BRCA+ Chat Chair Trustee

A world where people's lives are not determined by their gene alterations

Position Title	Trustee - Chair
Charity	BRCA+ Chat - Registered Charity (1195944)
Location	UK Remote
Hours	Variable - see below for time commitments
Employment Type	Voluntary role with reasonable expenses reimbursed

WHO ARE BRCA+ CHAT?

We are a national U.K charity, which aims to help all humans navigating a BRCA gene mutation (or other related gene). Whether people are considering testing, have already been tested, have been diagnosed with cancer, or a family or friend, we are here to support.

Our charitable objectives are:

- Providing emotional, mental and practical support for those affected by BRCA and other gene mutations within the United Kingdom
- Providing education in the United Kingdom on arising out of or pertaining to BRCA and other gene mutations
- Creating awareness and campaigning around issues arising out of or pertaining to BRCA and other gene mutations including, but not limited to, better access to genetic testing within the United Kingdom

OVERVIEW:

BRCA+ Chat has been growing exponentially over the past 5 years and our Chair Trustee and co-founder has now stepped into the CEO position. We are so excited to recruit to the position of a new chair to support the management of the board of trustees. We require someone with specific experience and skills in management and leadership who is passionate about our aims, objectives and values as a charity. It is desirable that they have experience in charity governance, holding a previous trustee position, which would enable us to manage our strategy and continue to grow.

We see this role a a great opportunity to help us in getting one step closer to recruiting staff, and want someone who is willing to get stuck in. We would like this individual to help grow and shape the charity and bring fresh ideas to the development of the role.

RESPONSIBILITIES:

- Provide leadership to the board of trustees, and ensure BRCA+ Chat is meeting its objectives and working towards its overall strategy.
- Line manage and mentor the CEO and support them with the business and risk management plan, monitoring progress regularly.
- Work alongside the Treasurer to ensure we have a robust budget plan, and reserves policy.
- Work alongside the Secretary to plan Trustee Meetings and the AGM. Chair these meetings and ensure actions are understood and completed in a timely manner.
- Work as a spokesperson and representative of BRCA+ Chat within multiple settings, including media, campaigning and policy.
- Ensure the board are maintaining high standards of governance and are accountable to stakeholders.
- Ensure BRCA+ Chat is compliant with legal and regulatory requirements, including its own constitution
- Contribution to the annual report, with overarching responsibility for appoval and sign off.
- Keep up to date of any changes in processes and legislation and embed these into BRCA+ Chat.
- Manage trustee relationships, by ensuring all policies are robust and providing appraisals for development needs of trustees.
- Regular engagement with our community and beneficiaries to have a grounded understanding of BRCA+ Chats areas of development.

TIME COMMITMENT:

- Attending our annual AGM (in person, location varies across the UK)
- Bi-monthly trustee meetings (virtual)
- Monthly 1-1s with the CEO (virtual)
- Bi-annual 1-1s with trustees (virtual)
- Ad hoc - attendance at fundraising events, talks and social events (in person and virtual)
- Ad hoc - self-directed time to support the development of BRCA+ Chat

EXPERIENCE:

- Previous role as a trustee
- Management and leadership

SKILLS:

- Motivated and organised
- Excellent communication and leadership skills including public speaking
- Report writing inclusive of data, statistics and projections
- Willingness to learn and aid own professional development

Please provide evidence for each of these attributes in your application. Overall, as mentioned above, we would love someone with a passion to make a difference to our beneficiaries. Whilst this is a voluntary role, we expect time commitment to the post.

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