



## Chair of Trustees (voluntary role)

### Role Description and Person Specification

John Wesley's New Room is a Methodist Heritage site in the centre of Bristol - the oldest Methodist building in the world. We are looking for a dynamic and vision-filled person to play a pivotal role in leading us forward into an inspiring future, continuing the life-enhancing legacy of John and Charles Wesley and helping to increase our visibility and impact as a heritage site, visitor attraction and space for learning, reflection, enjoyment, and hospitality.

Our **Mission** is to be a heritage site where people come in and go out renewed.

Our **Vision** is to use our historic collection and other resources to bring to life the story and legacy of the Wesleys, offering space for curiosity, reflection, and enjoyment to all.

### Key Tasks and Responsibilities

The Chair of Trustees is required to:

- Chair meetings of the Trustees, usually three times a year, with occasional extraordinary meetings, bringing trustee meetings to points of resolution.
- Chair the monthly Operations Committee.
- Maintain oversight of agendas for meetings and proactively consider matters requiring the attention of the trustees.
- Enable effective conferring, attentive scrutiny and evaluation of reports and the organisation as a whole.
- Oversee the budget and ensure clear, regular budget reports are provided to trustees and staff.
- Encourage and oversee fundraising and grant applications.
- Participate in email correspondence and digital discussion between meetings, both as a trustee and when required in an executive capacity.
- Provide line management and support to the Directors.
- Give direction, motivation, leadership and support to the other trustees, the staff, and the volunteers, with a focus on strategy and aims.

- Promote and enable the vision and mission of John Wesley's New Room, acting as its advocate and cultivating relationships with its stakeholders.
- Ensure the Trustees fulfil their responsibility to report to the Conference of the Methodist Church in Britain.
- Be sympathetic to the ethos and values of the Methodist Church and John Wesley's New Room.

There are three main Trustee meetings a year and monthly Operations Committee meetings to chair. There would be regular meetings with staff, particularly the Directors to provide line management and support, and also two staff-led general meetings a year with volunteers. These are held on site in Bristol or hybrid.

The appointment is initially for three years. References and a DBS check is required.

John Wesley's New Room and Charles Wesley's House are part of the Methodist Church in Britain. Trustees are responsible to the Conference of the Methodist Church in Britain and all trustees maintain collective responsibility. For further information about The Methodist Church please visit [www.methodist.org.uk/about-us/the-methodist-church](http://www.methodist.org.uk/about-us/the-methodist-church)

# John Wesley's New Room Chair of Trustees - Person Specification

## Essential

- Ability in and experience of chairing meetings effectively and to time, ensuring that all have an opportunity to contribute.
- Leadership skills to ensure trustees, staff and volunteers can flourish and bring their very best attributes to aid the mission and vision of John Wesley's New Room.
- Understanding of the business and legal requirements of charitable organisations and the main duties of trustees.
- Ability to handle financial, legal, and people-focussed information at a strategic level.
- Excellent communication, listening and relationship-building skills, including confidence with digital communication.
- Commitment to collaborative working and to the equality, diversity, and inclusion values of the Methodist Church in Britain.
- Ability to hold sensitive matters in confidence.
- Willingness to trust others to carry out their responsibilities and avoid micromanagement.
- Awareness of the principles of risk management.
- Enthusiasm and commitment to John Wesley's New Room.

John Wesley's New Room has a Christian heritage and therefore, sympathy with and understanding of Christian values and ethos would be needed.

## Desirable

- Experience of working at a strategic level within a charity.
- Knowledge and understanding of governance of a charity.
- Business skills, including budget management.
- Knowledge of and interest in heritage sites.
- Local knowledge of and contacts in Bristol.