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| <b>Job Title:</b>  | Non-Executive Director |  |
| <b>Reports To:</b> | Chair of the Board     |                                                                                    |

### **Organisation Overview:**

Compass is a national charity working in diverse communities across England, delivering community-based children, young people and family early intervention, prevention and promotion services. Services include emotional wellbeing, mental health, public health nursing, risky behaviours, substance misuse and sexual health and span universal, targeted and specialist provision.

We are commissioned by Integrated Care Boards and Local Authorities to deliver NHS and public health services, working in partnership with education, health, social care and VCFSE partners to build resilience and enable children, young people and families to thrive.

Compass is a values-based provider, meaning all colleagues place equal emphasis on adopting a collaborative and relational approach to working with children, young people, parents and carers, colleagues, partner agencies and commissioners.

Compass is led by an Executive Team, with strategic oversight provided by a unitary Board made up of Executive Directors and Non-Executive Directors who ensure strong governance, effective stewardship and clear accountability.

### **Role Purpose:**

The Non-Executive Director provides independent oversight, constructive challenge and strategic leadership at Board level.

As a Trustee of the charity and member of the unitary Board, the Non-Executive Director holds collective responsibility for the long-term sustainability and delivery of high quality Compass services. The role ensures that decisions taken by the Board reflect strong governance, sound financial management, regulatory compliance and a clear commitment to delivering impactful services for children, young people, families and local communities.

This is a strategic, non-operational role focused on organisational direction, scrutiny and accountability rather than day to day management of the charity.

The post holder shares collective responsibility for ensuring Compass operates in accordance with its charitable objectives, governing documents and legal obligations. This includes acting in the best interests of the charity, ensuring public benefit, managing resources responsibly, exercising reasonable care and skill, and maintaining accountability to stakeholders and regulators.

## **Key Duties and Responsibilities:**

### **1. Strategic Leadership**

- 1.1** Contribute to the development, approval and achievement of Compass' long term vision and strategic objectives.
- 1.2** Provide ongoing support, constructive challenge and independent judgement on strategic proposals.
- 1.3** Review organisational performance against agreed plans and hold the Executive Team to account.
- 1.4** Evaluate risks and opportunities within the external operating environment.

### **2. Governance and Compliance**

- 2.1** Fulfil duties as a Trustee in line with charity and company law.
- 2.2** Ensure Compass continues to operate in accordance with its charitable purpose and for public benefit.
- 2.3** Ensure compliance with the charity's governing documents, statutory requirements and regulatory obligations.
- 2.4** Act in the best interests of the charity, supporting balanced, objective and data informed decision making.
- 2.5** Promote high standards of corporate governance, accountability, safeguarding, social value and equality, diversity and inclusion.
- 2.6** Assure the robustness of financial and risk management controls and systems and internal governance frameworks.

### **3. Financial Oversight**

- 3.1** Scrutinise financial performance and sustainability.
- 3.2** Approve budgets, review forecasts and financial reporting.
- 3.3** Ensure resources and funds are used effectively and in line with charitable objectives.

### **4. Board and Advisory Group Contribution**

- 4.1** Attend and actively contribute to Board meetings.

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| <p><b>4.2</b> Serve on at least one advisory subgroup to the Board.</p> <p><b>4.3</b> Participate in Board development and evaluation activity.</p> <p><b>4.4</b> Contribute to senior Executive appointments where required.</p> <p><b>4.5</b> Review and approve Executive Director remuneration.</p> <p><b>5. Stakeholder and Ambassadorial Role</b></p> <p><b>5.1</b> Act as an ambassador for Compass and uphold organisational values.</p> <p><b>5.2</b> Comply with the policies and procedures of Compass, where applicable.</p> <p><b>5.3</b> Use professional networks where appropriate to support the organisation's aims.</p> <p><b>5.4</b> Undertake mandatory training and periodic service visits to strengthen understanding of operational delivery.</p> <p><b>5.5</b> Provide an accessible and independent point of contact where appropriate, including Freedom to Speak Up routes in line with organisational policy.</p> |
| <p><b>Financial Responsibilities:</b> None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>People Responsibilities:</b> None</p> <ul style="list-style-type: none"> <li>• Act as a buddy to a member of the senior leadership team to strengthen working relationships and organisational knowledge.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <p><b>Qualifications, Experience and Knowledge:</b></p>                                                                                                                                                                                                                                                                               |
| <p><b>ESSENTIAL</b></p>                                                                                                                                                                                                                                                                                                               |
| <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• A recognised professional qualification, significant leadership experience and/or lived experience that provides valuable strategic insight relevant to the governance of a national charitable organisation.</li> </ul> <p><b><u>Experience</u></b></p> |

