

# Applicant pack

Chair of trustees

*July 2023*

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## Chair of trustees

Thank you for your interest in joining BRF as chair of trustees. We hope the information contained in this pack will give you a flavour of our work and what we require from our chair.

After reading through the information, if you have further questions and would like to talk about the role informally, please contact our chief executive, Richard Fisher, at [richard.fisher@brf.org.uk](mailto:richard.fisher@brf.org.uk) to arrange a phone call.

### Who we are

Bible Reading Fellowship (BRF) is a Christian charity that is passionate about inspiring people of all ages to grow in Christian faith and understanding of the Bible. BRF resources the spiritual journey of individuals and the mission and ministry of local churches.

Today BRF works with two main constituencies: individuals and churches.

- **Individuals** – resourcing individuals of all ages to grow in their Christian faith and understanding of the Bible
- **Churches** – resourcing the mission and ministry of local churches

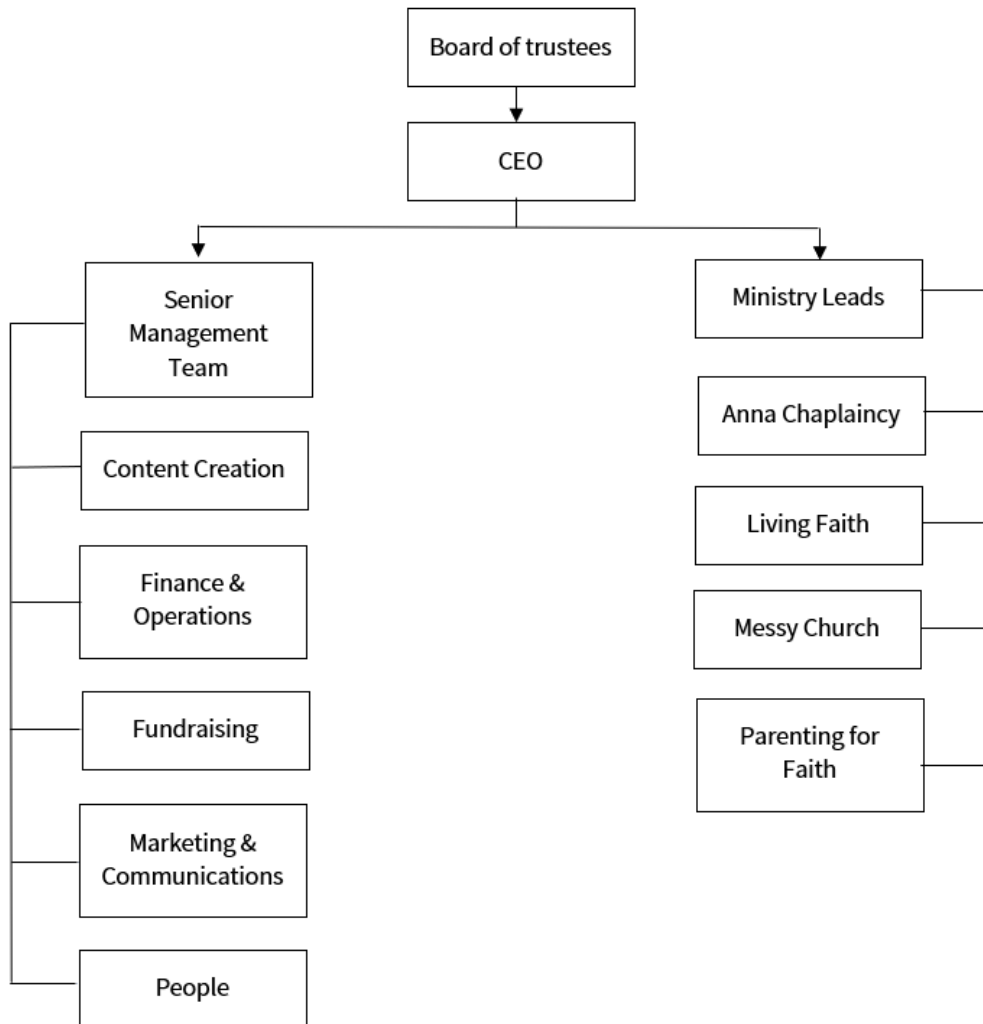
BRF's ongoing work with **individuals and churches** is delivered through our four ministries:

