

## ICM Chair of Trustees

**Are you passionate about challenging inequality and using learning and creativity to empower people? To grow our charity, we are looking for a Chair of Trustees to lead our Board.**

### **Who are we?**

Ipswich Community Media (ICM) is a rapidly growing grassroots charity working based in the Westgate Ward in Ipswich, one of the most deprived wards in the country and the most diverse ward in Suffolk. Launched in 2015 by a group of people with a shared vision to serve the local community, we run free weekly sessions in music, media, creative arts and language learning.

Through innovative and engaging methods, we are able to boost self-esteem, interpersonal, social skills, group working and provide pathways to employment and volunteer opportunities.



Our mission is to challenge inequality by empowering people to transform their lives through learning and creativity.

### **What we do:**

We provide the following free sessions every week to our local community:

- English as a second language (ESOL) to over 130 learners from over 21 different nationalities
- Music and media sessions to young people who face exclusion from school and struggle in regular educational settings. As well as young people who are at risk or already in the criminal justice system
- One-to-one tuition to young people with learning disabilities in radio production
- The opportunity for young people to explore and develop skills in music production, radio and performance
- Sessions in music and creativity for children in one of the most deprived and diverse wards in Suffolk
- Volunteering opportunities through our projects and local events and partnerships

## **What we're looking for**

ICM is looking to recruit a new Chair of Trustees to lead our Board and ensure the continued success of this exciting local charity.

## **What you will be doing as Chair:**

- Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making
- Contributing to the development of all aspects of the charity including governance, promotion and fundraising
- Ensuring compliance with constitutional and governance requirements and Charity Commission guidance
- Safeguarding the reputation and values of our charity

## **With the Directors:**

- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Setting agendas for board and other general meetings
- Developing the board of trustees including induction, training, appraisal and succession planning
- Addressing conflict within the board and within the organisation, and liaising with the Directors to achieve this
- Liaising with the Directors to keep an overview of the organisation's affairs and to provide support as appropriate
- Leading the process of supporting and appraising the performance of the Directors

## **What's in it for you**

- Use your skills and experience to contribute to the success of our charity and make a positive difference to local people's lives
- Meet like-minded people and enjoy being part of a team
- A fun and rewarding experience
- We'll support you throughout and provide you with relevant training
- We provide out-of-pocket travel expenses

### Person specification

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Excellent communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- A commitment to the organisation
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- An understanding of the greater Ipswich area and/or issues facing deprived urban areas
- Ability to network and influence local government and other public bodies
- An ability to network with local and county wide business community
- Lived experience of the issues the charity is working to address
- Passionate about developing staff, volunteers and local communities
- An ability to support the development of income generation e.g. trading
- Experience of the voluntary sector and/or educational background, preferably in business education

ICM is committed to Equality and Diversity at all levels and believe that the Board of Trustees should reflect the breadth of the Organisation and its beneficiaries. We encourage applications from a wide range of candidates including those with relevant lived experience. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender or disability. As part of our commitment to racial justice we particularly welcome applications from Black, Asian and Minority Ethnic candidates.

All ICM Trustee roles are voluntary, with no remuneration, however out of pocket expenses can be claimed.

### Additional Information

- You will be provided with a Trustee pack on appointment and invited to meet with our Board of Trustees and Executive Directors for an introductory conversation and a tour of our premises
- Board meetings are held quarterly and are currently held online. When restrictions allow these will take place at our offices in Ipswich
- You will be required to commit up to 12 days a year (approximately 8 hours per month), to attend board meetings, business planning meetings, follow up on actions, attend training, review board papers and liaise with the Directors on operational issues as necessary
- All Trustees are required to attend three out of four quarterly Board meetings each year
- All Trustees must serve a minimum 3 year term

**How to apply**

- If you are interested in the role of Chair please get in touch with us via [hello@ipswichcm.org.uk](mailto:hello@ipswichcm.org.uk)
- Candidates will be asked to submit a CV and personal statement demonstrating their suitability for the role

If you have any questions about the role or would like an informal chat about our work, please get in touch via [hello@ipswichcm.org.uk](mailto:hello@ipswichcm.org.uk) we'd be pleased to hear from you.