

Underrepresented Communities Project Steering Group

Role Description: Chair

Outline: The Chair will lead the Project Steering Group ensuring that it fulfils its responsibilities under the terms of the Underrepresented Communities Project. The Chair will work closely with the Local Growth Operations Manager and steering group secretary to ensure the administrative functions of the Project Steering Group are adequately supported.

The responsibilities of the Chair:

- Objectively and impartially chairing and facilitating Project Steering Group meetings.
- Planning the annual cycle of Project Steering Group meetings and setting the agenda for Project Steering Group meetings.
- Monitoring that decisions and actions agreed at Project Steering Group are implemented.
- Steering closely with Local Growth Operations Manager to ensure there are long term and short term goals and the role the Project Steering Group play a part in helping to achieve these.

Skills for a Chair:

- Communication and inter-personal skills
- Ability to work as part of a team
- Able to think creatively and solve problems
- Able to handle and resolve conflict effectively
- Willing to speak one's mind and listen to the views of others
- Able to maintain independent and objective judgement
- Willing to actively contribute to the strategic vision of the Project Steering Group
- Willingness to take decisions which will further the work of the Project Steering Group