

# Chair of the Board Candidate Pack





# A note from our Chair

Thank you for your interest in the Bromley by Bow Centre. I'm delighted that you are considering joining us at such a vital time for the charity. The Bromley by Bow Centre is a hub for the community in the East London borough of Tower Hamlets. Our purpose is to enable our local community to thrive.

For nearly 40 years we have been working with the local community and key partners to develop and then implement a wide range of services to enable people to overcome some of the key barriers that stop them from thriving. Whether it is providing support with bills, building long-term financial resilience, improving emotional or physical health or gaining skills and qualifications to access employment, we are here.



It's not only about what we do, it is also about how we do it. We commit time and resources to getting to know people. We ask questions that help us to understand the circumstances that brought them to us. Every encounter is an opportunity to discover more, and to find more ways to empower those individuals that seek our support.

Beyond services, we offer a safe, welcoming, green space at the heart of the community: a place where everyone is welcome and can just be, meet and make friends, and access the support they need. And we all know, coming out of the pandemic, how important it is to have a place to be and to connect. We are co-located with a GP practice and are widely recognised as the front runners of social prescribing. Every year we host thousands of people from across the country and the world to learn from what we do and how we do it.

Tower Hamlets is a bustling, vibrant and diverse borough in East London. But unfortunately, Tower Hamlets is also home to deep-rooted social inequality. Our community was already facing significant disadvantage before the pandemic; then the pandemic really ate away at many people's resilience. And just when we thought we were coming out of the tunnel, the cost of living crisis started biting. For our community, that means that there is at this point very little resilience left. As a result our support is more vital than ever.

And this is the challenge we have to rise to. How do we ensure that the support we provide continues to be there, tomorrow, in 6 months, in 3 years, in 10 years. Because some of the issues at play, can't be solved overnight – they are needed now, but they also need long-term, consistent, investment. We are not a nice-to-have, we are not an addition to the support system for communities, we are a core part of that support system and if we don't provide the support, people won't have anywhere else to go.

# A note from our Chair

As a board we need to put all of our energy behind the delivery of our core purpose. We have a clear Statement of Intent. We have a new CEO and a new SLT. We have a wonderful and committed staff team, many of them from the local community. We have assets that gives us some room to invest. We have a reputation many others in our sector couldn't dream of. The question is now how we turn all these strengths and assets into a viable funding model, supporting our delivery for years to come.

I have been on the board of the Bromley by Bow Centre for nearly 12 years and Treasurer for the first 11 of these. I agreed to become Interim Chair in August last year, when our permanent Chair of 9 years decided to step down given pressures on his time. However, my time on the board is nearing its constitutional end. Now is the time for another person to take over as our permanent Chair. As is explained in more detail in the recruitment pack, we are looking for an experienced Chair, passionate about our community and what we do, with the energy and the dedication to support us to achieve our ambition. Mindful of the diversity in our community, we are keen to ensure that the board becomes more representative of those we are looking to support.

The Bromley by Bow Centre offers a challenging yet stimulating and rewarding environment for dedicated trustees. It would be great if you were to become part of it.

Simon Bevan (Interim Chair)

July 2023





# About Bromley by Bow Centre

The Bromley by Bow Centre is a hub for the community in the East London borough of Tower Hamlets. Our purpose is to enable our community to thrive. We provide a wide range of services to support individuals, many facing complex personal situations and longer-term underlying issues, in a holistic and integrated way.

Our programmes are grouped in four main themes:

- Addressing skills gaps, language barriers and gaining qualifications to support access to employment and developing social entrepreneurs
- Advisory Services for energy, bills & housing, money management, accessing state support
- Health & Wellbeing: Social Prescribing (gardening, arts, physical activity, healthy lifestyle advice) and community connection through our Welcome Hub
- Social Care: fun, purposeful daytime activities for people with complex needs providing respite for their carers





# About Bromley by Bow Centre (continued)



***"Our work is based on people's individual needs, because we know that health and wellbeing is primarily driven by social factors, not medical ones.***

***Our model is based on community empowerment and people taking control of their lives."***

Our services are co-located with a GP practice: another gateway to seamless support for diverse needs. These days it is widely accepted that in our poorest communities, as much as 80% of being healthy is directly connected to the impact of social factors. Our model uniquely focuses on meeting both social needs and medical needs, side by side.

Beyond services, we also provide people with a place to be, to come together, to connect. People of all ages, genders, nationalities, faiths and backgrounds use our space. For many this is the gateway to accessing help for the first time.

We help 3,500 people a year, plus their families, to withstand crises and make lasting changes to their lives. With our deep local roots, over half of the people we support live within a mile from the Centre. But the impact of our work reaches far beyond Tower Hamlets - our work is recognised internationally and we share our learning through an active programme of visits, tour and training courses with individuals and institutions from around the globe.





# OUR PURPOSE

To empower our community to thrive. We aim to achieve this through our statement of intent (see page 5)



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## OUR VALUES

- To be compassionate
- be a friend
- have fun
- assume it's possible

# Our statement of intent

The Bromley by Bow Centre is a Hub for the Community

Summarised by one of our employees recently...

*"Not everyone needs support, but everyone needs a community"*

- ♥ We are a local charity
- ♥ Making a difference in our local community
- ♥ We value our staff and volunteers who are essential to what we do
- ♥ We offer person-centred, holistic and integrated support across health and well-being
- ♥ We work in partnership with Primary and Secondary Care
- ♥ As well as a wide range of other local partners
- ♥ We engage widely with our community
- ♥ We offer tailored support to those who need it
- ♥ Our ethos is one of empowerment
- ♥ We amplify the voices of the community through everything we do
- ♥ We learn from what we do and from others
- ♥ We share our learning and support others to build on our success



# Our Commitment to Equity, Diversity & Inclusion

We are committed to increasing diversity and inclusion within our board. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality, and welcoming challenge.

