**Non-Executive Director job description**

**Job Summary**

To provide independent challenge, scrutiny and assurance to the Board and its Executives and to participate and contribute in its deliberations.

**Main responsibilities**

 To assist in establishing and maintaining the overall strategic direction of the Children’s Quarter.

To ensure that the statutory and governance duties of the Children’s Quarter are discharged effectively; and that the interests of a wide range of stakeholders are properly considered.

To assist in ensuring a culture of continual improvement and performance management.

**Role as a Member of the Board**

Assist in ensuring that all statutory duties are discharged, and that the Children’s Quarter takes proper account of directions or guidance issued by Government and other Statutory Bodies together with ensuring that it operates within the limits of its statutory powers.

Assist in establishing the overall strategic direction of the Children’s Quarter for the discharge of its statutory duties and other defined tasks, projects and financial probity.

Assist in promoting an integrated ethos throughout the Children’s Quarter and foster a culture where safety is paramount.

**Knowledge, Skills and Abilities**

* Provide experienced, intelligent advice to the Chairman and Chief Executive.
* Provide constructive challenge to the policies, proposals and plans developed by the Children’s Quarter, and contribute to the development of strategy.
* Ensure that decisions made by the Board follow proper procedures, are supported by sufficient high-quality information and are robust and defensible.
* Support the executives in leadership of the Children’s Quarter while monitoring their conduct. And to assist to develop the Children’s Quarter to meet its future challenges and responsibilities.
* Scrutinise the performance of management in meeting agreed goals and objectives, and monitor the reporting of performance.
* Ensure that financial information is accurate and that financial and operational controls and systems of risk management are robust and defensible.

**Personal experience and attributes**

Board level experience in either the private or public or voluntary/third sector sector in a organisation involved with families, children and young people would be desirable.

Together with experience in one or more of the following areas:

* Corporate Governance, risk management and control providing stewardship and assurances
* The policy making process

**Necessary attributes include**:

* Strategic understanding of the context for within which services for those with additional needs and wider children’s services are delivered and provided
* Highest ethical standards of integrity and probity
* A personal style that demonstrates authority, commitment and consistency, and inspires trust and confidence
* Active acquisition of knowledge necessary to inform decisions and discharge responsibility
* Willingness and ability to seek and challenge information to reach decisions
* Complex problem solving and critical reasoning skills, evaluating and analysing information
* Open and impartial decision making, sound judgement
* Political and economic awareness
* Strong interpersonal and communication skills.