Chair holds the Board and the Head of Foundation to account for the Foundation's mission and vision, providing leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the Foundation. The Chair will also support, and where appropriate, challenge the Head of Foundation and ensure that the Board functions well as a unit and works closely and effectively with the Head of Foundation to achieve and agree objectives. The Chair also acts as an ambassador and public face of the charity in partnership with the Head of Foundation and other Trustees.

Principal responsibilities

Strategic leadership

- Provide leadership to the Sing Up Foundation and its Board, ensuring that the Foundation has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Foundation
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Foundation
- 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 risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the Foundation, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the Foundation
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change and, where appropriate, address and resolve any conflicts within the Board
- 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 Foundation effectively
- Work within any agreed policies adopted by the Foundation

External Relations

- Act as an ambassador and spokesperson for the Foundation when appropriate
- Represent the Foundation at external functions, meetings and events
- Seek to make new connections and develop the network of the Foundation's stakeholders and contacts

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 Foundation and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely and provide support to the Head of Foundation to give direction to Board discussions and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Trustees
- Monitor that decisions taken at meetings are implemented

Relationship with the Head of Foundation and wider team

- Establish and build a strong, effective and constructive working relationship with the Head of Foundation, providing support and ensuring that s/he is held to account for achieving against strategic objectives
- Support the Head of Foundation whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Head of Foundation, and develop and maintain an open and supportive relationship
- Conduct an annual performance review with the Head of Foundation in consultation with other Trustees
- Ensure that the Head of Foundation has the opportunity for professional development and has appropriate external appropriate support

Candidate Profile

The Sing Up Foundation is looking for a Chair with the following blend of personal qualities, experience, knowledge and skills:

Personal Qualities

- Demonstrate a strong passion and commitment to the Foundation, its charitable objectives and mission
- Personal gravitas and the utmost professionalism
- 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 Foundation
- Ability to foster and promote a collaborative working ethos
- Ability to commit sufficient time to the role and respond promptly to communication from the Head of Foundation and other Trustees

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement
- Experience of charity governance and working as part of a Board of Trustees
- Significant experience of chairing meetings and events
- Significant professional experience and contacts within a sector relevant to the objectives of the Foundation

Knowledge and skills

- Broad knowledge and understanding of the arts/culture and health sectors and current issues and developments which are relevant
- Strong leadership skills, ability to motivate others and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of UK charity law and governance issues

Trustee, Sing Up Foundation

Working with: Head of Foundation, Other Trustees

Contract type: Non-executive, voluntary for a period of three years with the scope to extend

Commitment: 3 x board meetings annually, additional meetings and events where necessary

The role of a Trustee is to ensure that the Sing Up Foundation delivers on our vision, mission and values.

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The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.

In addition with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

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

Trustee – Sing Up Foundation

Person specification

Individuals are sought who have a strong empathy with our mission. The Trustees will bring previous high-level experience and we have identified the following areas of expertise that we're interested in adding to our Board:

- Health sector experience with a special interest in mental health and wellbeing
- Fundraising experience with specific interest in trusts and foundations
- Experience in research with a background in science
- Local or regional experience within the mental health sector specifically with young people and adolescents

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Experience:

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make recommendations to the board, and a willingness to speak their mind
- Willingness to be available for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Head of Foundation