

# Chair of the Board of Trustees

## Role Purpose

As Chair of the Board of Trustees, you will play the key leadership role in the governance and strategic direction of the charity, with the key responsibility for the charity's strategy and activities.

You will use your skills and experience to ensure that TVS achieves its mission and objectives, complies with legal and regulatory requirements, and operates efficiently and effectively.

**Location:** The role will primarily be conducted online, although you will be expected to lead a limited number (usually 3-4) Trustee meetings in or near London. TVS will be able to help provide access to IT equipment if necessary and will reimburse any necessary travel costs.

**Time Commitment:** We would expect the ongoing responsibilities of the role to require on average around 20-30 hours a month, although the commitment may vary from month to month: more time may be needed during the onboarding phase.

In addition, you will be expected to lead and attend quarterly board meetings, annual strategy days, and other key commitments.

**Duration:** The appointment will be for a period of 2 years, renewable by mutual consent.

**Reports to:** The Board of Trustees

## About the Charity

Tyume Valley Schools (registered UK charity number 1103909) is a small independent charity working to improve the quality of education and life chances of children and young people in the remote Tyume Valley, South Africa.

Our mission is to support sustainable development through education, providing resources, infrastructure, and innovative learning programs to underserved communities. We believe that education is a fundamental human right and a crucial driver of social and economic progress.

We seek to meet these challenges by providing extra-curricular classes in English, Maths, and Tech in a number of primary schools in the Tyume Valley, running Reading Clubs in villages in the valley, and supporting offsite learning camps. We employ, train and mentor, local graduates in Learning Support Assistant roles.

## Key Responsibilities

1. **Leadership and Governance:**
  - o Lead the Board of Trustees in setting the charity's strategic direction and ensuring effective governance.
  - o Oversee the implementation of the charity's policies and procedures, ensuring compliance with legal and regulatory requirements.
  - o Chair Board meetings, fostering a culture of openness, debate, and collaborative decision-making.
2. **Strategic Planning:**
  - o Guide the development and implementation of the charity's strategic plan.
  - o Monitor and evaluate progress towards strategic goals, making adjustments as needed.
  - o Ensure the charity remains responsive to the changing needs of the communities it serves.
3. **Stakeholder Engagement:**
  - o Act as an ambassador for the charity, building and maintaining relationships with key stakeholders, including donors, partners, and beneficiaries.
  - o Represent the charity at events, conferences, and meetings to promote its mission and objectives.
  - o Facilitate effective communication between the Board, staff, and external stakeholders.
4. **Financial Oversight:**
  - o Work with the Treasurer to ensure the charity's financial stability and sustainability.
  - o Oversee the preparation and approval of budgets, financial reports, and annual accounts.
  - o Ensure effective risk management and the prudent use of resources.
5. **Board Development:**
  - o Lead the recruitment, induction, and development of Trustees to ensure a diverse and effective Board.
  - o Conduct regular performance evaluations of the Board and its members.
  - o Foster a culture of continuous improvement and learning within the Board.

## Qualifications and Experience:

- Proven experience in a leadership role, preferably within the charity, education, or non-profit sector.
- Strong understanding of governance and board responsibilities.
- Demonstrated strategic planning and financial oversight skills.
- Excellent communication, interpersonal, and networking abilities.
- Ability to inspire and motivate others towards a common goal.
- Commitment to the mission and values of [Charity Name].

## Personal Attributes:

- Visionary and strategic thinker.
- Collaborative and inclusive leader.
- High integrity and ethical standards.
- Resilient and adaptable.

## **Benefits**

- The opportunity to make a significant impact on education and development in Africa.
- The chance to work with a passionate and dedicated team.
- Networking opportunities with professionals from diverse backgrounds.
- Professional development through board-level experience and training opportunities, both within TVS and with other professional organisations.
- TVS will reimburse expenses incurred in the role in accordance with our expenses policy

## **Application Process**

Interested candidates should submit their CV and a cover letter outlining their interest in the role and relevant experience to [stephenmuggeridge@btinternet.com](mailto:stephenmuggeridge@btinternet.com). The closing date for applications is 31st August 2024, with the interview process closing at the end of September.

Tyume Valley Schools is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for the role without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age. TVS will provide training and induction appropriate to the successful applicant and to the role.