

Role profile for Chair of the Elvaston Castle Development Board

Voluntary position



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Purpose of the Role

You will provide a strong leadership role as Chair of the Elvaston Castle Development Board, ensuring the Board delivers clear and timely input and advice to Derbyshire County Council (DCC) in the early strategic initiation, delivery and implementation of the 10 year Vision and Plan for Elvaston Castle and Estate.

You will champion and direct the work of the Development Board in developing the proposed single management body for Elvaston Castle and Estate.

The duty of all Members of the Board is to act in the interests of the proposed single management body for Elvaston Castle and Estate, rather than to represent any particular interests or causes.

This is a volunteer position which is not remunerated, but agreed travel and childcare expenses will be reimbursed.

Tasks and Responsibilities – what you will deliver

- To lead, chair and facilitate the Development Board, ensuring it provides clear strategic comment and input to DCC as the Vision and Plan is initiated
- To drive the advocacy role of the Development Board during the development of the single management body, ensuring the latter is fit for purpose
- To act as a champion and ambassador for Elvaston Castle and Estate, be passionate about the work of the Development Board and able to communicate this effectively to both the Board and the external world
- To ensure the Development Board applies its resources exclusively in pursuance of its Terms of Reference, and in particular to the Functions set out in Section 3 of the Terms (the Functions effectively form the core work programme for the Development Board)
- To safeguard the good name and values of the Development Board
- To seek advice on issues beyond the knowledge, skills and experience of the Board
- To be the lead 'relationship manager' with DCC and work collaboratively and in a spirit of partnership with DCC in delivering the work of the Development Board
- To ensure that the Development Board complies with its Terms of Reference, as agreed with DCC
- To ensure the effectiveness and efficient administration of the Development Board, with support from DCC, and the associated Secretariat (provided by DCC)
- To advise on the recruitment by the single management body of a Chief Executive for the Estate's operational team
- To effectively delegate work or issues to members of the Development Board, and request support and input from DCC where appropriate

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Person Specification – Knowledge, Skills and Experience needed

Factor	Essential	Desirable
Knowledge	<p>Understanding and commitment to the Vision and Outcomes for Elvaston Castle and Estate</p> <p>A thorough understanding and knowledge of business and/or commercial management, including financial management</p> <p>Excellent networks in (local) government, business, the charity/voluntary sector or more broadly</p>	<p>Understanding and appreciation of the heritage and/or green-space sector, and the range of community and other benefits provided by places like Elvaston Castle and Estate</p> <p>High level understanding of project management</p> <p>Knowledge of the local area</p> <p>Understanding of the management of historic buildings</p> <p>Understanding of the management and conservation of a garden setting</p>
Experience	<p>A strong track record of success in their chosen field (public, private or voluntary)</p> <p>Extensive direct experience of work at a Board and/or senior management level such as Chief Executive, Partner or Director level</p> <p>A breadth of experience of working with complex organisations and developing strategic partnerships</p> <p>Strong experience of chairing and facilitating multi-disciplinary or diverse groups</p>	<p>Experience of major fundraising</p> <p>Experience of business planning, analysis and management</p>

Factor	Essential	Desirable
Skills	<p>Demonstrate strong leadership skills and build consensus – able to work collaboratively but also make hard choices</p> <p>Sound, independent judgement, ability to think creatively and be an effective problem solver</p> <p>Willingness and enthusiasm to devote the necessary time and effort to chairing and developing the Development Board, and the proposed single management body</p> <p>Strategic thinker, able to set direction and see the big picture. Output orientated.</p> <p>Ability to identify, build and maintain support, and influence and negotiate with key stakeholders</p> <p>Ability to spot and effectively manage or delegate high level risk mitigation</p> <p>Excellent communication and interpersonal skills, including communication across a range of media, tact and diplomacy. At ease with diverse audiences.</p>	<p>High level business planning</p> <p>Strong organisational skills</p> <p>Impartiality, fairness and the ability to respect confidence</p>

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Additional Duties for the Chair

Either personally or by delegation, the Chair should:

Liaise with the Secretariat and where appropriate, others from DCC, to draft Development Board agendas and papers

Give direction to Board policy-making

Monitor that advice and counsel provided to DCC is properly considered by DCC

Represent the Development Board at functions and meetings

Act as a spokesperson on behalf of the Development Board (but not DCC) as appropriate

Bring impartiality and objectivity to discussions

Take a leadership role to support Board members, including their induction

Facilitate change and address conflict within the Development Board

Time Commitment

It is expected that the role will require about 2-3 days per month, especially at the initiation of the Development Board. It is likely that this will include some evening and weekend working.

The Chair will need to commit more time than Board members – and be prepared to meet or talk through issues more informally at least once a month with DCC.

There is also likely to be a call on the Chair/Board members for more ad-hoc work from time to time, for example, public facing activity. Being responsive to reasonable requests of this nature is anticipated.

Appointment is for 18 months and may be renewed for a second term to a maximum of 3 years as required (Note: there is a no certainty as to when the Single Management Body will be formally created, and there is no assumption that the Development Board will evolve into the Single Management Body).

Exemptions

The following are not eligible for the role of Chair of the Elvaston Castle Development Board:

- Anyone under the age of 18
- Anyone who has been convicted of an offence involving deception or dishonesty unless the conviction is spent
- Anyone who is an undischarged bankrupt, or is the subject of a bankruptcy restriction order or bankruptcy restriction undertaking
- Anyone who has made a composition or arrangement with or granted a trust deed for, his or her creditors and has not been discharged in respect of it
- Anyone who has previously been removed from trusteeship of a charity by the court or the Commissioners
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986 or is the subject of a disqualification undertaking