



OXFORDSHIRE BREASTFEEDING SUPPORT

Supporting your family from pregnancy to weaning

OBS
OXFORDSHIRE
REASTFEEDING
SUPPORT



Registered Charity 1176948

Chair of Trustees
Recruitment Pack



COMMUNITY
FUND

About OBS



- ▶ Oxfordshire Breastfeeding Support (OBS) is a small, agile charity with seven part-time staff, providing free breastfeeding support to families living in Oxfordshire. We deliver four in person group support sessions in Didcot, Donnington, Barton and Kidlington, as well as one to one remote consultations, Preparing to Breastfeed workshops and a Facebook support group. We also provide specialist help to teenage mothers, collaborate with healthcare professionals, and provide affordable breast pump loans. Our annual income in 2022 was around £75,000, from a mixture of grants and donations. We have ambitions to grow this income. We formed as a registered charity (Charitable Incorporated Organisation) in 2018, with a history of providing breastfeeding support dating back to 2006. We are well known and respected in the community.
- ▶ **We are seeking to recruit three new trustees, specifically one to fulfill the role of Chair of the Board of Trustees, one as Treasurer of the Board of Trustees, and one to have oversight of Strategy and Impact.**
- ▶ This is an exciting time to join the charity as a trustee. In the last twelve months we appointed our first ever Director, have transitioned our team from freelance to employment contracts and are transitioning our services, post-Covid back to a social drop-in model. We are making our services even more accessible to families facing barriers and have gained additional funding to work in the Leys area of Oxford for the very first time.
- ▶ To find out more about what we do, visit <https://www.oxbreastfeedingsupport.org/index.php/aboutus/mission>.

Chair Responsibilities



Oxfordshire Breastfeeding Support is seeking to recruit a trustee to act as chair of trustees for a period of 2-3 years. Key skills are therefore an understanding of charity governance, a commitment to leading OBS and good people skills in relation to both the board of trustees and the facilitators/volunteer team. In addition to the role description of a general trustee (provided below), the chair will:

- ▶ Chair meetings of the Board as required
- ▶ Represent OBS to external stakeholders
- ▶ Provide leadership to the board, ensuring that the board fulfils its responsibilities for governance of OBS.
- ▶ Ensure the board has agreed strategic priorities;
- ▶ Monitoring the proper standards of governance, and compliance with the Charity Governance Code in force at any time.
- ▶ Building a strong and effective working relationship with the Board of Trustees, Charity Director and facilitator team.
- ▶ Provide leadership to the Board through the governance arrangements
- ▶ Encouraging all trustees to contribute their skills, experience and opinions in order to ensure adequate scrutiny;
- ▶ Providing leadership and support to the charity director, where appropriate; and supporting and appraising the performance of the charity director
- ▶ Facilitating effective board meetings, liaising with the charity secretary, and charity director where appropriate, with the drafting of agendas and supporting papers for trustee meetings and ensuring that the business is covered efficiently and effectively in those meetings;
- ▶ Take a leading role in finalising any changes to the structure and composition of the Board.

This work is likely to involve around ten hours per month

Role requirements



Essential Skills/experience

- ▶ Ability to lead and ensure smooth running of board meetings
- ▶ Strategic thinker with the capacity to provide guidance and direction in a collaborative and inclusive manner.
- ▶ Exceptional communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
- ▶ Excellent organisational and decision-making abilities, combined with a focus on results and impact.

Desirable Skills/experience

- ▶ Experience of leadership
- ▶ Experience of mentoring
- ▶ Trustee or governance experience
- ▶ Experience with Google Suite (Drive, Docs etc)

Please do feel free to contact our current secretary to discuss this post in more detail :

ashvina@oxbreastfeedingsupport.org

General Trustee Responsibilities



To be a Trustee of a charity is a fulfilling and rewarding role. Collectively, the trustees are responsible for the overall governance of the organisation, setting strategic direction and using their skills and experience to support OBS to achieve its aims. The Board works to ensure that OBS has the money it needs, operates within its financial means, follows the law and achieves the charitable objectives it was set up to fulfill.

- ▶ to ensure that OBS complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- ▶ to ensure that OBS pursues its objects as defined in its governing document
- ▶ to maintain proper financial control and ensure that OBS applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- ▶ to set and maintain vision, mission and values
- ▶ to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- ▶ to ensure accountability
- ▶ to set up employment or contract procedures for, and respect the roles of, facilitators/volunteers
- ▶ to support the operational management of the organisation
- ▶ to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- ▶ to ensure that risk assessments for all aspects of the charity are carried out
- ▶ to safeguard the good name and values of OBS
- ▶ to maintain effective board performance and ensure the effective and efficient administration of OBS including funding, insurance and premises
- ▶ to act in the best interests of the charity in respect of decisions made as a trustee, never in the interests of yourself or another organisation
- ▶ In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

Practical expectations



- ▶ Trustees meetings take place 6 times per year. Meeting dates will be provided at least 2 months in advance and trustees are expected to attend. Virtual attendance is facilitated but physical attendance is encouraged to increase connection between board members. Meetings are likely to last 2-3 hours, usually in the evening, sometimes during the day at weekends. The term of office is three years. A trustee can retire early by giving notice in writing.
- ▶ Supporting documents will be circulated with a target of at least two weeks before meeting dates. Trustees are expected to read these documents and think critically about them in preparation for the trustee meeting. Preparation time is likely to be 1-2 hours per meeting. General communication and decision making between meetings is likely to be 1-2 hours per month.
- ▶ Each trustee is expected to have responsibility for an area of working, for example:
 - ▶ Chair, Deputy Chair, Secretary, Treasurer, Team liaison and Support, Impact and Strategy, Equality, Diversity and Inclusion, Fundraising, External Communication
- ▶ Trustees will be expected to undertake or coordinate activities related to their area of responsibility between meetings. This will be a variable time commitment depending on the role, for example at least 2 hours a week for the Chair and Treasurer, and a minimum of 6 hours a month for other roles (in addition to meeting and communication related time outlined above).

Support provided

- ▶ Travel expenses are not provided, due to the size of the charity and potential for remote attendance at meetings.
- ▶ Reasonable costs can be covered for relevant, cost-efficient trustee training.
- ▶ Where a trustee has a disability, all efforts will be made to make adjustments to facilitate their full involvement.
- ▶ Trustees are expected to undertake basic online safeguarding and Prevent training, and an Enhanced DBS check, the cost of which will be covered by OBS. OBS has trustee indemnity insurance.

To find out more and apply

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- ▶ Please see our [Online application form](#) to apply. Two references will be required for successful candidates
- ▶ Closing date: **31st October 2023**. Interviews will take place in mid-late November.
- ▶ Contact for further discussion and support with your application if required, particularly if you want to discuss special requirements or access needs: ashvina@oxbreastfeedingsupport.org (Secretary of Trustees)

Additional information

- ▶ If you are not familiar with OBS' work you are encouraged to observe a virtual or in-person session and meet some of the facilitators and volunteers before applying. Contact us at team@oxbreastfeedingsupport.org to arrange this.
- ▶ A focus on sustainable fundraising is important to maintain our larger turnover and reach. To view OBS' Annual Report and Financial Accounts: <https://www.oxbreastfeedingsupport.org/index.php/aboutus/policies>
- ▶ Please also read this Charity Commission guidance on responsibilities and liabilities of trustees if you are not already aware of these: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>