



South East Integration Network Chair Job Description

www.seinglasgow.org.uk

SEIN's purposes are as follows (as defined in its governing document):

The organisation's purposes are to enable the integration process in SE Glasgow through the network members who will do this through:

- promoting equality and diversity
- promoting cultural, racial and religious harmony

This will be done through the development of supportive and inclusive communities, and by advocating for members.

SEIN Chair - Person Specification:

Essential

- Commitment to SEIN's [vision and values](#)
- Excellent communication and interpersonal skills
- Knowledge of inequalities faced by New Scots, migrants, and other marginalised groups
- Knowledge of third sector governance (including HR and policy)
- Strong organisational and management ability
- IT literate
- Live/work in or have a connection with the South East of Glasgow

Desirable

- Knowledge of the third/voluntary sector in the South East of Glasgow (and/or wider Glasgow)
- Experience creating and implementing organisational strategy
- Experience successfully applying for funding

SEIN Chair - Main Duties & Responsibilities:

- Ensuring that the organisation follows its purposes as defined in its governing document (see above).
- Ensuring that the organisation complies with its governing document, charity law and any other relevant legislation or regulations.

- Ensuring that the organisation applies its resources solely to follow its purposes.
- Contributing actively to the board of trustees' role in giving firm strategic direction to the organisation.
- Safeguarding the good name and values of the organisation.
- Ensuring the effective and efficient administration of the organisation.
- Ensuring the financial stability of the organisation.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This may involve looking over board papers, taking part in discussions, focusing on key issues, providing advice and guidance on new initiatives or on other issues in which the trustee has special expertise.

Additional duties of the Chair

- Planning the annual cycle of board meetings
- Setting agendas for board meetings
- Facilitating board meetings
- Giving direction to board policymaking
- Monitoring to ensure that decisions taken at meetings take place
- Representing the organisation at meetings and acting as a spokesperson as appropriate
- Liaising with SEIN's Development Manager to maintain an overview of the organisation's activity and provide support as appropriate
- Involvement in the recruitment and oversight of SEIN staff members
- Liaising with SEIN's Development Manager on developing the board of trustees
- Bringing impartiality and objectivity to decision-making
- Facilitating change and addressing conflict within the board and within the organisation, and liaising with the Development Manager to achieve this
- Keeping in contact with individual board members; understanding their individual circumstances & ensuring that everyone is able to participate within their capacity

To apply for this position, please send a C.V. and completed application form to info@seinglasgow.org.uk by 12 noon on Thursday 30th March 2023.