



The Gas Safety Trust

(Charity No. 1110624)

Chair of the GST Board of Trustees

The Gas Safety Trust, was established in 2005 as a registered charitable body, and is the UK's leading gas safety research charity.

The charity has the key objectives of further improving gas/fossil fuel safety for the public and industry throughout the UK and reducing the incidents of death and serious injury from carbon monoxide (CO) exposure. The Trust does this through the funding of research and data collection relating to carbon monoxide poisoning.

We provide grant funding, advice and support to any organisation to carry out research and evidence gathering relating to gas safety. Our current areas of interest are (but are not limited to):

- The possible link between CO and other conditions (co-morbidities)
- CO exposure risks to pregnant women and the foetus
- CO in the leisure environment
- CO emissions from solid fuels

Since 2013 we have awarded £2.5 million to a variety of programmes and projects relating to gas/fossil fuel safety and carbon monoxide exposure.

The Gas Safety Trust also owns the shareholding of CORGI Services Ltd(CSL) and receives dividends from the Company on an annual basis. As the shareholder the control of CSL comes through its governance structure. the appointment of Directors and the quorum for meetings. The articles give the Gas Safety Trust, as majority shareholder, the right to appoint and remove Directors.

Key Responsibilities

Strategic Leadership

- To work in partnership with the Head of Charitable Operations and Trustees to ensure that the charity has a clear vision, mission and strategic direction and that the Trust, the Trustees and Head of Charitable Operations are focused on achieving these



- To ensure that the board of Trustees fulfils its duties and responsibilities for the proper governance of the Charity and works within its charitable objectives
- To challenge and support the Head of Charitable Operations to help him achieve the Trusts objectives.
- Ensure that the Board fulfils its duties to ensure sound financial health of the Trust, with systems in place to ensure financial accountability.
- To represent the Trust, with the Head of Charitable Operations., to external stakeholders.
- Ensure that arrangements are in place for the Board to review the performance of CSL and its Board of Directors on a regular basis , to monitor the financial health of the Company and that systems are in place to ensure financial accountability.

Governance

- To steer the Board in identifying Key governance decisions
- Managing potential conflicts of interest to ensure probity is maintained and there is appropriate transparency
- Ensure that the trust has an appropriate Governance structure for its stage of development and its charitable objectives
- Ensure that the Board's delegated authority is in place and recorded by means of terms of reference for Board Committees, job descriptions for key staff and officers, reporting procedures etc.
- To work with the Board to ensure that the Board has the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and that the Board is diverse and representative. Ensure appropriate succession arrangements are in place for Trustees, with an open and fair recruitment process for Trustees, future Chairs and Key staff.
- To chair meetings of the board of Trustees and ensure that board decisions are made in the best long-term interests of the charity and that the board takes collective ownership of these decisions.
- Ensure that decisions taken at meetings are implemented.



- In partnership with the Head of Charitable Operations develop an annual programme of board meetings and away days and ensure the relevant agendas and papers are prepared in good time for board meetings.
- To ensure that CSL has an appropriate Governance structure in place, and that regular reviews are undertaken with the Board of Directors to consider the performance of the Company, its financial position and future strategy.
- To manage, with the Board, removal and appointment of Directors of CSL as appropriate.

External Relations

- Act as ambassador and spokesperson for the organisation where appropriate.
- Maintain close relationships with key members of parliament/government and other key stakeholders
- Represent the Trust at external functions, meetings, and events
- Facilitate change and address any potential conflicts with external stakeholders.

Head of Charitable Operations

- Build a strong and effective working relationship with the Head of Charitable Operations and develop an open and supportive relationship.
- Ensure that there are regular one to one meeting when both parties can talk openly, discuss challenges and progress, agree expectations, and plan and prepare meetings
- Ensure that the Head of Charitable Operations performance is reviewed informally at regular one to one meeting and more formally once a year.
- Ensure that the Head of Charitable operations has opportunity for professional development
- Hold the Head of Charitable Operations accountable for the quality of Board papers.



Person Specification

- Experience of operating at a strategic level in an organisation
- Broad knowledge of gas/fossil fuel safety and specifically Carbon Monoxide Poisoning
- Experience of external representation, delivering presentations and working with a wide range of stakeholders at a senior level. This includes working with media and occasionally TV, for example on an annual “Radio Day” Media training can be given.
- An established network of key stakeholders including government is desirable and a willingness to use influence with them.
- Significant experience of chairing meetings and events.
- Experience of Charity governance and working with or as part of a Board of Trustees

Further Information

- Remuneration
 - As with all Trustees, the role of Chair is not accompanied with Financial Remuneration. Reasonable travel and other expenses may be claimed
- Meetings
 - There are normally 4 main Board meetings a year , typically lasting about 2/3 hours and an additional Strategy Day.
 - They have typically been held in central London.
 - There are 3 sub-committees, Grants, Finance and Marketing , each being chaired by a Trustee. The Chair is invited to attend the Committees. These are held 4 times a year, by telephone conference
- Term of office
 - There is no fixed term of office. Each Trustee’s appointment comes up for renewal on a rotating 3-year basis – it is expected that the Chair would serve a minimum 2 terms (i.e. 6 years)



- Current Trustees

We currently have 12 Trustees with a good mix of skills across a wide range of disciplines. We are currently looking to recruit an additional 2/3 trustees. Current Trustees are

- Andy Shaw – Academic, Science, Built Environment
- Chris Bielby – Gas Industry, Carbon Monoxide Policy
- Helen Atkinson – Marketing and PR
- Julian Allsopp - Finance
- Karen Gillespie - Legal
- Mark Hazelton – Fire Service, First Responders
- Pat Fulker – Human Resources
- Paul Overall – Built Environment, Government Policy
- Roger Webb – Gas Industry, Engineering
- Susan Bews – Medical and Healthcare

Find Out More

To find out more information and to have an informal conversation about this role, please contact Adrian McConnell, Head of Charitable Operations – adrian@gassafetytrust.org

The deadline for applying is Friday 27 November 2020.