



READ EASY UK CHAIR OF TRUSTEES ROLE DESCRIPTION

*"It's been a life-changing experience. Last week I read a book to my grandson.
I never read to my children because I couldn't."*

Peter, from Read Easy Poole

What we do

Read Easy helps adults learn to read by providing them with free, confidential, one-to-one coaching from trained volunteers. There are around 2.4m adults in England who never learnt to read properly at school.* Read Easy UK is the umbrella charity that enables volunteers to set up affiliated Read Easy groups to provide this service in their own communities.

By helping people to reach a reasonable level of literacy, Read Easy aims to enable them to grow in confidence and self-esteem, move on to access other learning and qualifications, improve their employment opportunities and take a fuller and more effective part in family and home life, their local communities and society as a whole. For more details about what Read Easy does and to see some short films of people who have learnt to read with Read Easy, please see our website: www.readeasy.org.uk

Read Easy UK is now looking for a new Chair to lead the Board in supporting the charity as it transitions to an exciting new level. It is envisaged that the new Chair will succeed to the Chairmanship at a date to be agreed following a thorough familiarisation with the charity, its Board and operations.

* 7.1% of adults in England (2.5m people) never learnt to read properly at school and are only at Entry Levels 1 or 2 on the Adult Curriculum: *Skills for Life Survey, 2011*, Dept. BIS

General responsibilities as a Trustee

The Chair will have the same duties and responsibilities as other Trustees. The Trustees lead and control Read Easy UK and are responsible for its governance, policy and affairs. Trustees have responsibilities under charity law, and also under Read Easy UK's Constitution as a Charitable Incorporated Organisation, for directing the affairs of the organisation and ensuring that it is solvent, well run and delivers Read Easy UK's objects. For further details of the general role of Trustees, please see the separate role description.

Specific responsibilities as Chair of Trustees

Strategy and Plans

To lead the Trustees and support the Chief Executive in the development and monitoring of the mission, values and clear and appropriate strategic plans and budgets for Read Easy UK. This would include meeting/communicating regularly with the Chief Executive in order to understand what the key current activities and challenges are and to provide advice and support with strategic direction (frequency depending on the issues in hand, but potentially monthly).

Board performance

To provide leadership to the Board, ensuring that the Trustees fulfil their duties and responsibilities for proper governance, that the performance of the Board is effective and reviewed on a regular basis, and that board renewal and succession planning is maintained.

Safeguarding Read Easy UK's assets

To ensure the effective and efficient safeguarding of Read Easy UK, its monies, property, assets and investments so that their value is maximised.

Relationship with Chief Executive and staff

To manage, support, complement and where appropriate to challenge the Chief Executive, and to ensure that the Board as a whole provides effective support to the Chief Executive and other staff, where necessary.

Read Easy UK's reputation

To safeguard and promote the reputation of Read Easy UK and provide appropriate leadership so that Trustees and staff routinely uphold Read Easy UK's values and enhance Read Easy UK's good name.

Role of external ambassador

To act as an external ambassador for Read Easy UK and influence key stakeholders, including steering an appropriate relationship between Read Easy UK and other charities and organisations in the same field.

Chair Person Specification

Personal Qualities

- Demonstrate an interest in and commitment to the mission and values of Read Easy UK
- Demonstrate strategic vision and be able to think and act strategically
- Have outstanding leadership, communication and influencing skills
- Demonstrate sound independent judgement, relevant skills and integrity
- Understand and be willing to enforce the legal duties, responsibilities and liabilities of trusteeship
- Demonstrate the ability to inspire trust and confidence in people (including the management, employees, volunteers and other stakeholders in Read Easy UK)
- Be willing and able to devote the necessary time and effort to the role of Chair, including remaining in the role for 3-5 years

Background and experience looked for

- Experience of working with expanding organisations
- Strong and high-level strategic, leadership and boardroom experience
- Strong people management experience, including skills in managing performance
- Ideally, have significant current personal networks of benefit to Read Easy UK
- Be able to demonstrate a commitment to, and some experience of the voluntary sector

To apply or for further information

To apply, please send CV with covering letter to Ginny Williams-Ellis: gabby@readeasy.org.uk
If you would like to have an informal conversation first, do feel free to get in touch.