

SUMMER 2023

# CHAIR OF TRUSTEES RECRUITMENT PACK

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**GCS**  
GLOUCESTERSHIRE   
COUNSELLING SERVICE

# WELCOME

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I am delighted that you are interested in joining the GCS trustee team.

We are committed to empowering people to make positive changes in their lives and believe that counselling is how this can happen. We are looking for a new Chair to lead the charity through the next stage of our journey.

We have a longstanding legacy, being founded as a charity in 1984 and are Gloucestershire's largest counselling charity that offers counselling services to adults & children. We have significantly grown as an Organisation over the last five years and have played a key role in the COVID response to the mental health crisis and continue to see demand for our services rise. We are committed to ensuring that we reach further into the communities of Gloucestershire and continue to provide the access to counselling services that we are extremely proud of.

As our Chair, you will help us shape the way we work and deliver on our vision. We want to harness your experience and insight as we drive forward on our mission. Together we can champion and action our belief that counselling plays a powerful role in enabling change.

As my tenure as a trustee comes to an end, I eagerly anticipate witnessing the charity flourish and thrive in its next chapter.

If you would like to join us, please get in touch!

**Chair of Trustees, Kath Rooksby**

*Kath Rooksby*



# ABOUT GCS

Gloucestershire Counselling Service (GCS) is a thriving charity providing training and counselling services to the communities of Gloucestershire. Our headquarters are in the centre of Stroud which has been home to GCS since our inception in 1978. We deliver counselling services both from our counselling rooms based around the county and remotely as well as training in counselling skills and counselling qualifications.

We have a dedicated team of over 60 clinical staff and over 40 volunteers who deliver our counselling services and we hold contracts with the Integrated Care Board and Ministry of Justice to deliver counselling services.

## COUNSELLING SERVICES AT A GLANCE

2021/2022



**We are really proud to have supported access to counselling services - 94% of adult counselling sessions delivered are financially supported by GCS**

“  
The Counselling was extremely considerate and caring. I felt comfortable and believed and I could be honest without feeling any judgement.  
”

“  
My counsellor was extremely understanding, patient and sympathetic. She allowed me to speak transparently and then helped me identify links previously unrecognised by myself. My anxiety and panic attacks have subsided.  
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Details about our Training delivery and further information about GCS can be found in our [Annual report](#)

# ABOUT THE ROLE

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The Chair will hold the Board and Executive Team 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 the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executive. GCS has a strong and committed Board who are looking forward to embracing a new Chair - please see details of our board member [here](#).

## LEADERSHIP

- Provide leadership to the Board, chairing meetings and ensure effective functioning of the Board
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability
- 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

## 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 and 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

## EFFICACY & 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

## REPRESENTING THE CHARITY

- Attending internal events and representing the board within the Charity Acting as a spokesperson for the Charity when required
- Fostering and developing relationships with funders, government agencies and other external stakeholders

## RELATIONSHIP WITH THE CHIEF EXECUTIVE

- Establish and build 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

# WE ARE LOOKING FOR

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## PERSONAL QUALITIES

- Demonstrate a strong and passion and commitment to the charity and it's mission of providing professional counselling services which are accessible to all supported by high-quality training courses within Gloucestershire
- 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 attending events out of office hours when required

## EXPERIENCE

- Experience of operating at a senior strategic leadership level within an organization
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience in delivering presentations and/or managing stakeholders Significant experience of chairing meetings and events

## KNOWLEDGE & SKILLS

- 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

# FURTHER DETAILS

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## TIME COMMITMENT

The Chair of Trustees role requires approx. 5 hours per month. The schedule of commitments are; the AGM, 4 quarterly board meetings held at Alma House in Stroud, attendance of sub-committees min. three per year and regular meetings with the Chief Executive (every 2 weeks). There are other key events which all Trustees are encouraged to attend such as the Diploma Awards evening & GCS socials.

## TERMS

GCS Trustees service one term of three years and if re-elected can serve a further two terms.

## RENUMERATION

This is a voluntary role and all trustees are eligible to claim reasonable expenses for attending to the charity's business, including travel expenses for attending meetings.

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## GET IN TOUCH

If you would like to have an informal conversation with the Chair or Chief Executive about GCS we would be delighted to hear from you. Please contact [info@gloscounselling.org.uk](mailto:info@gloscounselling.org.uk)

# HOW TO APPLY

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Please send a CV and cover letter stating why you are interested in applying for the role, how your skills and experience are relevant to the role, how you can add value to the Board and any other relevant information. Please send your application to: [info@gloscounselling.org.uk](mailto:info@gloscounselling.org.uk)

All applications will be treated as confidential. Shortlisting will be carried out immediately after the closing date, and an opportunity will then be made for shortlisted candidates to meet with the Chair and the CEO (most likely online). The interview panel is scheduled to meet on Friday 22nd September - please detail within your application if you are unable to attend on this date. Candidates will be required to complete an eligibility form upon application, please find [here](#)

## COMMITMENT TO DIVERSITY

We are committed to improving the diversity of our Board and we welcome applications from all ages, abilities and backgrounds.

**APPLICATIONS CLOSE 6TH SEPTEMBER AT 9AM**

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