



Registered Charity No. 1125878

CHAIR OF BOARD OF TRUSTEES: Crystal Palace FC Foundation

Background

[CPFC Foundation](#) is the charitable arm of Crystal Palace Football Club. Our mission is to educate and inspire people in South London to achieve their full potential, through the power of the club as a force for good. We focus particularly on young people and those who need an extra helping hand, delivering programmes to improve health and wellbeing, encourage greater educational attainment, support pathways to employment and promote a safer, more inclusive community in our surrounding boroughs.

In 2016 we engaged with over 13,000 participants, in schools, colleges and out in the community, many in the most deprived areas of South London. We are funded by a combination of Premier League investment and local grants, but these are not guaranteed in the longer term and we need to increase our unrestricted income from other sources such as corporate and community fundraising to ensure our financial stability.

We are recruiting now for a Chair of our Board of Trustees to serve for three years starting March 2017, to work on an unpaid basis to help steer the charity through the next phase of its development.

General responsibilities of the Board of Trustees

- To ensure that the Foundation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the Foundation pursues its objects as defined in its governing document
- To ensure the Foundation applies its resources exclusively in pursuance of its objects
- To give firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the Foundation
- To ensure the effective and efficient administration of the Foundation
- To ensure the financial stability of the Foundation
- To protect and manage the property of the Foundation and to ensure the proper investment of the Foundation's funds
- To appoint the Chief Executive Officer and monitor his / her performance.

Additional duties of the Chair

- Giving direction to board policy-making
- Developing the board of trustees, including appointing new ones where gaps exist
- Working with the CEO to keep an overview of the Foundation's performance and provide support and mentoring as appropriate
- Leading the process of appraising the performance of the CEO
- Setting agendas for and chairing board meetings, and monitoring that decisions taken at meetings are implemented
- Representing the Foundation at functions and meetings, acting as a spokesperson as appropriate
- Acting as a main point of contact, together with the CEO, with the owners of the club
- Sitting on appointment and disciplinary panels as required

Key personal qualities

- Commitment to the Foundation and willingness to devote time and effort to make the Foundation the best in its sector
- A passion for Crystal Palace FC is desirable but not essential
- Strategic vision
- Strong financial acumen
- Strong commercial skills
- Independent and impartial judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Strong presentation, communication and interpersonal skills
- Leadership skills
- Diplomacy
- Commitment to equalities

Proven experience of...

- Leading a similar sized or larger organization in either a Chair or CEO or other Directorship capacity
- Chairmanship of high-level committees
- Securing external investment from donors or commercial partners
- Managing complex relationships between multiple stakeholders with conflicting objectives
- Inspiring staff and volunteers of all levels to throw their support behind an organization's goals
- Financial management of an organization on tight budgets

Equality

- Crystal Palace Football Club endorses the principle of equality and will strive to ensure that everyone who wishes to be involved in the club whether as players, match-day fans, staff, board members, participants in Foundation programmes and other people engaged with the club's activities (for example, suppliers, corporate partners):
 - Has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex or sexual orientation; and
 - Can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their engagement at the club without the threat of intimidation, victimisation, harassment, bullying and abuse.

Safeguarding

- Crystal Palace Football Club acknowledges its duty of care to safeguard and promote the welfare of children, and is committed to ensuring safeguarding practice reflects statutory requirements and responsibilities, government guidance, recognised best practice and complies with Premier League and EFL rules.
- The club expects all staff, players, volunteers, contractors and guests to share this commitment.

To apply

Please email the CPFC Foundation CEO Mike Summers at mikesummers@cpfcfoundation.org with a CV and a covering letter explaining how you meet the requirements of the role and why you want to be considered.

Closing date 5pm on 26th January 2017. A small number of successful applicants will be invited for interview in February with the Board of Trustees, the CEO and a representative of CPFC.