

GROUNDWORK WALES CHAIR CANDIDATE INFORMATION PACK 2025



INCLUSIVE BOARDS

WELCOME MESSAGE

Thank you for your interest in the role of Chair at Groundwork Wales

This is a challenging time for society, but a hugely exciting time for our organisation. Groundwork's origins lie in the economic recession of the 1970s and the first Groundwork organisation was established as a radical experiment in bringing together public and private resources to support communities to tackle social and environmental challenges in tandem.

We work collaboratively to a common strategy led by our Board of Trustees. Along the way we've learned what works to help community organisations become more resilient, to help young people face the future with confidence, to help those who are vulnerable or isolated improve their prospects and networks and to support work to mitigate the climate and nature emergencies.

The experimental approach and entrepreneurial spirit that characterised Groundwork's early years needs to be embedded in the way we apply ourselves to the challenges ahead. Our aim is to help people take practical action on challenges that might seem overwhelming – poverty, health inequality, climate change and nature loss – creating a future that is both green and fair, that puts communities in control of the decisions that affect them and that sees us all living healthier and more sustainable lifestyles.

We're a small team with a busy and diverse workload. Knowing we have an engaged and committed Chair leading a knowledgeable, diverse and supportive board is a huge help in ensuring the Groundwork Wales thrives.

I hope you'll want to join us as we set out on the next exciting phase of our organisational journey.

ABOUT GROUNDWORK WALES

Our charity exists to create a greener, fairer & stronger future for all people, communities and places in Wales. Groundwork is working across Wales to create stronger, healthier communities, responsible business and greater prospects for local people.

At Groundwork Wales, we deliver practical programmes and services that support the current and future wellbeing of our communities and people, and which work towards a more prosperous Wales.

We have been working in communities across Wales since 1990. Working with a wide network of partners, we have made a real difference to people's lives and prospects through our diverse range of [programmes and services](#).



OUR STRATEGY

2023 - 2028

Our Mission: Practical action to create a fair and green future in which people, places and nature thrive.

Why?

- Working with local communities and businesses to build capacity and resilience is vital if we are to tackle hardship, achieve a just transition to net zero and help nature recover in a way that reduces inequality and leads to better work and healthier, happier lives.

How?

- Connecting people with each other, with opportunity and with nature.
- Building knowledge and confidence so that people feel more in control of their future.
- Delivering social, economic and environmental outcomes in an integrated way.

Our Impact

- We help people improve their prospects – increasing confidence, skills, wellbeing and employability and helping those out of work find jobs in the economy.
- We help people create better places – making communities greener, healthier and better prepared for the future and enabling people to work together to bring about change in their local area.
- We help people protect the planet – supporting people and businesses to reduce their carbon footprint, cut waste and take practical action to combat climate change.

OUR COMMITMENTS:

To help more people overcome hardship and isolation:

- Programmes to help people reduce household bills
- Creating community hubs where people can connect with neighbours, access support and volunteer.

To help build the economy:

- Delivering environmental skills and providing routes into green jobs.
- Helping more businesses benefit from sustainability and nurturing green enterprise.

To help those who most need it connect with nature:

- Creating and improving open spaces.
- Helping people improve their health and wellbeing by engaging in outdoor activities and environmental action.

To help more people and places respond and adapt to climate change:

- Retrofitting homes to improve energy and water efficiency.
- Helping communities prepare for extreme weather through training, capacity building and natural solutions.

OUR ORGANISATION:

- Be more impact driven by capturing better data and feedback to support decision making.
- Increase our diversity and capability through better entry level roles and more opportunities for colleagues to learn and develop.
- Lead by example in tackling injustice and the environmental crisis by embedding sustainability , equity and inclusion in the work we do and the way we work.



OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

Groundwork Wales is committed to promoting equal opportunities in employment. We welcome applications from anyone regardless of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race, ethnicity, nationality, religion or belief, sex, sexual orientation, or other difference

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

- Paying for your travel costs to the office 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.
- Providing this document in Welsh, available on request.
- Offering a first stage interview with Inclusive Boards to disabled applicants who meet the minimum criteria for the role.

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

ABOUT THE CHAIR ROLE

Reporting to: Board of Trustees

Accountable to: Charity Commission, Companies House, Funders, Groundwork UK, Welsh Government

Objective:

The Chair performs in a strategic rather than operational role, and holds the Board and Executive Director to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity.

The Chair will also line manage and support, and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and to achieve agreed objectives. They will act as an ambassador and the public face of the charity in partnership with the Chief Executive.



PRINCIPAL RESPONSIBILITIES

Strategic leadership:

- 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 is able to regularly review 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
- Line Manage the Chief Executive

Governance

- Ensure that the governance arrangements 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
- 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

External Relations

- Act as an ambassador for the cause and the charity
- Maintain close relationships with key members of the Government and with key influences
- 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

PRINCIPAL RESPONSIBILITIES

Efficiency and effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

Relationship 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 s/he 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 relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executive to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support

ADDITIONAL INFORMATION

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

PERSON SPECIFICATION

In addition to the qualities required of a Trustee of the charity, the Chair 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 interpersonal 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, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

ADDITIONAL INFORMATION

TIME COMMITMENT

- Minimum of 4 Board meetings per year in person.
- The Chair is also expected to have regular, in-person monthly meetings (for half a day minimum per month) and weekly telephone calls with the Chief Executive, and to represent the Charity at various events and meetings with key stakeholders.
- In addition to chairing the main Board meetings, the Chair has the right to attend any sub-committees, which all meet quarterly.
- A quarterly meeting representing Groundwork Wales as our nominated member to the Groundwork UK board of trustees and federation committee. At least one of these is in person over two days, and they are held across the UK.

LOCATION

- South Wales - or with ability and willingness to travel to South Wales monthly.
- Travel across the UK to attend Federation meetings.

REMUNERATION AND EXPENSES

The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.

CONFLICT OF INTEREST

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



HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of Groundwork Wales. If you wish to apply for this position, please supply the following by 11.59pm on 15/06/2025:

- A detailed CV, setting out your career history, with responsibilities and achievements
- A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification. Please note that the cover letter is an important part of your application and will be assessed.
- 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 GroundworkWales@inclusiveboards.co.uk or call 0207 267 8369.

Please visit www.inclusiveboards.co.uk to apply online or send your CV and cover letter to GroundworkWales@inclusiveboards.co.uk.

INCLUSIVE BOARDS

Our Services



Executive Search



Inclusive recruitment advisory



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Industry based research



EDI audits, advisory & training



Leadership Development (ILM accredited)



Executive Coaching

Contact Us



Website

www.inclusiveboards.co.uk



Phone

0207 267 8369



E-mail

hello@inclusiveboards.co.uk



Social Media

www.linkedin.com/company/inclusive-boards/



Address

The Cursitor, 38 Chancery Lane, London, WC2A 1EN