



**Job Title:** Chairperson of the Board of Directors

**Cornerstone Office:** Room 2 Oxford House, Sixth Avenue, Doncaster, Auckley, DN9 3GG

### Job Description

Cornerstone is an Independent Fostering and Post Adoption Support Agency. From the humble beginnings 22 years ago in Teesside we have grown rapidly in the past few years. Today our head office is in Doncaster, and we have an office in Darlington.

As a Christian Fostering and Adoption service, we are the only organisation of its' kind and we would like to continue to expand to serve all parts of the United Kingdom.

We now operate as a cross border charity and are in the process of registering with the Care Inspectorate in Scotland to start offering foster placements for Scottish children. As of the 2<sup>nd</sup> August 2021, we have an office in Stirling.

Further information including our latest Ofsted inspection report and Annual Report can be found on our website: <http://www.cornerstoneuk.org/> or can be provided upon request.

We welcome candidates for an informal chat with our acting Chair and our Founder/CEO.

### Christian Context

- As a Christian organisation Cornerstone has a Genuine Occupational Requirement (GOR) on all posts. We ask all staff, volunteers and Trustees to affirm our 'Statement of Faith' and agree to the 'Code of Conduct'.
- All aspects of the work will be carried out in a manner consistent with the aims and values of Cornerstone.
- The post holder is expected to engage in a variety of activities that are consistent with a practicing Christian lifestyle in all aspects of the above job description (including church involvement, worship, Bible study, prayer).

### What does the role really involve?

At the most basic level you will chair our quarterly board meetings and our AGM, and occasional away days or special gatherings. This means being involved in planning these and following through with the actions agreed. In between board meetings, you may be approached by board members, and you'll also work closely with our Founder and CEO, Pam Birtle. This includes undertaking her annual appraisal and having regular catch ups; the two of you will decide how frequently this works for you.

There are opportunities to do more than the basics where you are able to do so. You will represent Cornerstone at external events on occasion and attend gatherings of the wider Cornerstone family such as the Cornerstone Holiday. You may attend the weekly staff and trustee prayers or speak in church services and meetings. You may engage with sub committees or working groups or help to build strategic partnerships with other agencies – there is always a lot happening in Cornerstone! You would discuss and agree extra activities such as these as part of your recruitment and development in the role. You will be the public face of Cornerstone when needed – though in practice this role is rightly undertaken by Pam and her staff team.

## ***Strategic objectives, Cornerstone staff structure, list of present trustees***

### **Role Description**

In addition to the general responsibilities of a trustee, duties of the chair include:

- Providing leadership to the organisation and board by ensuring everyone remains focused on the delivery of the organisation's charitable purposes.
- Chairing and facilitating board meetings.
- Giving direction to board policy making.
- Ensuring that an annual budget and work targets are set and reviewed regularly.
- Checking that decisions taken at meetings are implemented.
- Representing the organisation at functions and meetings and acting as a spokesperson as appropriate.

With the Chief Executive:

- Planning the annual cycle of board meetings and other general meetings where required, such as the Annual General Meeting.
- Setting agendas for board and other general meetings that ensure the legal and business requirements of the organisation are met.
- Developing the board of trustees, including maintaining appropriate processes of induction, training, appraisal, and succession.
- Leading the process of supporting and appraising the performance of the chief executive.
- Sitting on appointment and disciplinary panels.

The vice chair acts for the chair when the chair is unavailable and undertakes assignments at their request.

### **Person specification**

In addition to the skills and attributes needed to be a trustee, the chair should have:

- Experience and a sound understanding of charity governance.
- Proven leadership skills.
- Experience in chairing complex meetings.
- Great tact and diplomacy.
- Good communication and interpersonal skills.
- Impartiality, integrity, fairness, and the ability to respect confidences.
- Knowledge of the type of work undertaken by Cornerstone.
- A wider involvement with the voluntary sector and Christian community is desirable.

If successful in your application, you'll attend an induction, and we'll register you as a trustee of Cornerstone with the Charity Commission in England, OSCAR in Scotland and at Companies House. Confirmation of your appointment will be subject to satisfactory assent to or completion of the following:

- Cornerstone's Statement of Faith and Code of Conduct
- A Charity Commission Trustee Eligibility Declaration.
- An Automatic Disqualification Declaration.
- A Declaration of Interests form.

Please direct your enquiries to our Company Secretary at [Reka.Goodson@CornerstoneUK.org](mailto:Reka.Goodson@CornerstoneUK.org)