

CANDIDATE PACK

#ENGAGE

#ENABLE

#EMPOWER



CHAIR OF THE BOARD OF TRUSTEES

★
2021
Winner

GSK IMPACT Awards
In partnership with
The King's Fund

ABOUT SWEDA

SWEDA is a regional charity supporting people affected by eating disorders across the South and West.

Set up in 1992 by a group of people affected by an eating disorder, SWEDA has since provided a range of services for people struggling with anorexia, bulimia and binge eating.

Our services also provide support to family members and friends engaged in the difficult task of supporting someone close to them. SWEDA is a Pro-Recovery organisation based on the principles of Self-Help. We believe in enabling and empowering individuals, who choose to use our service to aid their recoveries, to live as satisfying a quality of life as possible. We are motivated by the importance of honesty, openness and trust in relationships with all users of the service.

Our Vision:

To support everyone affected by eating disorders across the South and West.

Our Mission:

We engage with people affected by eating disorders, including family, friends and carers, by offering hope and enabling access to support services to empower recovery.



OUR 4 CORE VALUES

Compassionate

Hopeful

Ambitious

Accountable

To our clients and each other

We are pro-recovery, believing that recovery is always possible.

We want the best for our clients and for ourselves.

Holding ourselves and the people we work with to a high standard

We believe that all people:

- Have the right to feel they belong and are valued
- Should have the freedom and opportunity to make well informed decisions
- Have the power to change and manage their lives

We endeavour to provide resources and informal, non-stigmatising services, which reflect the needs of the community.

We encourage people to use SWEDA to seek information, support and guidance in order to enhance their opportunities and make informed choices about their lives through the provision of our Support & Guidance sessions, Counselling, Self-Help Groups, College Project and other services.

We are committed to offering opportunities for those in recovery to gain skills and build confidence.



SWEDA is the best place I have ever worked - it is a creative and supportive environment, where everyone has a say and where talents are nurtured

In a recent staff survey, 100% of the respondents agreed that they were proud to be a member of staff at SWEDA



ORGANISATIONAL STRUCTURE

Trustees

Clinical Lead

Chief Executive

Chief Operating Officer

Head of Fundraising

Therapeutic Services Manager

Finance Manager

SERVICE DELIVERY

INFRASTRUCTURE

OXFORDSHIRE

BNSSG

SOMERSET

OPERATIONS

FUNDRAISING

Area Lead

Therapeutic Support Workers

Area Lead

Therapeutic Support Workers x6

Counsellors on Placement

Area Lead

Therapeutic Support Workers

Counsellors on Placement

Support Group

Children's Lead

CYP Therapists

Therapeutic Support Workers

Counsellors on Placement

IT/Data/Digital Manager

Training Officer

SLT PA/
Ops Support

Administrator

Fundraising Manager

Fundraising & Communications Officer

OUR IMPACT

This year, we continued to work with the Children's Outcome Research Consortium (CORC), a project of the Anna Freud Centre to measure our impact.

We use three questionnaires at the beginning and at the end of our work with clients. The questionnaires measure the progress made in a client's eating disorder and their eating disorder behaviours (EDE-Q for adults and EDE-A for children and young people), psychological distress (CORE-OM for adults and CORE-YP for children and young people) and client wellbeing through our own Wheel of Wellbeing.

For adults

87%

of our clients reported an improvement in disordered eating thoughts and behaviours.

83%

reported less psychological distress*.

88%

reported improved wellbeing.

For children and young people

87%

of our clients reported an improvement in disordered eating thoughts and behaviours.

86+%

reported less psychological distress*.

67%

reported improved wellbeing.

This is an improvement on all measures to last year's data, except for wellbeing in children and young people, which has dropped from 73%.

*small number suppression has been applied to protect the anonymity of clients; less than 3 individuals deteriorated or stayed the same.

OUR IMPACT

2023/24 in numbers

1015

individual clients received 1-2-1 support, **32%** increase on last year.

174

children and young people received 1-2-1 support, **33%** more than 2022/23.

