



Vacancy

Abortion Talk Chair of the Board of Trustees

Role title: Chair of the Board of Trustees

Direct reports: Co-Directors x 2

Remuneration: The role of the Chair is a voluntary duty not accompanied by any financial remuneration. Reasonable expenses may be claimed.

Location: Virtual / Remote

Time commitment: Two days per month.

About Abortion Talk

Abortion Talk is a small charity which re-launched with new programmes last year (2021). Our mission is to destigmatise abortions, one conversation at a time.

Our pro-choice and pro-voice volunteer-led Talkline is open 3 evenings a week between 7pm and 10pm. The Talkline provides callers with one-to-one support and space to talk about their abortion experiences. The Talkline is for anyone with Abortion experiences. This includes health professionals, those who have had or are thinking about an abortion, and those who have supported loved ones with their abortion decisions.

We also offer facilitated workshops. Provider Workshops affirm the value of abortion providers, create connections with colleagues, and improve wellbeing. Abortion Conversation Workshops cover the rewards and challenges of talking about abortions, and how to be the best support people we can be in our communities.

Role summary

The new Chair will bring their passion, commitment and strategic leadership skills to contribute to Abortion Talk's development.

The role of the Chair is to provide leadership and direction to the Board of Trustees. The Chair's aim is to enable the Board to fulfil their responsibilities for the overall governance



and strategic direction of the charity. The Chair will help us maximize the potential of our Talkline and Workshop programmes and help grow the charity sustainably.

The Chair will ensure that the charity complies with the governing document of Abortion Talk as well as Charity law and any other relevant legislation or regulations. The Chair will make sure that the charity pursues its objectives as defined in its governing document (Articles of Association).

The Chair and the Vice Chair, along with those Trustees leading working groups, form a core group who lead on tasks between Trustees' meetings. The Vice Chair will play a key role in convening this group and supporting the smooth running of the annual Board cycle while the Chair will work closely with the Co-Directors in setting the agenda for each Board meeting and reviewing any papers ahead of their circulation to the full Board. The Chair's role is also to work in partnership with the Co-ordinator, helping them achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and staff/volunteers.

Main responsibilities of the Chair

In addition to general responsibilities as a Trustee, the Chair has several specific commitments:

- **Leadership** - Ensuring that the Board of Trustees fulfils its responsibilities for the effective governance of the charity and working closely with the Co-Directors.
- **Risk Mitigation** - Ensuring that the risks faced by the organisation are well-understood by the Board and are effectively mitigated by the Co-Directors.
- **Policy Development** - Ensuring that Abortion Talk has the appropriate policies and procedures in place, and to take responsibility for developing new policies and procedures where required.
- **Chairing** - Effectively Chairing and facilitating Board meetings and the annual Trustee strategy session in a way that aligns with Abortion Talk's values.
- **Working Groups** - Being a member of one of the three working groups where appropriate.
- **Annual Trustee Report** – Preparing an Annual Trustee Report, along with the other Trustees, for submission to the Charity Commission.
- **Ambassador** - The Chair will be an effective ambassador for Abortion Talk.



Person Specification

- Strong personal commitment to the Abortion Talk’s mission, vision, and values.
- Strong personal commitment to intersectional and gender-inclusive approaches.
- Knowledge of the type of work undertaken by Abortion Talk.
- The ability to devote the necessary time and effort to their duties as Chair and Trustee.
- Comfortable representing Abortion Talk externally and the ability to be an impactful, authentic and inspiring spokesperson for the charity.
- Willingness and ability to use personal connections and networks to advance the charity.
- Integrity, and the ability to make decisions.
- Experience of managing or leading teams.
- Strong communications skills - including listening skills, and knowledge of destigmatising language when talking about abortions.
- Ability to work effectively and collaboratively as a member of a small team.
- Understanding of the role of Boards, good governance and the legal responsibilities and liabilities of a Trustee.
- Previous experience of policy creation and development.
- Previous experience of committee/trustee work.
- Previous involvement with the voluntary/charity sector.
- Must be pro-choice on abortion.
- We are particularly interested in applications from candidates with experience of abortion care or research. We value the insight this experience brings to shaping our strategy and policies.

Time Commitment

The time commitment for the role of Chair is expected to be two days per month, on average. This is an estimate, and at times more or less time may be needed.

The Board meets at least four times per year, once every quarter.



The Chair of Trustees will be welcome to attend meetings of the Working Groups, listed below, which have their own additional time commitments:

- Fundraising Working Group
- Talkline Working Group
- Communications Working Group

It is important that the Chair can liaise with the Co-Directors over email on a regular basis.

Trustees are appointed for a term of three years and can be reappointed for up to 3 consecutive terms, in line with Abortion Talk's Governing Document.

How to Apply

To apply for the role of Chair within Abortion Talk's Board of Trustees, please send the following documents to info@abortiontalk.com :

- Your CV
 - Contact details for two professional references
 - Your answers to the following 3 questions in a cover email or attached cover letter:
1. Why are you interested in becoming Chair of Trustees for Abortion Talk and how does the opportunity fit with your personal and professional development?
 2. What do you perceive are the key opportunities and challenges facing Abortion Talk?
 3. Drawing on your skills, experience and expertise, and with reference to the Person Specification and Role Description, how would you approach the role of Chair of Trustees for Abortion Talk?