

Chair of Trustees

Recruitment Pack

May 2023



CONSORTIUM
for stronger LGBT+ communities

We are at a critical time in the development of the LGBT+ voluntary and community sector. With the difficulties of the current climate come exciting opportunities to make a significant difference.

We are looking for a Chair of Trustees to lead Consortium in the next stage of our journey. The current Chair is coming to the end of his term with Consortium after several years of further development in the organisation's strategy, governance practices, reach and influence. We are now looking for a new Chair who will continue to support and make a positive impact on the LGBT+ third sector in the UK. This is a crucial time for the organisation, and the LGBT+ sector as a whole, as we fight to prevent the rollback of hard-fought rights.

Chairing Consortium offers a unique opportunity for personal and professional growth within an exciting and dynamic charity at the heart of the LGBT+ third sector in the UK. We host the largest network of LGBT+ groups, projects and organisations in the UK. We are looking for a Chair who is passionate about our ambition for a well-resourced, resilient, sustainable and diverse LGBT+ third sector; and who believes that we are stronger when we work together. If this could be you, we would love to hear from you.

The Chair may act as a figurehead of the organisation and represent it at functions, meetings and in the press and broadcasting media. Other tasks include authorising action to be taken between meetings of the full board, engaging in planning conversations and signing of key legal documents (e.g., grant agreements).

If, after reading this pack, you would like some more information, or want to get more of a sense of what we are about, please do email our CEO Paul Roberts at paul@consortium.lgbt or our current Chair Christopher French on chair@consortium.lgbt.

Thank you for your interest in this incredibly important role – we really do hope you will consider being part of Consortium's amazing journey.

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About Consortium

Some facts and figures...

- Members across the United Kingdom
- 5,000,000+ LGBT+ people and their allies friends and families benefiting from the amazing work of our Members
- Majority of our Members continue to operate on less than £20k a year
- 500 of our Members are reliant on volunteers to undertake their work
- Over £1.5m of grants have been distributed over the last few years as part of our move to being a specialist funder.
- 80% of members say they feel more confident being part of a large network of LGBT+ organisations.

We are a national specialist infrastructure and membership organisation.

We work to build the resource, sustainability and resilience of LGBT+ groups, organisations and projects across the UK, so that they can deliver direct services and campaign for individual rights.

Our work and continuing ambition is to strengthen the sector across three core areas:

- **Resourced LGBT+ Organisations:**

Voluntary and community organisations are pioneers of creating change with little resource. However, there should be no expectation this is provided for free, or undervalued as it is work that transforms LGBT+ lives. Consortium will work to provide the resources LGBT+ groups and organisations need to thrive and build a strong case for support, no matter their size, their geography, their intersectional focus or the specialism of their work.

- **Resilient LGBT+ Organisations:**

The Covid-19 global pandemic, Brexit and the climate crisis has highlighted how quickly social, political and environmental issues can change. Whilst many LGBT+ organisations were able to access vital funds to help them through the worst of the pandemic, others have been left behind.

Consortium will work hard to help LGBT+ groups and organisations prepare for, respond and adapt to the changing environment and be as equipped as possible for potential future disruptions.

- **Sustainable LGBT+ Organisations:**

Our LGBT+ voluntary and community sectors are still in a period of relative infancy. Only now are we beginning to see the true diversity and intersectionality of our communities reflected in the organisations across the UK. Consortium will work across our LGBT+ communities to support growth and development, putting in place long-term mechanisms to ensure organisations are not just here for now, but remain in place for a long time to come.

Although diverse and often innovative, the LGBT+ voluntary sector as a whole has historically been marginalised, under-funded and disparate. Many groups operate exclusively through the use of volunteers. Existing voluntary sector infrastructure organisations have often failed to acknowledge or provide support for lesbian, gay, bisexual and trans+ projects. The Consortium was set up in 1998 to address these gaps and to support and nurture the development of the sector.

The focal point of the role of the Consortium is to consider the LGBT+ voluntary and community sector and its development and support. The frontline work carried out by our Members is not within our remit – we focus on the Member organisation/group not the end user needs.

We are bound by our constitutional documents, as well as the laws and regulations of operating both as a charity and a company. You can find more information about us on our website: www.consortium.lgbt.

Our Purpose

To support a proactively collaborative LGBT sector that benefits the diverse communities it serves.

