



Role description

Title	UKCP chair
Duration	Max term: 96 consecutive months
Accountable to	Board of Trustees
Direct reports	CEO via the Board of Trustees and the Remuneration, Appointments and Performance Management Committee (RAPMC)
Location	Remote or at the UKCP Office, York House, 221 Pentonville Road, London, N1 9UZ

Main purpose/aims of role

You will be a company director and charity trustee, ensuring that UKCP pursues its charitable objectives, complies with its governing documents and has financial stability.

By chairing board meetings and acting as a spokesperson in line with media policies, you will provide leadership and direction to the organisation and its key stakeholders in order to pursue UKCP’s vision, mission and strategic direction. This will be on authority from the Board of Trustees with advice from the content and engagement team.

You will embed good governance practices in everything UKCP, the trustees, officers, and staff undertake, abiding by the Nolan principles, upholding the trustees’ code of conduct and ethical behaviours, as well as promoting diversity and inclusion.

You will command confidence and collaborate effectively across UKCP and with external stakeholders, and carry out executive duties to advance policymaking and programme delivery.

Note that this is an elected role – the role holder shall be a UKCP psychotherapist or psychotherapeutic counsellor

Company director and charity trustee

The chair shall:

- ensure that the organisation pursues its charitable objectives, as defined in the articles of association, by developing and agreeing a long-term strategy
- ensure that the organisation complies with its governing documents (articles of association, by laws and standing orders), charity law, company law and other relevant legislation/regulations
- ensure that the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- ensure that the organisation defines its goals and evaluates performance against agreed targets
- safeguard the good name and values of the organisation
- ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- ensure the financial stability of the organisation
- protect and manage the property of the charity and ensure the proper investment of the charity's funds
- with RAPMC, follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive officer.

Chair of the Board of Trustees

The chair shall:

- in liaison with staff and the management team, plan an annual cycle of meetings and arrangements
- determine, in consultation with the management team, the content of meeting agendas, the order in which items are taken and the amount of time to be devoted to each
- ensure that the work of the Board is consistent with the constitutional documents and that issues of interest to the wider organisation are appropriately referred
- ensure the Board of Trustees' business is conducted in an orderly fashion and that all trustees obtain a fair hearing
- direct any person be excluded from a meeting for any item of business, for example, on grounds of confidentiality or a conflict of interest

- ensure that decisions represent the collective views of the Board; or when consensus cannot be reached, a question shall be decided by a majority of votes (the chair has a casting vote in the case of equality of votes)
- ensure decisions taken by the Board are clear and unambiguous, and that responsibility for taking forward action points is properly allocated
- monitor the implementation of agreements and action points from previous meetings
- for transparency and accountability, report to the Board of Trustees on a quarterly basis on activities, highlighting achievements, and escalating risks and issues as appropriate
- conduct periodic reviews on the effectiveness of the Board and Trustees and implement improvements as necessary
- support, on completion of the term of office, the incoming chair through the provision of advice and de-briefing.

Other duties

(currently being reviewed; approximate time commitment: 1 day per week)

The chair shall:

- in liaison with staff and the management team, plan an annual general meeting and arrangements
- represent the organisation at functions and meetings, and act as a spokesperson in line with media policies and in liaison with the communications and engagement team
- attend and/or present at other meetings or events as required
- draft briefing notes and communications pieces for internal and external audiences as required
- develop the board of trustees including induction, training, appraisal and succession planning
- address conflict within the Board and within the organisation, and liaise with the chief executive officer to resolve this with the Board
- liaise with the chief executive officer to keep an overview of the organisation's affairs and to provide support as appropriate:
 - take an impartial and independent approach when overseeing regulatory matters

- champion our equity, diversity and inclusion (EDI) and belonging, intersectionality, inclusion, diversity and equity (BIIDE) objectives
- oversee risk management
- give direction to policymaking
- lead, or be a member of, committees, panels and working groups (such as appointments or disciplinaries)
- liaise with the vice-chair to put in place deputising arrangements as necessary
- conduct the chief executive officer's appraisal, seeking input from the Board and gaining sign-off from RAPMC.

This is not an exhaustive list and you are required to be flexible in your approach to carrying out your duties which may change from time to time to reflect changes in UKCP's approach to a culture of continuous improvement.

Person specification

Expected qualities

You should have:

- an extensive understanding of the wider talking therapies environment, regulatory frameworks and professional associations
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a commitment to UKCP and its charitable objectives
- leadership skills, strategic vision and the ability to think creatively
- excellent communication and stakeholder engagement skills with experience of working in an influential role and driving positive cultural change
- experience of board or committee work
- good, independent judgement and the ability to act with impartiality, fairness and the respect confidences
- a willingness to speak your mind, with an ability to navigate complex and sensitive issues with tact, diplomacy and empathy

- a commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- sufficient time to fulfil the demands of the role
- no obvious conflicts of interest with pre-existing roles and activities
- proficient skills with Microsoft Office suite and online/hybrid meetings.

Desirable qualities

You could have:

- experience of effectively chairing meetings, encouraging input from a diverse range of backgrounds
- experience of championing and advancing BIIDE objectives
- experience of managing a ‘volunteer’ workforce.

UKCP behaviours

The post-holder will adhere to the following behaviours, which are based on the fundamental values on how everyone at UKCP works together:

- Recognise each other’s skills, experience and passion
- Commit to engaging others positively and constructively
- Be accountable for the integrity of UKCP and the profession we represent
- Take responsibility for our working culture
- Lead by example.

Remuneration

Unremunerated: reasonable expenses can be claimed in accordance with the expenses policy.

Expected time commitment

Five board meetings per year and one annual general meeting. Other duties – approximately one day per week.