

Role: Vice Chair - Governance

Organisation: SEDSCONnective

Reports to: Chair of Trustees

Time Commitment: Office hours some evenings to be agreed

Term: 3 years, renewable by agreement

Application: Please send a copy of your CV along with a covering letter to general@sedsconnective.org

Application Deadline: 30 November 2025

SEDSCONnective is an award-winning, highly respected, small, voluntary charity uniquely focused on neurodivergence and hypermobility, offering trustees the chance to make a real difference. We do not have an executive Board or staff.

Role Overview

The Vice Chair (Officer, Governance) is a key leadership role in our voluntary charity not a ceremonial title so the opportunity to make a difference. You will work closely with the Chair to ensure we are legally compliant, well-governed and strategically effective. You will also help lead the board, shape our direction and step in for the Chair whenever needed. This role requires proven experience, energy and a strong commitment to our mission.

All trustees share responsibility for making sure that the charity's money is safe, used properly and accounted for.

Trustees must:

- Act in the interests of their charity and its beneficiaries.
- Protect and safeguard the assets of their charity.
- Act with reasonable care and skill.

Key Responsibilities

- Lead on Governance
 - Ensure the charity complies with its governing document, charity law and all regulatory requirements.
 - Champion best practice in governance, safeguarding and risk management.
 - Work on strategy and tactical documents.
 - Keep organisational policies up to date and relevant.
 - Planning the annual cycle of board meetings subcommittee or other meetings if appropriate.
 - Set agenda with Chair and other general meetings.

- Chair meetings and represent the charity in the Chair's absence.
 - Provide leadership, support, and guidance to other trustees.
 - Direct board policymaking.
- **Board Effectiveness**
 - Work with the Chair to set agendas, ensure focused meetings and track follow-up actions.
 - Support recruitment, induction and development of trustees and charity where appropriate.
- **Strategic Leadership**
 - Play a key role in shaping and monitoring our strategic plan.
 - Bring constructive challenge and fresh ideas to the board.
- **Stakeholder Engagement**
 - Build positive relationships with Patrons, advisers, volunteers and stakeholders.
 - Act as an ambassador for the charity externally.

Person Specification - Essential:

- Minimum 3 years' experience in governance, leadership, or trustee roles (charity or equivalent sector).
- Clear understanding of, and commitment to, the charity's vision and values.
- Organised, dependable and willing to give consistent, hands-on support.
- Strong communication, diplomacy and leadership skills.
- Ability to work collaboratively and take decisive action when required.
- Knowledge of the charity sector's regulatory environment.

Desirable:

- Experience in policy development, compliance, or organisational change.
- Flexibility,

Time & Commitment

- 3-7 hours per week across meetings, preparation, governance tasks and events.
- Trustee board meetings 4 x year plus subcommittee meetings.
- Most work is remote, but occasional in-person attendance is expected.
- This is an active, involved role for someone who has time to give in office hours as well as evening as needed, keen, proactive and deeply aligned with our vision.