



Role Description

Executive Chair and Registrar - JCCP
Trustee Board

Role Summary

The role of the Executive Chair and Registrar is to provide strong leadership and direction to the Board of Trustees to enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation. The role of Registrar is a specific requirement of the Professional Standards Authority (PSA) for organisations operating an approved public register for healthcare professionals.

The Chair will ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or statutory regulations and to optimise the relationship between the Board of Trustees, staff and volunteers.

Duties and Responsibilities

Strategic Leadership

- Lead the Board of Trustees and ensure effective operation of the Board and its authorised committees in conformity with the highest standards of corporate governance.
- 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 regularly reviews 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 and meet all appropriate standards set by the Charity Commission.
- Oversees the maintenance and submission of all information required to be provided by Companies House.

- 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
- Set the agenda, style and tone of Board Meeting and then to lead and facilitate Board discussions to promote constructive debate and focused decision-making.
- To plan Board meetings effectively and engender forward thinking by concentrating primarily on strategic and policy matters
- Oversee the quality, accuracy, quantity and timeliness of the information that is provided to Board members to enable informed decision making
- To be responsible for the continual development of the Board, including individual skills analysis, Trustee recruitment, evaluation and appropriate formal and informal communications amongst Trustees
- Ensure comprehensive induction programmes for new Trustees and updates as and when necessary.
- Ensure that the performance of the Board, its main committees and individual Trustees is formally evaluated on an annual basis.
- Attend when required the relevant JCCP Sub Committees and Working Groups including the Clinical Advisory group (CAG), Corporate membership group, Education and Training Committee and MARCOM.

External Relations

- To represent the Charity at the highest level to local or national government, regulatory authorities, the media, involved stakeholders and the general public
- Act as an ambassador for the cause and the charity
- 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

Relationship with JCCP staff and volunteers

- Establish and build a strong, effective and a constructive working relationship with JCCP staff, contractors and volunteers, ensuring that they are held to account for achieving agreed strategic objectives
- Ensure regular contact with JCCP staff, contractors and volunteers and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges

Person Specification for Executive Chair and Registrar

In addition to the qualities required of a Trustee of the charity, the Executive Chair and Registrar must also meet the following requirements:

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to lead a significant national organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, stakeholder engagement, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

Essential

- Understanding of regulation in the public sector, patient safety and harm free care.
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- External contractor management.
- Good understanding of charity governance issues
- Awareness of equality and diversity issues
- Ability to listen and communicate effectively
- Ability to command the respect of JCCP stakeholders.

Desirable

- Broad knowledge and understanding of the non-surgical cosmetic sector and current issues affecting it.

Time Commitment

- 6 Board meetings per year.
- The Executive Chair and Registrar is also expected to have regular meetings with key JCCP Chairs, staff and volunteers.
- Represent the Charity at various events and meetings with key stakeholders.
- Due to the exceptional complexity of the role the Executive Chair and Registrar will be expected to commit to at least 6 working days per month.
- In addition to chairing the main Board meetings, the Executive Chair and Registrar has the right to attend the following Committees – Practice Register Committee, Education and Training Committee, Corporate members Group and MARCOM.
- Total requirement is approximately 70 – 100 days per year – minimal will be up to 6 days per month.

Terms and Conditions

- 4 year term renewable for up to 3 terms.
- Agreed expenses

- Remuneration – Up to £12,000 per year (tax status to be agreed), with potential to increase for the right candidate.
- Standards in public life – The Chair must demonstrate knowledge and commitment to the 'Seven Principles of Public Life' as set out by Nolan.
- The Chair must also declare any conflict of interest that arises in the course of Council business.

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