



RECRUITMENT PACK: CHAIR OF TRUSTEES

November 2018



10 December 2018

Dear Applicant

Thank you for your interest in the role of Chair of the Hollie Gazzard Trust. This is an exciting opportunity to lead and guide the next stage of the charity's development.

We were founded in 2014, by the family of Hollie who was murdered by her ex-partner at work. Hollie's family, her Father Nick in particular, continue to play an active role, supporting the charity to achieve its objectives.

This job pack explains the context for this appointment, and includes:

1. Advert
2. Job description and person specification
3. Application form

Informal enquiries about the role are welcome: my details are at the foot of this letter.

The closing date is: 31 January 2018. We look forward to receiving your application

Yours sincerely

Tracey McCarthy
Chair of Trustee, Hollie Gazzard Trust
Tel: 07855023268
tracey@holliegazzard.org



ADVERT

CHAIR OF TRUSTEES – HOLLIE GAZZARD TRUST (VOLUNTARY ROLE)

Due to the continued success of the Hollie Gazzard Trust we are looking for a new Chair to head up our dedicated Board, to continue our great work.

The Trust continues to go from strength to strength and is not only recognised as a nationwide charity dedicated to the safeguarding of young people, but is also gaining international recognition. To further this development.

Are you:

- committed to the campaign to raise awareness and reduce the risk of domestic abuse?
- able to demonstrate leadership skills to ensure the organisation its aims and objectives?

If you have the time to give to a high profile, unpaid position, then we would love to hear from you!

Our Chair of Trustees, Tracey McCarthy is managing initial enquiries and applications. The whole Board will be responsible for recruitment and selection to this role.

A recruitment pack is available, providing essential information on the Trust and this role.

Informal discussion: Tracey McCarthy 07855023268

Applications to: tracey@holliegazzard.org using form provided

Closing date: Thursday 31 January 2019



CONTEXT

The Trust was created following the murder of 20-year-old Hollie Gazzard in 2014 by an ex-partner. HGT helps reduce domestic violence through creating and delivering programmes on domestic abuse and promoting healthy relationships to schools and colleges. In addition, it funds hairdressing training for young people who may not otherwise have the funds to study – Hollie was passionate about hairdressing and HGT enables others to follow their dream.

The Hollie Gazzard Trust also campaigns to reduce anti-social behaviour and knife crime. The ultimate aim of the Trust is to positively change the lives of young people through partnerships in communities, as well as working alongside other charities and professional agencies. HGT was set up by Hollie's parents, Nick and Mandy, and her sister Chloe.

Our Patrons is Journalist Julie Etchingam of ITV News and Kylie Pentelow of ITV West is one of our Ambassadors.

ROLE PROFILE

The Chair role is a great opportunity for those who are passionate about raising the profile and supporting the reduction of domestic violence in the UK.

As Chair you will be responsible for leading the board of trustees and help to ensure that the organisation achieves its charitable objectives, whilst abiding by its values and keeping within the law.

The Chair will hold the Board to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees; ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity.

By joining the board at the Hollie Gazzard Trust, you will be part of an ambitious organisation. One that has the full support of its founders, who play an active part in supporting achievement of objectives.

In addition to providing your skills, all members of the board must be highly committed to the cause of the organisation and share the same vision in order to drive the organisation forward.



JOB DESCRIPTION

- Provide leadership to the charity and its Board, ensuring maximum impact for its beneficiaries
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability
- Ensure that the governance arrangements are working in the most effective way for the Charity
- Encourage positive change where appropriate, addressing and resolving any conflicts within the Board
- Act as an Ambassador for the cause and the charity
- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure accountability of all stakeholders

Essential

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to lead the organisation
- 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 foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours
- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Significant experience of chairing meetings and events
- Experience of external representation, delivering presentations and managing stakeholders
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Proven ability to work effectively as part of a strategic decision making team
- Analytical and evaluation skills, demonstrating good judgement
- Ability to take responsibility for decisions made
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

Desirable

- Experience of Charity governance and working with or as part of a Board of Trustees
- Financial management expertise and a broad understanding of charity finance issues



PERSON SPECIFICATION

Proven leadership qualities and change management abilities with the capacity to direct and support the Trust to achieve its objectives.

Emotionally intelligent with a professional, flexible approach, able to demonstrate the ability to successfully steer an organisation to a sustainable future.

Results and impact orientated with the drive and commitment to ensure continual quality improvement for the Trust.



Trustee Application Form

Hollie Gazzard Trust (HGT)

Name			
Home Address			
	Post Code		
Telephone	Home		Mobile
	Work		
e-mail			
Occupation			
Qualifications			
Which of the following skills or experience could you bring to the Board?	Please indicate against each relevant area whether it is your Principle skill, by writing 'P', or a secondary skill where you have experience, by writing 'S'.		
		P/S	P/S
	Human Resources		Business Management
	Financial / Accounting		Marketing / P.R.
	Fund Raising		Welfare
	Legal		Cultural



The role profile outlines some of the key skills we seek in a potential Trustee. Please indicate against each of the following broad categories how you think your own skills and experience would enable you to fulfill the role of a Trustee as described in the role profile. You may also enclose your CV with this application if you wish.

Key skills	
1. Commitment to principles of HGT	
2. Interpersonal	
3. Teamwork	
4. Communication	
5. Drive and determination	
6. Strategic perspective	
7. Intellectual and technical ability	



1. Leadership

2. Experience

3. Circumstances

4. Equal Opportunities

Why do you wish to become a Trustee of the HGT?



Please give details of two people who would be willing to provide a reference

Name	Name
Address	Address
Post Code	Post Code
email:	email:
tel:	tel:

I confirm that I am in sympathy with the company's aims and objectives, and agree to become a trustee of HGT (Charitable Incorporated organisation) and in doing so accept that I become a guarantor* of the company.

Signature

Date

Please send the completed application to:

Tracey McCarthy, Chair: tracey@holliegazzard.org

Informal discussion or queries: 07855023268

* In the unlikely event HGT being wound up and not being able to meet all its debts from its assets, you promise to pay £1.00. We hope that you value our Charity and be happy to agree to this.

Hope, passion & a life fulfilled