

Fife Employment Access Trust - Board Chair – Voluntary Role

Accountable to: The Board

Purpose of the Role:

Our Chair is principally responsible for ensuring the Board is effective in providing appropriate support, oversight, and challenge on the performance of the organisation, and to support and hold the CEO to account for the delivery of the strategic plan.

FEAT support people with severe mental health conditions to better self-manage their conditions and prepare for, enter and sustain paid employment (or other meaningful activities such as volunteering or further education).

In 2012, FEAT established a trading subsidiary (FEAT Trading Community Interest Company) with the aim of generating income to gift back to the parent charity. In recent years the CIC has taken on the role of managing Silverburn Park on a 25-year lease from the local authority, combining a range of community and commercial activities to regenerate the Park. Having established trading activities (takeaway café, camping/glamping site and events programme), the CIC has also worked closely with the parent charity to develop volunteering and employability programmes.

The Park was originally gifted to the People of Levenmouth by the former owners, the Russell Family, in 1974 with a stipulation that it be accessible 24/7, remain a place of peace and tranquillity and offer organised camping, and these requirements are at the forefront of our activities.

FEAT were successful in securing significant grant funding in 2023 to enable the redevelopment of the Park's B-listed former flax mill, to become a visitor centre and community hub owned by the charity, with the intention that the CIC operate the facility once opened (circa March 2026).

As we approach that opening date, we are seeking a Chair to lead the organisation in a way that supports us to ensure the new facility is complete and ready for the CIC to operate it in a professional manner, and maximises income generation to support ongoing maintenance and management of the flax mill and the Park itself, whilst also retaining a focus on community involvement and development.

Once this project is complete, our Chair will support a re-focus of efforts on delivering effective and innovative services for our core client group.

Strategic Leadership

- Ensure that the Board operates within its community objectives, and provides a clear strategic direction for the organisation
- 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 organisation, with systems in place to ensure financial accountability
- Act as role model in promoting the working practices and behaviours valued by the organisation

Governance

- Ensure that the governance arrangements are working in the most effective way for the organisation
- Ensure that the governance architecture is appropriate to support the organisation and that the relevant information flows between each sub-groups, the main Board and the CIC Board
- Develop the knowledge and capability of the Board of Directors
- Appraise the performance of the Directors and the Board on an annual basis
- Ensure that the Board of Directors is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the organisation effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the organisation

Efficiency and effectiveness

- Chair meetings of the Board of Directors effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Ensure that Directors are fully engaged and that decisions are taken in the best, long-term interests of the charity and that the Board takes collective ownership.
- Ensure that Directors fulfil their duties and responsibilities for the effective governance of the organisation. Address and resolve any conflicts within the Board
- Foster, maintain and ensure that constructive relationships exist with and between the Directors
- Work closely with the CEO and COO to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Directors

Relationship with the Chief Executive and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the CEO
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges. Support the CEO, whilst respecting the boundaries which exist between the two roles
- Liaise with the CEO to maintain an overview of the organisation's affairs, providing support as necessary

External Relations

- Act as an ambassador for FEAT, and act as a spokesperson for the organisation when appropriate
- Maintain close relationships with key members of Stakeholders and with key influences
- Represent FEAT at external functions, meetings and events

People Management Responsibility

Management and development of the CEO, including:

- Agree clear and stretching goals that support the delivery of the strategic plan
- Conduct an annual appraisal and remuneration review for the CEO
- Provide regular and appropriate feedback to support the CEO to deliver the agreed goals
- Act as coach and mentor to the CEO, identifying development needs and opportunities as appropriate
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support

Director Duties:

- Ensure that FEAT and its Board are operating as per OSCR guidelines, overleaf.

The General Duties of Charity Trustees

1. Act in the interests of the charity:

- 1.1 You must operate in a manner consistent with the charity's purpose
- 1.2 You must act with care and diligence
- 1.3 You must manage any conflict of interest between the charity and any person or organisation who appoints trustees

2. Comply with the 2005 Act (specific duties):

- 2.1 Charity details on the Scottish Charity Register
- 2.2 Reporting to OSCR: making changes to your charity
- 2.3 Financial records and reporting
- 2.4 Fundraising
- 2.5 Providing information to the public.

Specific Duties of Charity Trustees

- 1. **Updating your charity's details.** Trustees must make sure that we hold the latest information about their charity on the Scottish Charity Register.
- 2. **Reporting to OSCR.** Complying with the statutory duty to supply certain information to us:
 - a. **Annual Monitoring**
 - b. **Charity Accounting**
 - c. **Making Changes to Your Charity**
- 3. **Financial record keeping and reporting**
- 4. **Fundraising.** Trustees are responsible for taking control of how their charity fundraises.
- 5. **Providing information to the public.** Trustees must make sure that their charity meets legal requirements when referring to their charitable status, for example in advertisements, and in their duty to provide information about their charity to the public