Consortium is a registered charity and a registered company limited by guarantee. Our main charitable object, as registered with the Charity Commission, describes what we are here for:

To promote the lesbian, gay, bisexual and transgender voluntary sector for the public benefit by:

- (i) Associating voluntary organisations, governmental, public and private bodies to develop and maximise the effectiveness of voluntary organisations run by and for lesbians, gay men, bisexual and transgender people; and
- (ii) Promoting good practice within Member organisations.

Who we are looking for

We are recruiting a new Chair who will help create, support and drive forward our strategic vision over the coming years. You will bring curiosity, positivity, energy and a collaborative spirit to the role. Most of all, you will share our ambition for a flourishing and diverse LGBT+ third sector.

As Chair:

- You will play a key role in ensuring that Consortium's strategic vision is translated effectively into action by the senior leadership team.
- You will form a strong constructive relationship with the CEO and facilitate the existing skills of fellow trustees.
- In addition to this, the Chair plays an ambassadorial role, championing the our mission and upholding our values.
- You will provide leadership for the board of trustees in their role of setting strategy and leading the process of appraising the performance of the board of trustees.

- You are responsible for:

- planning the annual cycle of board meetings;
- setting agendas for board meetings;
- chairing board meetings and the AGM;
- monitoring that decisions taken at meetings are implemented; and
- liaising with the employees to keep an overview of the organisation's affairs and providing support as appropriate.

Recruitment is based on skills needed to carry out this governance role. We are committed to improving representation from under-represented groups throughout the organisation and we believe that the Board should be representative of our very diverse membership. At least half of our Board must work or volunteer for a Member organisation. As well as maintaining our gender balance, **we are particularly interested in encouraging people of colour and those with experience of racial injustice, bi, trans and non-binary people to apply as well as people with lived experience of disability.**

If you meet all or most of the following, we would love to hear from you:

Essential

- Significant Board or senior management experience.
- Leadership and line management experience including the ability to work collaboratively with others.
- Proven ability to chair effectively.
- Passionate about the LGBT+ third sector with experience and motivation to support the needs of the wider LGBT+ community.
- Have a strong commitment to the vision, mission, values, and aims of Consortium and have understanding of, and commitment to, the role of infrastructure organisations.
- Experience of providing strategic vision and sound judgement on complex issues.
- Independent judgement and the ability to think critically and creatively in the context of the organisation and external environment.
- Collaborative in your approach with a proven ability to support and build relationships with internal and external stakeholders.
- Tact, diplomacy and an ability to keep confidences.
- Ability to dedicate at least 2-3 days per month to the role of Chair (including some availability during normal office hours)
- Highly developed interpersonal and communication skills.

Desirable:

- Ideally, networked in your field/sector and open on occasion to involving your contacts by facilitating introductions, for example.
- Strong understanding of the legal responsibilities of trusteeship and charity governance.
- Strong financial acumen, financial management expertise and a broad understanding of charity and/or company finance issues.

If you have not been a Chair before and would like to apply, please do not be deterred. We offer a range of support including an induction, ongoing training opportunities and there is potential for a 'buddying' system with a Chair of Trustees at another organisation. The Board is a friendly and approachable group of people. You can read more about the existing Board [here](#).

The Commitment

The Chair will need to commit to 2-3 days per month to this role.

The Chair facilitates meetings of the Board of trustees. We hold a minimum of **four** board meetings a year, typically for two hours on a weekday evening. In addition, the Chair:

- works with the CEO to prepare Board agendas and other preparatory and follow-up work linked to Board meetings.
- line manages our CEO and occasionally meets with other staff. The Chair will therefore need to have sufficient time to meet that commitment.
- leads the work of the trustees, supporting and bringing out the best in our trustees and challenging when necessary.
- In partnership with the Treasurer, is responsible for ensuring the Board fulfils its duties to ensure sound financial health of the charity and ensuring there are systems in place to assess risk and ensure financial accountability.
- is responsible for ensuring that the Board operates within its charitable objectives and complies with its legal responsibilities.
- is expected to respond promptly to any urgent Board level matters that arise between the scheduled Board meetings, taking occasional urgent decisions under devolved powers and reporting back to the Board.
- may be asked to represent Consortium at events and in meetings with senior external stakeholders (including funders and partner organisations).

Under normal circumstances, board meetings are typically held in London, but there are options for joining by video conferencing / phone. The Chair is also expected to attend and chair the AGM each year. This is a great opportunity to meet our Members and celebrate Consortium's impact over the year. The AGM is held on a weekend day, in different locations across the country.