- A portfolio of high level organisational and governance skills including such things as strategic planning, financial management, risk management, organisational performance management and service delivery and development
- Experience of operating at senior level within an organisation
- Proven track record of developing partnerships and building relationships with other organisations

### **Knowledge**

- Good understanding of operating in a regulated environment
- Politically astute – able to quickly and effectively grasp the environment in which Compass operates appreciating the relevant issues

### **Personal**

- Wide network of relevant contacts and be willing to leverage these to further the business aims of Compass
- Personal and/or professional lived experience relevant to Compass services.

### **Governance and Decision Making**

- Able to consistently attend Board and advisory group meetings and make sufficient time available to prepare for meetings
- Able to review, interpret and challenge numerical, financial and performance information
- Objectively analyses information and evidence in the best interests of the charity
- Willing to speak up, ask questions and provide constructive challenge
- Supports collective decision making and Board accountability
- Demonstrates sound judgement, integrity and independence of thought

### **Leadership**

- Ability to understand vision and strategy, motivating and inspiring others to follow
- Empowers others to lead their own areas of responsibility and holds them accountable
- Recognises the importance of supporting collective decisions and of balancing challenge with assurance and support

### **Interpersonal**

- Expresses own point of view clearly and succinctly remaining calm and objective under pressure and challenge
- Ability to work with a wide range of individuals and organisations and build productive relationships
- Checks own understanding through questioning and summarising

- Is open to others expressing different views and seeks to understand the other's point of view
- Demonstrates a consultative and collaborative approach

### **Strategic Thinking**

- Understands the wider context in which Compass operates and incorporates this into strategic decision making
- Collectively oversees the development and delivery of plans which are suitable and take account of the bigger picture

### **Innovation**

- Committed to and passionate about public service delivery, development and quality improvement.
- Creates an environment whereby innovation is encouraged and recognised
- Adept at leading change and innovation through to successful completion

### **Analytical Approach**

- Able to find common ground on issues, identifying solutions that are effective for all stakeholders
- Balances conflicting interests to find an effective solution
- Facilitates decision making based on complex or incomplete information
- Able to analyse and interpret a series of complex data

### **DESIRABLE**

- Previous experience of being a Non-Executive Director
- Proven ability in delivering services in the voluntary sector in health and social care
- Experience of voluntary sector funding and commissioning arrangements
- Experience of achieving change management and transformation in a complex environment
- Experience of delivering services to children, young people and families, including those at risk, marginalised or vulnerable.

### **Compass Values:**

*The post holder must demonstrate exemplary behaviour in all Compass values, personifying the values and inspiring all colleagues to do the same:*

#### **We are Solution Focused**

We believe in the art of the possible

We believe in being courageous and collaborative

**We Act with Integrity**

We believe our actions speak louder than words

We believe in asking for and offering help

**We are Consistent & Reliable**

We believe tenacity leads to success

We believe that no effort goes to waste

**We Value Each Other**

We believe in treating others as we expect to be treated

We believe everyone has something to contribute regardless of role

**Safeguarding:**

*The post holder must demonstrate and share our commitment to Safeguarding:*

- Work proactively to safeguard and promote the welfare of children, young people and vulnerable adults.

**Equality, Diversity & Inclusion:**

*The post holder must demonstrate and share our commitment to EDI:*

- Actively support a safe, inclusive team culture where colleagues and service users of all backgrounds feels respected and empowered.

Compass is committed to promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding and we expect all staff and volunteers to share our commitment. As part of our safer recruitment process, an enhanced DBS check will be undertaken before appointment as part of our pre-employment checking process and will be rechecked as and when determined by Compass. For further information about what is required in this process please go to [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

Compass is also committed to equal opportunities and expects all those employed or who volunteer to share our commitment.