310

people signed up to receive our new monthly newsletter

14,789

therapeutic sessions delivered, **27%** increase on last year.

38

support groups were attended by clients and carers.

8,100

volunteer hours contributed by our volunteers

16,000+

people met our specialist staff at fresher fairs, community events and in schools and colleges.

373

professionals engaged through training and events, including school and college staff and GPs.

100%

of SWEDA staff say they would recommend SWEDA as a good place to work.



ROLE DESCRIPTION

Role Title:	Chair of the Board of Trustees
Location:	The South West. The majority of meetings will take place online, however we do like to meet face-to-face a couple of times a year, therefore a willingness to travel to Shepton Mallet (where SLT is based) for these days is essential.
Salary:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Time commitment:	Five Board meetings including the AGM per year, plus subcommittees (tbc). The Chair is also expected to have regular meetings with the Chief Executive, and also represent the Charity at various events and meetings with key stakeholders.
Reporting to:	Board of Trustees

The Chair will hold the Board and Senior Leadership Team (SLT) 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 support and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire SLT of the charity 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

We are looking for a candidate who has the following necessary skills and experience:

STRATEGIC LEADERSHIP

- Ensuring that SWEDA has ambitious and impactful strategies and that the Board delivers effective oversight of SWEDA's strategy, finances and direction
- Provide leadership to the Charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries
- Representing and/or speaking on behalf of SWEDA at events, meetings and functions as appropriate, including liaising with or forming relationships with key donors and funders
- Monitor the performance and impact of the Trustees in fulfilling their duties and responsibilities for the effective governance of the Charity
- Responsibility for the Board operating within its charitable objectives, and provide a clear strategic direction for the Charity
- Put arrangements in place so that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that it can take advantage of opportunities, and manage and mitigate the risks
- Responsibility for the Board fulfilling its duties to maintain sound financial health of the Charity, with systems in place to allow financial accountability

GOVERNANCE

- Responsibility for governance arrangements working in the most effective way for the Charity
- Developing the knowledge and capability of the Board of Trustees
- Encouraging positive change and, where appropriate, address and resolve any conflicts within the Board
- Keeping SWEDA's governance and Board performance under review; resulting in high performance and ensuring full compliance with all relevant legislation and regulation
- Ensuring the experience and skills of Board members meet the organisation's needs, with regular appraisal of trustees
- Working within any agreed policies adopted by the Charity
- Chairing Board and relevant sub-committee meetings, approving agendas, monitoring implementation of decisions

EXTERNAL RELATIONS

- Act as an ambassador for the cause and the Charity
- Maintain close relationships with key stakeholders 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 (CONTINUED)

EFFICIENCY & EFFECTIVENESS

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Trustees should be fully engaged and decisions taken in the best, long-term interests of the Charity, the Board taking collective ownership
- Foster and maintain constructive relationships 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 & THE WIDER MANAGEMENT TEAM

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, as 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
- Maintain 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

TERMS

- The charity's Chair (and board members) will serve a maximum of a three-year term.
- In addition to chairing the main Board meetings, the Chair has the right to attend the sub-committees.

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 commitment to the Charity, its strategic objectives and cause
- Personal gravitas to lead a significant regional 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, delivering presentations and managing stakeholders
- Experience of change management
- Significant experience of chairing meetings and events

KNOWLEDGE & SKILLS

- Broad knowledge and understanding of the Voluntary & Community Sector (VCSE) 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

RECRUITMENT PROCESS

We are accepting applications on a rolling basis, with interviews held when candidates are shortlisted. Shortlisted candidates will be invited to meet with the CEO and then some Trustees before attending a board meeting previous to a decision being made on both sides to proceed.

Please email your CV with a covering letter detailing why you are interested in this role and your relevant experience to admin@swedauk.org



We want our team to represent the diversity of the people and communities we work with. We also want SWEDA to be a place where different experiences, expertise and perspectives are valued and everyone is encouraged to grow and develop. This means that when we are recruiting, we actively seek to reach a diverse pool of candidates. It also means that we are happy to consider any reasonable adjustments that potential employees may need to be successful.