**Role of Chair for HF Mencap**

**Where:**

Addison Road Primary School, Addison Gardens, London W14 0DT

Mix of local and remote working, currently weighted heavily towards the latter.

**Time:**

Expected to be an average of up to 10 hours a month, including running a minimum of four Board Meetings a year, and attending internal working groups and external meetings.

A higher time investment will be needed during the period of induction.

Three-year term on election with the opportunity to be re-elected for a further term of three years.

**Terms:** Voluntary role, necessary out of pocket expenses reimbursed

**About HF Mencap:**

HF Mencap is the only disabilities charity in the borough of Hammersmith and Fulham that focuses solely on people with learning disabilities, autism, and other developmental conditions. It mainly supports clients from the London Borough of Hammersmith and Fulham, with a small number from three other London boroughs.

The charity provides a wide range of service-user led activity, summarised in five projects: advocacy for families of young people with learning disabilities, a peer-support group for young people’s families, a youth development project for young adults, a transitions service for young adults with additional mental health needs and a day service where the focus is on peer support and skills development through a range of inclusive activities.

To learn more about the charity please go to: <https://hfmencap.org/>

**What are we looking for?**

A Chair to join the Board of Trustees at an exciting point in the Charity’s development. Having continued to provide services successfully in the face of COVID, it has recently moved to new premises. We are looking for somebody with the energy and experience to oversee governance and work closely with the Chief Executive to take HF Mencap through the next phase of development, which will include building up reserves further and diversifying the current service provision.

Experience of working in the third sector and being a trustee would be advantageous but not essential, whereas experience of strategic leadership and chairing meetings and/or events is. The role requires the ability to connect and communicate with people with a range of learning disabilities and/or autism to ensure that the charity is meeting their needs. Personal connection to people living with these challenges either by means of a family relationship or work is desirable, but if not present a strong affinity with HF Mencap’s cause is needed.

**What will you be doing?**

The purpose of the Chair is to provide leadership and direction to the Board of Trustees and to lead the oversight of the management of the charity. The Chair will enable the Board to fulfil its responsibilities for the overall governance and strategic direction of HF Mencap.

The Chair works with the other Trustees and the Chief Executive to ensure that the organisation complies with its legal duties and makes sure that the organisation pursues its objectives as defined in its governing documents.

The role ensures that the charity has a clear vision and mission, and that strategic objectives are developed, and resources used, to enable maximum impact for its beneficiaries.

The Chair will work collaboratively with the Chief Executive and will communicate the decisions of the Board to the Chief Executive and as appropriate to staff.

The Chair will act as an ambassador for the charity, managing links into wider networks in partnership with the Chief Executive and other Trustees.

**What difference will you make?**

The social pressures of COVID have put the needs of those with learning disability further down the agenda nationally. You will be helping to keep their voice heard and enabling a local charity to take an even more active role in supporting them. There is an opportunity for the new Chair to appoint further trustees in the short-term.

**A few more details**

We encourage people living with disability to apply. Please let us know if you live with any disability and/or if you require any special provision should you be called for an interview.

**How to apply**

Please send a comprehensive CV with your full name and contact details (including an e-mail address) to trustees@hfmencap.org by April 4th 2022 at the latest, together with a supporting statement setting out why you are for applying for this role and how you meet the criteria set out in the Person Specification in the full role description, posted here: [Chair Of The Board Of Trustees - Vacancy - HF Mencap](https://hfmencap.org/chair-of-the-board-of-trustees-vacancy/)

Please also supply the names and contact details of two references (who will only be contacted if you reach final interview stage).

Please note that you will require DBS clearance to fulfil this role.

If you are interested in an informal discussion prior to applying, please e-mail trustees@hfmencap.org to arrange a call.