We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you're attending an interview.
- Paying for your travel costs to the centre and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.





# About the role

We have been through a period of change at both senior team and board level.







Prof Ajit Lalvani stepped down from his role as Chair after nine years in post last year. As a leading expert in respiratory disease, the extreme pressure of this professional position (particularly during and following the pandemic) led to his decision to step down. Simon Bevan (previous Treasurer) is currently our Interim Chair but good governance requires that he should hand on the role soon as he is approaching 12 years' service as a Trustee.

At senior team level, Rob Trimble stepped down after 20 years in post as CEO (and nearly 30 years with the Centre) at the end of last year. Over the years, Rob has led the organisation to significant achievements, been a key architect of the Centre's innovative model and helped build an international reputation for its work. Elly de Decker has recently taken up the post of CEO and following a review of the senior team we have also appointed 3 new members to the SLT.

All of this means, that this role comes at an exciting time to really shape our work within the charity. We are now looking for an inspirational leader to join our board as Chair and lead the organisation through the next phase of our development.

The Chair will work closely with the CEO and the Board of Trustees to set the overall direction of the Centre and to ensure that it is well-governed and financially sustainable. As Chair you will bring clarity to the collective responsibilities of the Board of Trustees, setting the conditions for the overall Board and the individual effectiveness of trustees. You will also play a key role in building and nurturing relationships with key stakeholders to develop long-term partnerships in line with our income strategy.

## Core responsibilities and expectations

-  Act as an advocate and effective ambassador for the Centre, quickly gaining the trust of the Board and Trustees as well as the wider employee workforce and maintaining relationships with external stakeholders. Where appropriate developing relationships to gain support and funds for the charity
-  Be personally motivated by the work we do at the Centre with the time required to devote to the role.
-  Uphold governance best practice, providing appropriate support and challenge to the Chief Executive as a critical friend.
-  Ensure the charity is effectively managed, providing leadership to the Board of Trustees and chair trustee meetings constructively
-  Set clear expectations of our culture and values, working with the board to ensure that these are embedded consistently.
-  Working in partnership with the Chief Executive and trustees, ensure that trustee decisions are acted upon in the best interests of the Centre.

# Person Specification

## Characteristics and Experience

- ♥ Personally motivated by the work we do at the Centre with the capacity and desire to devote the time necessary to the role.
- ♥ Experience as a senior leader with a track record of achievement on Boards on which you have sat and organisations you have worked with.
- ♥ Comfortable with knowing when to trust and support, and when to appropriately challenge the senior team.
- ♥ Well-connected and willing to act as an ambassador for the Centre.
- ♥ Experience supporting fundraising activity working with networks alongside experience a odeveloping business plans and strategies
- ♥ Experience of successfully chairing meetings and events and holding people accountable to actions.
- ♥ Experience developing business plans and strategies
- ♥ Able to demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- ♥ Flexibility and a willingness to work in innovative and ways.
- ♥ Ability to work collaboratively with people, businesses and community groups.
- ♥ A local connection to the Bromley by bow community

## Knowledge and skills

- ♥ Knowledge and understanding of the social determinants of health and how they impact on integrated services in a community setting.
- ♥ Understanding of the systemic inequalities and barriers that people in our community face and a commitment to our culture and inclusive practice
- ♥ Understanding of the legal duties, responsibilities and liabilities of trusteeship.
- ♥ Leadership skills, able to build consensus whilst balancing the need for full debate and challenge.
- ♥ Excellent stakeholder engagement and relationship-building skills, both within organisations and externally.
- ♥ Knowledge of financial management including forecasting, budget setting and monitoring income and expenditure.
- ♥ Understanding of risk strategy and management in a charity, not for profit or commercial setting





Help us to deliver  
community  
empowerment



# Additional information

## Location

Hybrid online / Bromley by Bow Centre

## Time commitment

The Board meets four to six (4-6) times per year, at its offices in Bromley / hybrid online. There is one (1) away day per year. The overall time commitment for the Chair is expected to be around two to three (2-3) days per month.

## Conflicts of interest

All candidates will be asked to declare any conflicts of interest. This will be examined to see if an actual conflict exists.

## Terms of appointment

The initial appointment is for a probono/volunteer contract up to three year term with review.

## Remuneration

The position of Chair is voluntary, but reasonable expenses will be reimbursed.

# How to apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Bromley by Bow Centre. If you wish to apply for this position, please supply the following by **23.30 on 20/08/2023**.

It is a requirement of this role to prove **right to work** and this post is subject to a **police check** of previous criminal convictions with the Disclosure and Barring Service (DBS).

Please submit a detailed CV setting out your career history, with responsibilities and achievements.

A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.

Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

If you have further questions after reading this pack, please email [bbbc@inclusiveboards.co.uk](mailto:bbbc@inclusiveboards.co.uk) or call 0207 267 8369.

Please visit [www.inclusiveboards.co.uk/opportunities](http://www.inclusiveboards.co.uk/opportunities) to apply online or send your CV and cover letter to [bbbc@inclusiveboards.co.uk](mailto:bbbc@inclusiveboards.co.uk)



# INCLUSIVE BOARDS

## About Us

*Inclusive Boards* is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

## Contact us today

Improve diversity on your Board, please don't hesitate to contact us via [hello@inclusiveboards.co.uk](mailto:hello@inclusiveboards.co.uk).

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



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