



## ROLE DESCRIPTION

<b>ROLE</b>	Chairperson
<b>LOCATION</b>	82-86 Great Junction Street, Edinburgh, EH6 5LL, (During Current Restrictions meetings are virtual)
<b>TIME COMMITMENT</b>	6-8 hrs average per month
<b>TERM **</b>	For Trustees, 4 years (maximum 2 terms) with minimum term for Office bearers including <b>Chairperson, 2 years</b> . There is a re-election process for all Trustees & Office bearers at AGM.
<b>SALARY</b>	Unpaid with reasonable expenses

## ABOUT THE JUNCTION

At the Junction we think it's vital that we listen to young people and find out what they think and want in order to provide services that effectively support their health and wellbeing. That's why young people have been consulted from the initial development of the Junction and continue to be so today.

The Junction was set up in 2005, in response to local and national research. Young people's health was identified as a priority for action, with the establishment of a centre specifically for young people as a way to address some of the factors and inequalities that create long-term health problems.

The Junction works with a value base that encourages social and economic inclusion, promotes long term prevention and is centred on building the capacity of the young people who use our services.

The organisation has its roots in Article 24 of The United Nations Convention on The Rights of the Child. This recognises the rights of a child to have access to the highest level of health care and health services. This is what The Junction is all about.

In order to ensure that young people are effectively consulted, we have recruited the **Junction Youth Advisors (JYAs)** who volunteer and support The Junction to develop its services, whilst evolving their own understanding of health and wellbeing issues. They also promote the work of the organisation, for example, see [this promotional video they made](#).

Here at the Junction, we are working to promote long-term prevention of health problems, to raise young people's awareness and self-esteem and to enable them to make informed choices

about their health and well-being. The aim is to help them help themselves which if successful will ultimately have a positive effect on the community as a whole.

The Junction has recently turned sixteen but continues to evolve. In the short term, this has meant learning how to provide services safely and effectively by using technology. In the medium term, as an organisation, we will have to learn to manage with increased levels of uncertainty and how to develop and deliver effective hybrid services.

There are challenges to be faced, changes in organisational structure and changes in the sectoral landscape (largely from COVID-19). However, amongst these challenges there are lots of opportunities to build on - our group of inspiring staff and volunteers, outstanding reputation and unique expertise in mental health. This is an exciting time for a new Chairperson to join the Junction, play a part in its future and help shape its strategic direction.

A key task for our new Chairperson will be to take a lead in developing our next Strategic Plan. Our 5 year Plan to March 2022 is [here](#) and our performance and progress to date are detailed in our Annual Reports found [here](#).

## **PURPOSE OF ROLE**

- Strategic role to provide leadership
- Overall management and development of the Board of Trustees, ensuring effective and independent oversight and governance within the organisation
- Supporting the organisation through a period of change, providing constructive challenge when required
- Support the Service Manager in professional development and the design of the future of The Junction. (Note that the service manager has professional supervision from a mentor)
- Represent The Junction by acting as an advocate for The Junction at external events and raising our profile in Scotland

## **COMMITMENT**

We are looking for enthusiasm and energy, as well as time. Current estimation is on average 6-8hrs/month, including meeting preparation. There is an expectation of an initial, extra investment of time to establish relationships and the development of the next 5year Strategic Plan (April 2022 - March 2027).

The minimum term expected as Chairperson is 2 years\*\*. The key meetings and activities the Chairperson is expected to undertake are:

- Attend 4 board meetings/annum. Currently evening meetings 6-8pm. Plus AGM
- Attend or dial-in to 4-6/annum planning & development meetings with Board Trustees
- Monthly liaison meeting with Service Manager
- Meet with individual Trustees (minimum, annual review)
- Attend 2 Development Days/annum with staff & trustees. Usually a Saturday (10-4) in Spring and Autumn. However, future model for staff/trustee development TBD.
- Sub-group attendance, 2-4 times/annum. The subgroups are made up of staff and Trustees with a focus on specific areas such as Finance, People, Operations etc.

## **RESPONSIBILITIES**

### **Leadership**

- embrace our vision for all young people to reach their full potential
- ensure that The Junction complies with our Articles of Association, charity law, company law and any other relevant legislation or regulations
- ensure that The Junction pursues our goals as laid out in the Articles of Association
- ensure the effective and efficient management and administration of The Junction
- safeguard the principles, values and good name of The Junction
- plan for the recruitment and renewal of the Board of Trustees
- ensure the financial stability and propriety of the organisation
- to co-ordinate the Board of Trustees

### **Change**

- support the development of The Junction's future operating model and strategic plan refresh
- take a strategic role in supporting The Junction in developing new service offerings
- offer guidance, constructive challenge and advice to staff and trustees in relation to change proposals

### **Board Management**

- effectively chair and facilitate the quarterly board meetings and annual AGM
- work with the Board and Service Manager to set the agenda for Board meetings/AGM, ensuring that meetings are efficient and focused to address priority issues
- scrutinise Board/AGM papers
- lead constructive discussion through to conclusion, with all decisions and agreed actions recorded
- provide guidance and direction to the Board
- performance manage the Board
- plan the annual cycle of Board meetings
- monitor decisions taken at meetings through to implementation

### **Staff Management**

- support the professional development of the Service Manager
- offer constructive challenge and support to the Service Manager and staff
- ensure appropriate reporting mechanisms are in the place between the Board of Trustees and the Service Manager
- liaise with the Service Manager to keep an overview of the organisation's affairs
- liaise with the Service Manager to ensure the development of the Board of Trustees and staff is aligned

### **Representation**

- effectively communicate The Junction's vision and purpose
- advocate for and represent the organisation at external events
- be aware of current issues that may impact the organisation

## **PERSON SPECIFICATION (see below)**

**PERSON SPECIFICATION: Chairperson**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
EXPERIENCE	Governance/Board experience  Strategic leadership roles  Strategic change – both design and implementation	Previous Chair and/or Non-Executive Director  Improving Board effectiveness  Sectoral experience (3 <sup>rd</sup> sector/ Social Care specifically Children & Young People)  Staff development and service design (in the 3 <sup>rd</sup> sector)  Advocating for / promoting a charitable organisation
KNOWLEDGE and SKILLS	Charity governance & duties of charity trustees  Change & improvement processes and approaches  Strong interpersonal skills  Effective communicator  Sound, independent judgement  Tact and diplomacy	Understanding of peer-based working environments  Knowledge of the sector (3 <sup>rd</sup> sector / Social Care specifically Children & Young People)  Awareness of challenges Young People face
<p><b>WHAT OUR YOUNG PEOPLE AND STAFF ARE LOOKING FOR IN A CHAIRPERSON –</b></p> <p>We asked our staff and the JYAs what three words would describe a great Chairperson to them. Below is a summary of what they fed back. If you believe you could embrace the overall spirit of this, we believe you would be a good fit.</p>		
Decisive Strategic Listener Passionate Patient Realistic Committed Cooperative Motivating Open	Dynamic Peer Fortitude Passion Integrity Nuanced with capacity Easy to talk to Approachable Understanding	Respectful Open-minded of people from different walks of life Genuine Fits in with The Junction vibe Non-judgemental of people or ideas Confident