



Chair, Board of Trustees

(Voluntary)

The Muslim Youth Helpline (MYH) is a national award-winning charity providing faith and culturally sensitive support services to young Muslims across the UK. MYH is the first point of call for many of the issues that young Muslims experience which range from mental health, abuse, pornography addictions and identity to name just a few.

Its core service is a free and confidential helpline open seven days a week via telephone, email, internet chat and WhatsApp to support its young beneficiaries. MYH prides itself on its values: non-directional, non-judgemental, empowerment.

The Board of Trustees are opening up the opportunity for a Chair or Co-Chair to join the Board. If you have the specific skills, knowledge or experience that could support the growth of a small, grassroots organisation that make national impact, we would love to hear from you.

To apply please email a copy of your CV and a cover letter to Secretary@myh.org.uk.

For further details please see the Job Description below.

JOB DESCRIPTION

Job Title: Chair (/Co-Chair will be considered)
Remuneration: Voluntary, expenses reimbursed
Hours: Approx 6-8 hours per month

MAIN RESPONSIBILITIES OF CHAIR/CO-CHAIR

STRATEGIC LEADERSHIP

- Provide leadership to the chief executive and Board of Trustees, 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
- Ensure the Board provide clear strategic direction for the Charity
- Ensure that the Board regularly review risk and ensure that systems are in place to manage and mitigate these risks
- Giving direction to board policy-making and being ultimately responsible for ensuring that policies are reviewed and renewed ahead of their expiry

GOVERNANCE

- Ensure that the governance arrangements in place 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 and address and resolve any conflicts of interests
- Appraise the performance of the Trustees
- Work within any agreed policies and framework

EXTERNAL RELATIONS

- Act as an ambassador for the cause, the charity and it's mission
- Maintain good relations and ties with stakeholders and the community
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events

EFFECTIVENESS

- Chair board meetings effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are engaged and that decisions are taken in the best, long-term interests of the Charity
- Ensuring that Trustees understand what the decision (if taken) will mean for the charity

- Foster, maintain and ensure that constructive relationships exist within the board
- Work closely with the Operational Director to give direction to Board policy-making
- Ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.
- Monitor decisions taken at meetings and ensure they are implemented
- Supporting the planning and preparation of the annual cycle of board meetings and other general meetings where required
- Supporting the planning and preparation of agendas for board and other general meeting
- Developing the Board of Trustees including induction, training, appraisal and succession planning

RELATIONSHIP WITH THE OPERATIONAL DIRECTOR

- Establish and build a strong, effective and a constructive working relationship with the Operational Director
- Enabling and supporting the achievement of strategic objectives
- Foster an open and supportive relationship where they can speak openly about concerns, worries and challenges
- Liaise with the Operational Director to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Operational Director in consultation with other Trustees
- Ensure that the Operational Director has the opportunity for professional development

PERSON SPECIFICATION

Essential	Commitment to the organisation and upholding its values
	Committed to safeguarding the organisation and its assets
	An understanding of mental health issues, access issues, Muslim community issues and/or youth issues
	Experience of volunteering, and an understanding of the unique challenges of small grass-root organisations
	Knowledge and experience of current practice relevant to voluntary and community organisations
	Knowledge and experience in motivational leadership and effective line management
	Knowledge and experience in working with, or developing, business strategy and policies
	Sound understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
	An ability to manage multiple competing deadlines and to dedicate the time necessary to meet the organisation's needs
	Good, independent judgement
An ability to negotiate and facilitate discussion, ensuring all voices are heard	

	An ability to work effectively as a member of a team and make decisions collectively
	A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

NOTES

Specified working hours are an indication only. The successful candidate may be required to adjust their time commitment at busier times of the year to meet business needs.

EQUALITY

Muslim Youth Helpline (MYH) are committed to our Equality and Diversity Policy. Under Section D of our Equality and Diversity Policy (Policy Statements) MYH are committed to ensuring that all candidates are given equal access to our employment opportunities.

This is a voluntary role but expenses will be reimbursed in line with MYH policy.

HOW TO APPLY

Please email a copy of your CV and Cover Letter to Secretary@myh.org.uk if you would like to apply for the position.

For any informal queries, please email your contact details to Secretary@myh.org.uk and a member of the board will call you back.