

# Candidate Pack - Board Chair

## Welcome from the Board of Trustees

On behalf of the Board of Trustees, welcome to KEEN London, and thank you for your interest in this important role. This is a particularly exciting time to join us. Demand for our services is growing, and each week we welcome up to fifty volunteer coaches and eighty young people, along with their families.

For many of our families, KEEN provides a unique and vital opportunity—the only chance their young person has to take part in sport or physical activity. We're often described as a lifeline, offering parents and carers the reassurance that their child is safe, supported, and having fun.

Our Board is made up of a dynamic mix of longer-serving members and newer recruits. We're proud to include two parent trustees who bring lived experience as well as a wealth of skills and insight. Together, our trustees offer a strong and diverse range of professional expertise, spanning HR, communications, legal, IT, and more. Our staff team is stable, passionate, and thriving—and our outgoing Chair leaves KEEN in a strong position for the future.

The Board brings together individuals from a wide variety of personal and professional backgrounds, united by our shared commitment to improving physical activity, social interaction, and quality of life for children with disabilities in London.

We are a collaborative, professional, and supportive Board. Every trustee is encouraged to bring their own perspective, and all voices are valued as we work together to make decisions in the best interests of the young people and families we serve.

If you join us, you'll be welcomed into a team of dedicated, compassionate professionals. You'll have opportunities to grow and develop your leadership skills—and, most importantly, you'll be helping to make a meaningful difference in the lives of our athletes and their families.

We look forward to hearing from you.

## About KEEN London

KEEN London is a small but growing charity. Our vision is for every child to have the chance to enjoy sports and leisure activities with nobody left behind due to disability. Demand for our service is high: currently, over 100 families across London are members of the KEEN family and we provide over 6,000 hours of supported care every year to disabled children. As part of a relatively small organisation focused on supporting our local communities, you have the chance to make a real difference in the lives of children with additional needs.

# The Role

## Purpose

The Chair leads the board, ensuring that it governs the charity effectively in service of our vision and mission. The Chair leads in an inclusive way, supporting the Board of Trustees to work together well, and provides support and line management to the Head of Operations.

The Chair is also a spokesperson, ambassador and advocate for the charity.

## Responsibilities

The chair has the following responsibilities:

### Leadership

- Provide strategic leadership to the charity and the Board, ensuring that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations
- Work in partnership with the Director and team to achieve our mission
- Lead the Board of Trustees in ensuring that it fulfils its responsibilities for the governance of the organisation
- Liaise regularly with the Treasurer to maintain a clear grasp of the charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board
- Lead and mentor other Board members to fulfil their responsibilities
- Act as a spokesperson and figurehead for KEEN London (this is desirable)

### Decision-making:

- Creating productive relationships with and among individual Trustees;
- Creating the environment for a high performing board team where challenge and scrutiny are welcomed;
- Preparing for and chairing effective board meetings, liaising with the executive on agenda planning and provision of supporting papers and ensuring that the business is covered efficiently and effectively in those meetings;
- Encouraging all Trustees to contribute their skills, experience and opinions; and
- Acting between full meetings of the Board in authorising action to be taken if necessary

### Governance and advocacy:

- Alongside the other trustees, ensuring that appropriate procedures, processes and controls are in place and followed;
- Managing potential conflicts of interest to ensure probity is maintained and there is appropriate transparency;

- Signing fundraising applications and contracts on behalf of KEEN;
- Maintaining accurate records, such as the appointment of new Board members on Companies House and the website, and completing the annual return to the Charity Commission;
- Maintaining the Trustees' commitment to board diversity, renewal and succession planning, and leading on Trustee recruitment;
- Ensuring all voices at the Board are, and feel, heard in order to build an inclusive culture; and
- Representing KEEN London at functions, meetings and in the wider media

**All trustees, including the chair, are responsible for the following tasks:**

- Supporting and guiding KEEN's purpose, vision, strategic goals, and activities.
- Approving operational strategies and policies, and overseeing their effective implementation.
- Overseeing financial planning, including budgets, and monitor progress against targets.
- Ensuring the organisation is administered efficiently and effectively.
- Identifying, monitoring, and managing key risks.
- Reviewing and approving KEEN's financial statements.
- Supporting the Head of Operations in carrying out their responsibilities and delegated authority.
- Staying informed about changes and developments in KEEN's operating environment.
- Participating in regular governance reviews to ensure best practice.
- Attending Board meetings well-prepared, and contributing meaningfully to discussions.
- Exercising independent judgment, acting lawfully and in good faith to safeguard KEEN's interests above personal or third-party interests.
- Championing KEEN's mission and values by sharing relevant skills, experience, knowledge, and networks.

## Experience and skills

- Proven leadership experience, either as a trustee or a leadership role within a business or charitable organisation
- Experience chairing leadership meetings and steering discussions to a good outcome
- A forward-looking, strategic mindset, with the ability to work with the other Trustees and paid staff to develop and deliver the charity's vision and strategy
- An empathetic understanding of KEEN's work and the families we support
- An inclusive leadership style: able to inspire and support everyone to participate on an equal footing.
- The ability to listen and engage effectively. You are comfortable with healthy debate and are able to encourage that in others whilst fostering a collaborative board environment.
- Advocacy skills - being able and willing to champion KEEN's work through personal networks, social media, and other channels
- A strong personal commitment to equity, diversity and inclusion

- Some flexibility and availability to be generally responsive - As a small charity, things sometimes 'come up' that may require the Chair (alongside other trustees as appropriate) to advise, support or give consent to. It is very helpful to have a Chair who is available and responsive

In addition to the above, the Chair will have the responsibilities and qualities of other Trustees:

- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Effective communication skills and willingness to participate actively in discussion
- A strong personal commitment to equity, diversity and inclusion
- Enthusiasm for our vision and mission

## Other information

### Time commitment

The post-holder will need to commit to preparing for, and chairing the Board meetings every 2 months as well as committing to regular 1:1s with the Head of Operations as the line manager for this post.

This is usually a commitment of around 1-2 days per month of work, on average, although this can be flexible.

This is an unpaid, voluntary position, but any reasonable expenses incurred in the proper performance of your duties as Chair will be reimbursed by the charity.

### Equity, Diversity & Inclusion

We are committed to providing equal opportunities at every level of hiring, both for paid roles and for voluntary roles. We recognise that some candidates may have the full potential and skills to do this role without necessarily having had all of the opportunities to demonstrate experience in every area.

If you feel you have the potential to do this role, even if you don't quite meet all of the criteria, please reach out for a discussion.

Please let us know if you need any reasonable adjustments to submit your application or attend the selection process.

# Contact

To express your interest in this role, please email Emily Gardiner, HR Trustee, at [emily@keenlondon.org](mailto:emily@keenlondon.org) with a CV and covering email by 3rd August 2025.

If you think you may be interested but have any reservations or questions that you would like to discuss, please do not hesitate to reach out to Emily on the email address above to arrange a confidential discussion.

Once the closing date has passed, we will look to start speaking to candidates over the summer; shortlisted candidates will meet with the other Trustees via Zoom for remote interviews. Further details will be shared closer to the time, and we anticipate that we will need to be flexible around school holiday timings.