



## **General information about Aching Arms**

Aching Arms was first formed in 2010 by a group of bereaved mothers who wanted to reach out to support others devastated by the loss of their baby. It became a national registered charity in August 2013.

It is run by a board of 7 trustees and currently contracts a Charity Co-ordinator to work 16 hours a week to manage the day-to-day business of the charity. Following the successful appointment of the new Chair, it is planned that a Chief Operating Officer will be appointed who will take on the work of the Charity Co-ordinator as well as having a more strategic and accountable role.

Aching Arms co-ordinates a teddy bear donation programme across the UK providing bears as comforters to bereaved parents after the loss of a baby during pregnancy, at birth or soon after. Each bear is donated by another bereaved family and dedicated in memory of their baby. The bears are given as comforters and also to tell the bereaved family that they are not alone.

Currently, Aching Arms works with 79 hospitals and 4 bereavement support services across England and Wales and has delivered more than 4,000 bears to the arms of bereaved parents, either through hospitals or individual requests via the website [www.achingarms.co.uk](http://www.achingarms.co.uk) or social media sites.

The charity is becoming well established within the baby loss community, we have a very active social media presence, we are developing links with other charities and we are invited to meetings of the All Party Parliamentary Group on Baby Loss. In the last year alone the number of hospitals has increased by 62% from 48 to 79 hospitals.

Aching Arms also runs a successful free bereavement Awareness Training programme for health professionals. Trustees and volunteers donate time to train maternity teams that take delivery of the bears.

The Board of Trustees undertake the majority of the charity's work and are dispersed across the UK thus there is no central head office. They work remotely, coordinating 50+ volunteers from across the UK.

## Chair – Aching Arms

|                  |  |
|------------------|--|
| Remuneration:    | The role of Chair is not accompanied by any financial remuneration, although expenses in line with the charity's Expenses Policy may be claimed  |
| Location:        | UK – must be able to travel to London and Birmingham   |
| Time commitment: | Four Board meetings per year. The Chair is also expected to have regular meetings with the Chief Operating Officer, and also represent the Charity at various events and meetings with key stakeholders. |
| Reporting to     | Board of Trustees  |

## Job Description

### Objective

The Chair will hold the Board and Staff 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. The Chair will also support, and, where appropriate, challenge the Chief Operating Officer and ensure that the Board functions as a unit and works closely with the Staff of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Operating Officer.

## Principal responsibilities

### Strategic leadership

- Provide leadership to the charity and its Board, ensuring that the charity has maximum impact for its beneficiaries.
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the charity.
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the charity.
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.

### Governance

- Ensure that the governance arrangements are working in the most effective way for the charity.
- Develop the knowledge and capability of the Board of Trustees.
- Encourage positive change where appropriate address and resolve any conflicts within the Board.
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population.
- Work within any agreed policies adopted by the charity.

### **External Relations**

- Act as an ambassador for the cause and the charity.
- Maintain close relationships with key members of the Government and with key influences.
- Act as a spokesperson for the organisation when appropriate.
- Represent the charity at external functions, meetings and events.
- Facilitate change and address any potential conflict with external stakeholders.

### **Efficiency and effectiveness**

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process.
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the charity and that the Board takes collective ownership.
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees.
- Work closely with the Chief Operating Officer to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees.
- Monitor that decisions taken at meetings are implemented.

### **Relationship with the Chief Operating Officer**

- Establish and build a strong, effective and a constructive working relationship with the Chief Operating Officer, ensuring s/he is held to account for achieving agreed strategic objectives.
- Support the Chief Operating Officer, whilst respecting the boundaries which exist between the two roles.
- Ensure regular contact with the Chief Operating Officer and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Liaise with the Chief Operating Officer to maintain an overview of the charity's affairs, providing support as necessary.
- Conduct an annual appraisal and remuneration review for the Chief Operating Officer, in consultation with other Trustees

- Ensure that the Chief Operating Officer has the opportunity for professional development and has appropriate external professional support.

### **Time considerations**

Aching Arms is a growing charity and it is expected that you will be need to be able to contribute approximately 15 days a year.

This includes:

- The Board meetings four times a year, which are always held on Saturdays, usually in Birmingham or London.
- The Chair may also be required to attend thematic meetings, such as fundraising which may be held in addition to the Board meetings
- The Chair will also attend networking events and conferences, particularly with other charities, which are usually in London or Birmingham.
- The Chair will need to provide assistance and support to the Chief Operating Officer in the running of the charity.
- In addition to Board meetings, other contact – usually by email or telephone – will be necessary with fellow trustees and staff of the charity on a regular basis.

### **Additional information**

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

## Personal skills

| Essential  | Desirable   |
|--|---|
| Experience of being a Chair of a Board   | Experience of managing organisational growth                            |
| Experience of the charity sector   | Experience of managing a remote team                                    |
| Supportive of charity aims and values  | Highly organised and motivate   |
| Proven track record of leading a successful charity                                | Experience of building strong and effective relationships with trustees |
| Willing to devote the necessary time and effort to the duties of Chair and trustee | Empathetic  |
| Understand the legal responsibilities and liabilities of a trustee                 | Willingness to learn  |
| Excellent and effective communication skills                                       |   |
| Tact and diplomacy   |   |
| Good networking skills   |   |
| Empathetic   |   |

## How to apply

Please send your CV along with an accompanying letter (no more than 2 sides of A4) by email to [info@achingarms.co.uk](mailto:info@achingarms.co.uk) by 5pm on Friday, June 23 2017.

You should give the names, positions, organisations, email and telephone contact numbers of two referees, relevant to this role. References will only be taken once your express permission has been granted. Please let us know if you will require any special provision as a result of any disability should you be called for interview.

**Interviews will be held on Saturday, July 1, 2017 in Birmingham.**