



Chair of Trustees

Role Requirements

About MensCraft

MensCraft is a Norfolk-based charity focusing exclusively on the health and wellbeing of men. We support men facing life's challenges or experiencing difficulties with their mental health. We offer information, activities and programmes and provide one-to-one support and access to other specialist services.

Our range of activities give men purpose, the opportunity for connection with others, and for improved wellbeing.

We are committed to providing an inclusive environment for all, regardless of age, gender identity, race, sexual orientation, disability, ethnicity, socioeconomic status and faith.

Chair of Trustee Responsibilities

In addition to the general responsibilities of a trustee, the duties of the Chair include:

- Providing leadership to the organisation and board by ensuring focus on the delivery of the charitable purposes in order to provide greater public benefit.
- Chairing and facilitating board meetings.
- Giving direction to board policy making.
- Checking that decisions taken at meetings are implemented.
- Representing the organisation at functions, meetings and serving as a spokesperson, as appropriate.
- Bringing impartiality and objectivity to decision-making.

In association with the MensCraft Development Manager:

- Planning the annual cycle of board meetings and, where required, annual general meeting.
- Developing the board of trustees, including induction, training, appraisal and succession planning.
- Addressing conflict within the board and wider organisation and liaising with the Development Manager to mitigate.



In relation to MensCraft employees:

- Liaising with the Development Manager to keep an overview of the organisation's affairs and to provide support where relevant.
- Leading the process of supporting and appraising the performance of the Development Manager.
- Sitting on recruitment and disciplinary panels.
- The Deputy Chair of Trustees acts for the Chair when the Chair is unavailable and undertakes assignments at the request of the Chair.

Person Specification

The Chair of Trustees should have the following qualities:

- Leadership and authority.
- Experience of committee work.
- Tact, diplomacy and negotiation skills.
- Excellent communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- A commitment to the ethos and values of Menscraft.

How to Apply

Please submit a covering letter and CV outlining your experience and credentials addressed to **Dr. Georgia Philip**, Interim Chair of Trustees, to **info@menscraft.org.uk**.

CVs submitted without a covering letter will not be accepted.