



Chair of the board of trustees for the John Schofield Trust

Background

The John Schofield Trust was set up in in 1996 to recognise young journalists following the death of John Schofield at the age of 29. The Trust is highly respected within the news industry. Almost 30 years later, the Trust continues to support and nurture talented young journalists in three ways:

- Active programmes to increase diversity in the industry and get young people from disadvantaged backgrounds into national newsrooms
- Mentoring schemes for early career and university student journalists
- Sponsoring the Royal Television Society's Emerging Talent of the Year Award

The Trust employs a small staff team and has a board of trustees.

The Trust wishes to consolidate its activities and financial security and is now seeking a chair of trustees. Previous experience as a chair or trustee is essential.

Remuneration:	The role is non-remunerated, but reasonable expenses are reimbursed.
Location:	Remote with occasional in-person events held in central London and in the regions
Time-commitment:	No fewer than four board meetings per year, including any strategy away days, and subcommittee meetings as required. The chair is also expected to have regular meetings with the Director and represent the charity at various events and meetings with key stakeholders. In addition to these meetings, other contact – usually electronic or by telephone – will be necessary.
Reporting to:	Board of trustees
Responsible for:	Director, on behalf of trustees
Length:	Three-year term, with the option to be re-appointed for a second three-year term

Role description

Role purpose

You will provide leadership and direction to the John Schofield Trust board, enabling trustees to fulfil their responsibilities for the governance and strategic development and direction of the organisation.

You will work in partnership with the founder and the director and help them achieve the aims of the charity, and to optimise the relationships between the board of trustees and the staff.

Role summary

- Provide leadership and direction to the board of trustees and enable the board to fulfil its responsibilities for the overall governance and strategic direction of the John Schofield Trust
- Chair meetings of the board so it functions effectively in carrying out its duties, and in particular encouraging full participation by attendees and ensuring decisions and outcomes are clearly agreed, recorded, and acted upon
- Acting as an ambassador for the John Schofield Trust, developing connections with external stakeholders and with potential donors in order to strengthen the charity's fundraising efforts.
- To supervise the Director, leading annual appraisals and offering strategic advice

Main responsibilities

Strategic leadership

- Provide leadership and direction to the charity and its board, ensuring that the charity has maximum impact for its beneficiaries
- Ensure that trustees fulfil their duties and responsibilities for the effective governance of the charity
- Ensure that the board operates within its charitable objectives, and provides a clear strategic direction for the charity
- Ensure that the board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are working in the most effective way for the charity
- Develop the knowledge and capability of the board of trustees
- Appraise the performance of the trustees and the board on an annual basis
- Ensure that the board of trustees incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the charity

External relations

- Act as an ambassador for the cause and the charity

- Strengthen the charity's fundraising efforts to diversify and increase income across all fundraising sources
- Maintain close relationships with key contacts and influencers in the news industry
- Act as a spokesperson for the charity when required
- Represent the charity at external functions, meetings and events

Efficiency and effectiveness

- Chair meetings of the board of trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that trustees are fully engaged and that decisions are taken in the best, long-term interests of the charity and that the board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the trustees
- Work closely with the director to give direction to board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor implementation of decisions taken at meetings

Relationship with the director

- Establish and build a strong, effective and a constructive working relationship with the director, ensuring s/he is held to account for achieving agreed strategic objectives
- Liaise with the director to maintain an overview of the charity's affairs, providing support as necessary
- Line-manage the manager and carry out their annual appraisal

Additional information

The above list is indicative only and not exhaustive. The chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person specification

Personal qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to commit time to conduct the role well, including travel and attending events out of office hours
- Independent judgement
- Ability to think creatively

Experience

- Experience of charity governance and working with or as part of a board of trustees
- Experience of chairing meetings and events
- Experience of leading and/or managing a team
- Experience of journalism, mentoring and/or social mobility is desirable but not essential

Knowledge and skills

- Broad knowledge and understanding of the civil society sector and current issues affecting it
- Broad understanding of charity finance issues
- Good understanding of charity governance issues, or willingness to obtain it

Terms

The charity's chair (and board members) will serve a three-year term to be eligible for re-appointment for one additional term.

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