

# **The Lullaby Trust**

## **Chair Role Information Pack**

**February 2020**

## Role Description

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|-------------------------|---|
| <b>Remuneration:</b>    | The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed   |
| <b>Location:</b>        | London  |
| <b>Time commitment:</b> | <p><b>4</b> Board meetings per year. Additionally, the Chair will be Chair of the Sales Company which meets 4 times a year. The Chair will also sit on the Finance and Resources Committee, which meets 5 times a year.</p> <p>The Chair is also expected to have regular meetings with the Chief Executive, around one day per month plus weekly phone contact initially, as well as attending key activities such as strategy days. Chair will also represent the Charity at various events and meetings with key stakeholders.</p> |
| <b>Reporting to:</b>    | Board of Trustees   |
| <b>Term:</b>            | Chair will serve a <b>3-year</b> term and will be eligible for re-appointment for up to two additional terms.   |

The Lullaby Trust provides expert advice on safer sleep for babies supports bereaved families and raises awareness on sudden infant death syndrome (SIDS).

Working with the NHS we run a national health-visitor led service for bereaved parents, Care of Next Infant (CONI) programme, which supports families before and after the birth of their new baby.

We are committed to supporting research to understand why babies die suddenly and unexpectedly and to find out more about how to prevent these tragic deaths.

The Lullaby Trust also runs an information line for parents and professionals (0808 802 6869) and a dedicated line for bereaved families (0808 802 6868). Both are free to call from landlines and mobiles. Advice including, factsheets and the latest research can be found at [www.lullabytrust.org.uk](http://www.lullabytrust.org.uk)

The charity campaigns tirelessly, lobbying government to keep sudden infant death on the public health agenda.

### **Objective**

The Chair will hold the Board and Senior Management Team to account for the Lullaby Trust'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, and, where appropriate, challenge 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 and the public face of the charity in partnership with the Chief Executive.

## **Principal responsibilities**

### **Strategic leadership**

- Provide leadership to the Lullaby Trust 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; will oversee the review of governance, performance and skills as required
- Support development of the knowledge and capability of the Board of Trustees
- Appraise the performance of the Trustees and the Board
- Work within any agreed policies adopted by the charity

### **External Relations**

- Act as an ambassador for the Lullaby Trust and its cause
- Maintain close relationships with key stakeholders
- Act as a spokesperson for the Lullaby Trust when appropriate
- Represent the Lullaby Trust at external functions, meetings and events

### **Relationship with the Chief Executive and the wider senior management team**

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring that they are held to account for achieving agreed strategic objectives
- 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

# Person Specification

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

## Personal Qualities

- An understanding of public health issues and the need for bereaved families to be offered high quality support
- Demonstrate a strong and visible passion and commitment to the Lullaby Trust, its vision, values and strategic objectives
- Personal gravitas to lead a significant national organisation
- Exhibit strong inter-personal and relationship building abilities
- A commitment to partnership working and the ability to identify and develop close working ties with other organisations
- 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 is desirable
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings, committees and events

## Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- A broad understanding of charity finance issues
- Good understanding of charity governance issues
- Good understanding and/or experience of opportunities and challenges in embracing new technologies and platforms in support and delivery of the functions and services of The Lullaby Trust

Candidates are not required to have a personal experience of baby loss but applications from those who do and also meet the above criteria are welcomed. Candidates who will increase the diversity of the board are of particular interest.

# Timetable

**Closing date for applications:** Tuesday 14<sup>th</sup> April 2020

**Preliminary interviews with Trustees Unlimited:** Week commencing 20 April 2020

**Interviews with The Lullaby Trust** will take place in May 2020

# How to Apply

To apply for this position please provide the following two pieces of information:

- A comprehensive CV, including details of your achievements in each role and details of two referees.
- A supporting statement, explaining how you believe your skills and experience match the requirements of the role, directly addressing the criteria as outlined in the person specification. Please also outline your motivation for applying for this role.

For an informal and confidential discussion about the role, please contact: Marsha Isilar-Gosling ([marsha.gosling@russam.co.uk](mailto:marsha.gosling@russam.co.uk) / 07818 509690).