- **Anna Chaplaincy** offers spiritual care in later life and at present has over 272 members in its network. We hope to continue growing the network so that more older people can benefit from its ministry.
- **Living Faith** looks to resource people's spiritual journey, to help people live out and grow in their faith. We do this through daily Bible reading notes, books, online materials and various events throughout the year.
  - **Holy Habits** is a programme within our Living Faith ministry which aims to develop missional discipleship as a way of life. After originally being developed in the Methodist Church, with BRF it is now being shared across the denominations.
- **Messy Church** – church, but not as you know it! Since it first began in a church in Hampshire in 2004, Messy Church has grown to a network of around 1,500 churches in the UK and is found in over 30 countries worldwide as well. BRF is continually resourcing this growing mission with new and creative ideas.
- **Parenting for Faith** equips parents to raise God-connected children and teens. Our vision is to inspire and equip thousands of parents to spiritually parent their children for faith, and to enable churches to provide the supportive community that makes this possible.

For more information about who we are and what we do, please visit [brf.org.uk](http://brf.org.uk).

## The BRF team

We currently have 49 members of paid staff. Our work is overseen by the board of trustees.



# Role description

## Trustee

### The duties of a trustee are:

- To ensure that the charity pursues its objectives as defined in its governing document
- To work with the senior management team and contribute actively to the council of trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To ensure that the charity complies with its governing document, organisation law, any other relevant legislation or regulations including, but not limited to, the Data Protection Act 2018, the Companies Act 2006 and the Charities Act 2016
- To ensure that the charity applies its resources exclusively in pursuance of its objectives, i.e. the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To attend council meetings (four per year), and to read papers in advance of meetings
- To attend sub-committee meetings as appropriate
- To keep informed about the activities of the organisation and wider issues that affect its work

## Trustee person specification

### Each trustee must have:

- Integrity
- A strong commitment to the organisation and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (an induction is provided)
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- An active Christian faith

# Role description

## Chair of trustees

### Overview of the role

The role of the chair is to lead the council of trustees, ensuring that it fulfils its responsibilities for the governance of the charity. The chair's role is also to work closely with the chief executive, helping them to achieve the aims of the charity and to encourage and optimise the relationship between the council of trustees and the staff.

### Responsibilities

The responsibilities of the chair include:

- Developing and maintaining a productive working relationship with the chief executive
- Providing leadership for the council of trustees in their role of ensuring the charity has clear direction and is achieving its aims
- Working with the chief executive to ensure the council has a good range of skills and experiences relevant to the work of the charity
- Harnessing the skills, experience and energy of the council to its common purpose
- Nurturing and developing constructive relationships (internal and external) for the benefit of the charity
- Ensuring the council has the necessary information to make good decisions, which advance the purpose and values of the charity, and ensuring that decisions taken at meetings are implemented
- Working closely with the chief executive to support his personal development
- Being the primary accountability route for the chief executive's performance in the role, where performance is understood to be progress against specific organisational, team and personal goals, and the way in which they are achieved

### Person specification

In addition to the qualities needed by all trustees, the chair should also possess the following:

- Leadership skills
- Strong interpersonal skills
- A sound understanding of charity governance (or willing to learn)
- Experience of committee work
- The ability to chair meetings and clarify issues as well as clearly explain what decisions are needed
- Tact and diplomacy
- Impartiality, fairness and the ability to respect confidences

- A strong commitment to the work of the charity and involvement with the wider church and other networks
- Willing to use connections and external networks to advance the charity's work and influence key people

### Length of term of service

All trustees are elected on a three-year term with the option to be re-elected twice, up to a total of nine years.

### How to apply

We welcome applicants from all backgrounds and communities, in particular those that are currently under-represented within our trustee board. This includes, but is not limited to, people from Black, Asian and other ethnic groups, and women.

To apply, please complete the application form and return to [peopleadmin@brf.org.uk](mailto:peopleadmin@brf.org.uk).

We will review applications as they come in and schedule interviews as required.

### Data protection

By applying for this role, you agree to BRF processing your personal data supplied in your application for the purpose of recruitment and selection. For further details regarding how BRF processes personal data, please visit [brf.org.uk/privacy-policy](http://brf.org.uk/privacy-policy).