**ADUK CHAIR   
RECRUITMENT PACK**

ADUK is seeking a new Chair of Trustees to lead the charity in an exciting period of development.

Our new Chair will work with the ADUK board and Development Manager to ensure ADUK develops its presence and influence, whilst continuing to work as an effective umbrella body and hub for assistance dog-related information and good practice.

In particular, the board is seeking a new Chairperson with extensive experience in the Animal Welfare or Disability Sector in order to expand the charities’ knowledge and reach in order to further ADUK’s charitable objects.

ADUK is a coalition of internationally accredited assistance dog charities, all of whom are passionate about working to the highest standards of assistance dog training and welfare and support for assistance dog users. ADUK currently has ten member organisations and six candidate organisations (organisations that are working towards international accreditation).

## ABOUT ASSISTANCE DOGS UK

Assistance Dogs UK is a voluntary coalition of assistance dog charities that have been accredited by [Assistance Dogs International](https://assistancedogsinternational.org/) (ADI) and/or [The International Guide Dog Federation](https://www.igdf.org.uk/) (IGDF).

Assistance Dogs UK (ADUK) was established in 1995 and was run entirely by a board of volunteer trustees, made up of representatives from its member organisations.

In 2020, the Charity welcomed a Development Manager to ensure ADUK continues to develop and remains an effective umbrella body and hub for assistance dog-related information and good practice.

ADUK currently have ten member organisations that have been accredited by Assistance Dogs International and/or The International Guide Dog Federation. We also work with six organisations (candidates) that are working towards the same accreditation that our members have.

ADUK’s current board members are elected from the membership but, as the charity continues to develop, the board is keen to include new perspectives from a range of new trustees. In particular, the board is seeking a new Chairperson from the Animal Welfare, or Disability Sector to expand the charities’ knowledge and reach in order to further ADUK’s charitable objects.

ADUK has recently reviewed its governing document and begun implementing a multi-year strategic plan, so it is a great time to join us.

## CHARITABLE AIMS

ADUK seeks to improve access for people who rely on assistance dogs as well as raising awareness of assistance dogs amongst the public and service providers. We do this by bringing our member organisations together so that they might share their knowledge and expertise to create a range of information and guidance.

ADUK member organisations also share their knowledge and expertise with each other, continually working to the highest standards of assistance dog training and welfare. ADUK promotes and celebrates their work and the life-changing impact that assistance dogs have on the people they are partnered with.

ADUK is a remote organisation so the Chair will need to travel to a range of locations across England once a quarter. ADUK is very open to making any reasonable adjustments to make this possible.

ADUK values diversity in all aspects and strives to provide an environment where everyone can be themselves. We welcome applications from candidates with a variety of backgrounds, skills, views, and access requirements.

## WHAT ADUK CAN OFFER

ADUK welcome a Chair who wants to develop their own skills and knowledge alongside ADUK.

The new Chair will be offered full training about assistance dogs and the relevant legislation, history, and industry. On top of this, we offer our trustees access to a range of governance and leadership training through our membership with NCVO and our online training portal.

Our Chair will have support from the entire Board, the Vice-Chair, and the Development Manager who are all passionate about the role that ADUK can play in improving standards for assistance dog training and welfare and access for those who rely on them. ADUK will cover all reasonable out of pocket expenses.

**CHAIR ROLE DESCRIPTION**

Alongside the normal responsibilities of being a trustee, the Chair will work alongside our Development Manager and Vice-Chair to ensure that the charity operates effectively.

Annual commitments include:

* Four quarterly board meetings a year (in person)
* Short monthly online meetings
* Occasional one-off events and media opportunities

ADUK’s new Chair will focus on our external presence, influence and impact while being supported by a Vice-Chair who will have a more operational membership focus.

In addition to the general responsibilities of a trustee, the duties of the Chair include the following.

* Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation’s charitable purposes in order to provide greater public benefit.
* Chairing and facilitating board meetings.
* Giving direction to board policy-making.
* Ensuring that decisions taken at meetings are implemented.
* Representing the organisation at functions and meetings and acting as a media spokesperson when appropriate.
* Supporting ADUK to broaden its external influence and reputation as a hub of knowledge and expertise by building new networks and relationships with relevant stakeholders and decision-makers.
* Bringing impartiality and objectivity to decision-making.

## WITH THE DEVELOPMENT MANAGER:

ADUK has a full-time Development Manager who is responsible for the development and executive management of ADUK. In partnership with the Development Manager and the Board, the Chairperson will be responsible for:

* Planning the annual cycle of board meetings and other general meetings where required, for example, the annual general meeting.
* Approving agendas for board and other general meetings.
* Developing the board of trustees including induction, training, appraisal, and succession planning.
* Addressing conflict both within the board and within the organisation, and liaising with the Development Manager to address this.
* Liaising with the Development Manager to keep an overview of the organisation’s affairs and to provide support as appropriate.
* Supporting the process of the Development Manager’s performance appraisal.
* Sitting on appointment and disciplinary panels.
* The Vice-Chair will act on behalf of the Chair when they are not available, but generally has a more membership-based focus.

## PERSON SPECIFICATION

In addition to the person specification for a trustee, the Chair should have the following qualities and experience:

Essential:

* Experience as a chair, trustee, or in a leadership role.
* Experience in the animal welfare or disability sector.
* Knowledge of the wider voluntary sector.
* Experience in effective partnership management and collaborative working across diverse organisations.
* Be independent from our member and candidate organisations.
* Tact and diplomacy.
* Good communication and interpersonal skills.
* Impartiality, fairness, and the ability to respect confidences.

Desirable:

* Experience in lobbying and affecting change
* Experience of figure heading campaigns
* Experience in building effective relationships with decision-makers
* An Assistance Dog user.

## APPLYING FOR THE ROLE

To talk about the role further please contact Vicky Worthington, ADUK Development Manager.   
To apply for the role please send your CV and a cover letter to [vicky.worthington@assistancedogs.org.uk](mailto:vicky.worthington@assistancedogs.org.uk)

Closing Date: Online interviews will take place as applications come in but hope to recruit by the end of July.

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