



**Time to Change
(West Cumbria) Project CIC**

Chairperson

Time to Change (West Cumbria) Project CIC is a community interest company established in 2013 with the aim of tackling homelessness in West Cumbria. The organisation was founded by our inspiring Chief Executive, Rachel Holliday.

Time to Change West Cumbria operates [Calderwood House](#) in Egremont and [Women Out West](#) in Whitehaven. Calderwood House is at the forefront of tackling homelessness in West Cumbria, being the first 24/7 emergency homeless hostel in the area, having opened its doors in September 2015.

Women Out West is our newest project which opened in the summer of 2019, providing services for all West Cumbrian women to reach their full potential.

We are looking for a new Chair who can bring a blend of professional and strategic skills to lead our Board. We are particularly interested in attracting enterprising individuals with diverse backgrounds and experience. Successful applicants will have proven leadership skills and strategic insight in order to steer the organisation in the right direction to ensure we deliver our strategic plan.

The Chair will be responsible for ensuring good governance of the organisation, and for leading the Board in supporting and holding to account the work of the Chief Officer and the team who work on our projects. They will have a proven track record of managing a wide variety of projects. Experience of working at Board level is essential. They will inspire and lead our Board and small staff team to deliver high quality service.

The right applicant will be committed to making a real difference to the lives of the most vulnerable in our society. They will care passionately about ensuring we can make a difference to those we serve. Above all, the successful applicant will be a resilient, empathetic leader able to provide strong governance to the chief executive and board.

We estimate that the time commitment required is approximately two to three days per month. This will include arranging and chairing board meetings, supporting and guiding our Chief Officer and occasional representation at appropriate events. The post is purely voluntary, however expenses for travel will be paid. The post is subject to DBS procedures.

For an informal chat contact John Berry, Board Director on 07916 166721 or Rachel Holliday, Chief Executive on 07725 734280.

Specific Duties of the Chair

- To chair meetings of Time to Change (West Cumbria) CIC Board and to oversee the work of any relevant sub-committees
- Work with the Treasurer to ensure there is sufficient funding to deliver our services in a cost effective and efficient manner ensuring that, at all times, we deliver quality products and services that represent value for money to our funders and our residents and stakeholders.
- To represent Time to Change (West Cumbria) Project CIC at relevant events.
- To provide dedicated time to the supervision and support of our Chief Officer.
- To work with Time to Change (West Cumbria) staff team to ensure efficient production and distribution of minutes, agendas for board meetings and sub group meetings.
- To work with Time to Change (West Cumbria) CIC Chief Executive Officer to ensure we deliver a quality service which is fit for purpose to our service users.
- Ensure the organisation is governed within good practice guidelines and acts with integrity, objectivity and honesty in the best interests of its stakeholders and service users, ensuring we meet the Memorandum of Association and Articles of Understanding.
- Responsible for making sure that our business is conducted in accordance with the law and proper standards, and that public and private sector funds are safeguarded, properly accounted for and used economically and efficiently.

Person Specification

- Have a sound business background and experience of working at a strategic level.
- Experience and knowledge of the third sector and the agenda for tackling social inequality within West Cumbria.
- Understand the key health, wellbeing and social care issues in West Cumbria.
- Be committed to demonstrating a positive attitude to equality and diversity.
- Understand the operating environment for the third sector and show a commitment to enabling all of our service users reach their full potential.
- Experience of public speaking and lobbying/representational issues.
- Be able to demonstrate independent thinking, integrity and honesty.
- Have appropriate understanding and capability in strategic planning and financial arrangements/control to ensure we are sustainable.
- Must have a passion, commitment and enthusiasm to want to make a difference to the community of West Cumbria.
- Possess outstanding leadership skills with experience of Board level management and the ability to inspire fellow Board Members and staff teams.
- Must have a strong financial literacy, general business acumen and analytical skills along with sound judgement.
- Excellent interpersonal skills and evidence of building strong and valued relationships with a wide range of people.

The Chair is appointed for a three-year term and will be appointed by the Board of Directors for Time to Change West Cumbria. This appointment will be subject to a six-month probationary period; at the end of this period the appointment will be confirmed by the appointment panel. A minimum notice period of one month is expected by both parties to the appointment.

Out of pocket expenses are payable to the post holder for work undertaken on behalf of the organisation such as travel to and from meetings etc.