



### VACANCY - CHAIR OF THE BOARD

Hoole Community Development Trust (HCDT) is a registered charity based at the Community Centre in Westminster Road, Hoole, Chester.

The purpose of the Trust is to operate the Centre itself; we rent rooms; provide a community cafe and organise community events so that it is financially independent and can play a full part in developing a vibrant community in Hoole. We are looking for a chairman who can lead the board into and through the next phase of the Trust development. We are an equal opportunity organisation and believe we offer challenging yet fun and fulfilling opportunity for those who enjoy working in communities.

#### KEY RESPONSIBILITIES

- To line manage (currently) 3 employees; 1 full time and 2 part-time
- To chair board meetings (4 a year plus an AGM and occasional ad hoc meetings)
- Work with the secretary to ensure good governance of the Trust
- Work with the Treasurer to ensure financial compliance
- Meet with key stakeholders (building owner; landlord; local business community and customers) to develop relationships and partnerships as appropriate.
- Meet with centre users for specific issues that arise
- Resolve disputes that demand the chairs attention

#### KEY COMPETENCIES AND EXPERIENCE

- Leadership
- Interpersonal skills
- Strategic Influencing
- Strategic thinking
- Negotiating skills

We are looking for someone who is an experienced chairman or has had similar type experience maybe as a senior manager or who has run their own business who enjoys working with others and has a genuine interest in developing community cohesion.

#### DESIREABLE EXPERIENCE AND INTEREST

- Familiarity with financial accounting and regulation
- Commercial experience particularly around marketing and advertising
- Willingness to be hands on and volunteer
- Experience of working in a charity or social enterprise

#### GET IN TOUCH

If you are interested in applying for this voluntary position please contact Paula Norris (Centre Manager) at the centre.