The new Chair will serve a three-year term and will be eligible for re-appointment for one additional term. The new Chair will meet with the existing Chair and CEO for an induction before chairing their first meeting.

The role of trustees

All trustees are responsible for the governance and strategic direction of the organisation, and there are certain roles and responsibilities that all trustees are legally required to undertake. You can find out more from the Charity Commission [here](#).

As an overview, our trustees need to:

- ensure Consortium is carrying on its purpose for public benefit
- comply with our charity's governing document and the law
- act in the charity's best interests
- manage the charity's resources responsibly
- act with reasonable care and skill; and
- ensure the charity is accountable.

Trustees are unpaid roles; however reasonable travel and out-of-pocket expenses are paid.

A trustee of the Consortium is jointly and severally responsible for the overall governance and strategic direction of the charity. This means we are liable, as trustees, together as a Board but also individually. There are certain roles and responsibilities that **all** trustees will be required to undertake (although some may be delegated by the Board) to specific trustees. These are:

- **Leadership and ethos:**
 - To set, maintain uphold and regularly review the vision, mission and values.
 - To lead and direct Consortium in fulfilling charitable objects and strategic aims.
- **Governance:**
 - To evaluate the performance of the trustee board.
 - To attend trustee meetings and read all relevant papers in advance.
 - To participate in committees and working parties as necessary.
 - To appoint a Chair and evaluate their performance.
 - To declare any conflict of interest while carrying out the duties of a trustee.
- **Constitutional & Legal:**
 - To ensure that Consortium complies with the Memorandum and Articles of Association, and pursues its stated charitable objects.
 - To ensure compliance with the requirements of funders of Consortium's work.
 - To ensure that legal, insurance and procedural employment requirements are met.
 - To be aware of and carry out any statutory obligations relating to a company limited by guarantee and registered charity.
- **Financial:**
 - To agree the annual budget, and review income and expenditure in relation to quarterly and annual management accounts.
 - To contribute to the fundraising strategy of the organisation.
 - To ensure compliance with appropriate financial procedures and regulations.
 - To act as a counter-signatory on charity cheques and any applications for funds.
 - To ensure Consortium is properly insured against all reasonable liabilities.
 - To appoint appropriately experienced independent auditors, subject to approval by the Consortium's membership at the AGM.
- **Strategic Development:**
 - To use knowledge, skills or experience in which they have special expertise to help develop the organisation's strategy and work.
 - To actively contribute in developing a firm strategic direction for the organisation, formulating annual plans and longer-term strategies.
 - To monitor and review performance in meeting the objectives and priorities.
- **Representation:**
 - To promote the work of Consortium to external parties such as LGBT+ voluntary and community groups, funders and the broader voluntary sector.
 - To safeguard and promote the values and reputation of the Consortium.
 - To represent Consortium at functions, events and meetings (as appropriate).
- **Personnel:**
 - To undertake appeals relating to the Probation and Disciplinary and Grievance procedures, including the election of a Disciplinary and Grievance Panel.
 - To promote and adhere to the Diversity and Inclusion Policy.
 - To offer advice and support to the staff team in areas of particular skill/expertise.

How to apply

The closing date for applications is midnight on Sunday 11 June 2023. Interviews will take place during the week commencing 19 June 2023.

To apply, please complete the short application form [[here](#)] and provide the following:

- A cover letter (of no more than two sides of A4), outlining why you think you're right to Chair the board of Consortium.
- An up-to-date CV.

If you have a disability and require assistance, please let us know.

Applicants will be shortlisted based on the information provided within their CV and cover letter, and interviews will be offered to those who are most suitable in terms of relevant experience and ability. It is essential, therefore, that you fully demonstrate in your CV and cover letter how you meet the eligibility criteria, giving specific examples as appropriate.

Following our recruitment process, the successful candidate will be invited to attend a trustee meeting in August. The final decision for appointment of the Chair rests with the Board as a whole and will be made at the end of that meeting. The decision must then be ratified by Members at the next AGM.

If, after reading this pack, you would like some more information, or want to get more of a sense of what we are about, please do email our CEO Paul Roberts on paul@consortium.lgbt, or our existing Chair Christopher French on chair@consortium.lgbt.

Thank you for your interest in this incredibly important role – we really do hope you will consider being part of Consortium's amazing journey.

A copy of our privacy policy (which explains how we use and store your personal information) can be found [here](#).