

# Role Specification

## Non-Executive Chair



**2020**

*This document has been prepared exclusively for the above-named company*

## Background:

Portobello Business Centre (PBC) is an independent social enterprise that operates as a not-for-profit organisation. It offers and delivers One to One advice, Training Courses, Seminars, Workshops, Business Consultancy and Networking opportunities. It also provides guidance on and access to business loans and finance for West London based businesses.

The PBC's mission is to help people to start up, grow and expand their businesses and to assist them in realising their full potential through the provision of affordable, high quality, independent and confidential support, delivered by an innovative and professional team. Businesses located in, and residents of, the Royal Borough of Kensington & Chelsea may be eligible to fully subsidised support thanks to the Council's contribution.

It is nationally recognised as a leading quality provider of professional Enterprise Support Services and In its 25 year existence PBC has fostered the emergence of thousands of SMEs in a variety of business sectors and helped start up and develop some very well known brands, including Innocent Smoothies and Queens Award to Industry winner, Incognito Anti Mosquito.

We know that choosing to start up a new business is one of the most important decisions our clients will make in their life.

<https://pbc.co.uk/>

<https://www.linkedin.com/company/portobello-business-centre/>



## Role Specification:

**Organisation:** Portobello Business Centre (PBC)

**Location:** West London

**Remuneration:** Voluntary (non-paid) position with expenses paid

**Commencement:** Appointment to be made by September 2020, at which point a formal announcement will be made. Ideally there should be a hand over period with the outgoing Chair

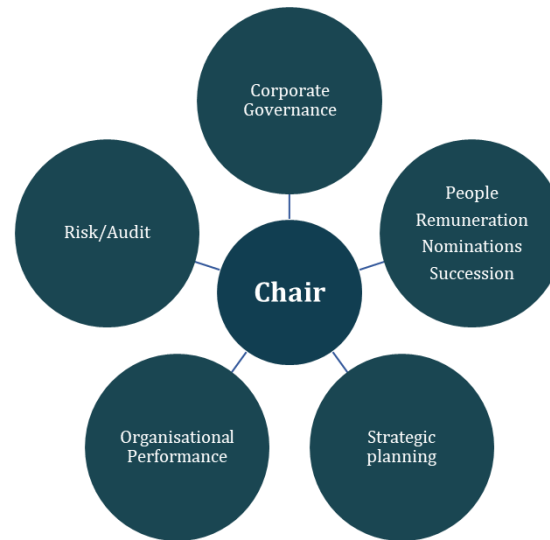
**Time Commitment:** The Chair plays a crucial strategic role in the heart of our business at an important stage of PBC development. Time commitment is part-time, but would be least 4-5 days per month, and includes:

- Preparation and Chairing Board meetings (currently 6 per annum) and attendance at selected Executive meetings. Additionally, there is usually one strategy meeting per annum.
- External functions and representing PBC with funders and key supporters

**Term:** PBC Chair serves a three-year term, being eligible for re-appointment to two further terms.



## Role of the Chair:



The Chair will lead the Board and hold the Executive team to account for achieving the organisation's mission, vision and aims. He/she will act as an ambassador and provide inclusive leadership to the Board, ensuring members fulfil their duties and responsibilities for the effective governance of the not for profit organisation. The Chair will also support and, where appropriate, challenge the Chief Executive, ensure that the Board functions as a unit and works closely with the Executive of the organisation to achieve agreed objectives. As the public face of the organisation and in partnership with the Chief Executive, the person appointed will focus on widening the PBC's network as well as identifying and securing funding opportunities.

The Chair will be responsible for overseeing the preparation of the Annual Report of the Board.

### Strategic Leadership

- Provide leadership to the PBC and its Board, ensuring that it has maximum impact for its clients and users and the communities within its local and wider areas of operation.
- Ensure that the Board:
  - Fulfils its duties and responsibilities for the effective governance of the not for profit organisation
  - Operates within its objectives and provides clear strategic direction
  - Regularly reviews major risks, with systems in place to manage / mitigate those risks
  - Oversees the sound financial health of the organisation, with systems in place to ensure financial accountability

### **Governance**

- Ensure that effective governance arrangements are in place and that the Board incorporates the right balance of skills, knowledge and experience needed to govern and lead PBC effectively
- Develop the knowledge and capability of the Board
- Encourage positive change and address and resolve any conflicts within the Board
- Work within the agreed policies adopted by PBC

### **External Relations**

- Focus on widening networks and identifying and securing new funding opportunities
- Maintain close relationships with key stakeholders / influencers and build new ones from his/her own networks
- Act as a spokesperson and represent PBC where appropriate

### **Efficiency and Effectiveness**

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that directors are fully engaged and that decisions are taken in the best long-term interests of PBC and that the Board takes collective ownership
- Work closely with the Chief Executive to give direction to Board policymaking and to ensure that meetings are well planned, meaningful and reflect the responsibilities of directors
- Monitor that decisions taken at meetings are implemented

### **Relationships with the Chief Executive and the wider management team**

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive ensuring he/she is held to account for achieving agreed strategic objectives
- Support the Chief Executive whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive dialogue within which each can speak openly about concerns, worries and challenges
- Conduct an appraisal process agreed by the Board for the Chief Executive with (an) other director(s)
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support





### **Person Specification**

- Demonstrate visible passion and commitment to the PBC's strategic objectives; strong local connections to PBC's core area of operation or immediately adjoining areas are desirable
- Has the gravitas to inspire and lead an important organisation with a strong track record
- Exhibit strong interpersonal skills and relationship building abilities and be comfortable in an ambassadorial role
- Strong networking capabilities that can be leveraged to secure new resources and opportunities
- Ability to commit time to conduct the role well, including attending events out of office hours
- PBC champions Diversity & Inclusion at all levels and welcomes candidates with a variety of backgrounds and experiences

### **Experience**

- Experience of operating at Chair, NED or a senior strategic leadership level within an organisation (preferably commercial) as an entrepreneur, in an SME or a larger business
- Successful track record of achievement throughout their career
- Experience of governance and working with a Board of directors
- Significant experience of chairing meetings and events

### **Knowledge and skills**

- Broad knowledge and understanding of the social enterprise/third sector and issues affecting it, coupled with a good understanding of finance and fundraising
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Appreciation of digital channels of communication and ways of working would be advantageous

**Board Meeting Calendar:**

<b>Month</b>	<b>Board Meetings</b>
February 2020	5 <sup>th</sup>
March 2020	
April 2020	1 <sup>st</sup>
May 2020	27 <sup>th</sup>
June 2020	
July 2020	29 <sup>th</sup>
August 2020	
September 2020	30 <sup>th</sup>
October 2020	
November 2020	25 <sup>th</sup>
December 2020	
January 2021	27 <sup>th</sup>

The closing date for applications is Friday 4<sup>th</sup> September. These should be addressed, accompanied by a covering letter laying out qualifications for the role and connections to the local area, to our executive search consultants, Clarity as below:

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Managing Partner  
Direct Line: +44 (0) 20 7042 3330  
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Executive Assistant to Fran Minogue  
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