



Role Description

Willenhall Pride In Place Neighbourhood Board – Chair

We're excited to announce that the Pride in Place programme, which is delivering £20 million of government funding in Willenhall, is seeking a Chair for its Neighbourhood Board.

We expect this role to be voluntary, similar to that of a school governor or charity trustee, with reasonable out of pocket expenses reimbursed.

To open the position up to candidates who might otherwise be unable to put themselves forward, a small basic payment may be provided to remunerate Chair time – this would be discussed at appointment.

The Role

To deliver the Pride in Place Programme, Neighbourhood Boards are being set up in every funded neighbourhood across the country. Each Board will be led by an independent Chair – someone who can bring communities together to share their ideas in an open and collaborative way. The Chair's primary job is to be a champion for their place and to embody the community-led spirit of the programme. The Chair should have a deep connection to Willenhall (either living or working there) and can be new to this kind of work. What matters most is a commitment to seeing change through and improving the lives of those in the community.

The Boards will be responsible for developing the Plan that will set out a 10-year vision for driving positive change in Willenhall and identifying the priority projects/areas of activity for spending the £20m of funding allocated that will result in Willenhall having a stronger community, being a more thriving place, and where the community feels more empowered to shape longer-term improvements to their place.

More detail on what will be expected of Pride in Place Neighbourhood Boards and the Pride in Place Programme more generally can be found in the [programme prospectus](#).

The Chair will work closely with the Member of Parliament and local elected representatives and other stakeholders to:

- Drive forward Pride In Place projects that transform people and place within Willenhall.
- Assist the Member of Parliament in the recruitment, training, support and mentoring of members of the Neighbourhood Board.
- Act as an ambassador for and promote and champion the work of the Board, and act, alongside the MP, as the public face.
- Liaise as required with press and media, and representatives of local business, third sector, religious, community and voluntary groups as well as schools and health and care providers.
- Act as an independent and impartial Chair of regular meetings of the Board, ensuring all stakeholders' views are reflected.
- Facilitate the preparation and collation of project proposals for submission to the Board.
- Oversee the construction, implementation and ongoing review and monitoring of the Neighbourhood Plan
- Ensure proper governance and management of the Board, working with officers of Coventry City

Council with regard to financial accountability.

The independent Chair is best when they act as a proactive, trustworthy convenor who:

- Is deeply connected to their community and fiercely committed to making it an even better place to live.
- Can bring together different voices from across their community, to shape a collective vision for the future of their place.
- Has local credibility and will be respected as a leader – even if this is their first leadership role.
- Ensures that all voices are heard and that Board discussions are collaborative.
- Is adept at finding consensus, navigating conflict calmly and impartially, never allowing ego to get in the way of progress.
- Brings together community groups and prioritises community engagement as a central pillar of the programme.
- Is clear about their own knowledge gaps and considers how the makeup of the Board complements this.
- Thinks laterally and creatively about solutions to problems and ways to draw in community voices.
- Acts as a public face and represents the Board externally, and brings figures of different political stripes together.

The Chair should not be:

- A gatekeeper or clique-builder; the Board should have a range of voices, including ones that differ from the Chair's.
- Seeking to push personal agendas – this is about what the community wants.
- The only decision-maker or expert in the room.
- The day-to-day delivery lead: this is a strategic post.

Main Duties & Key Accountabilities
Act as a champion for the place and provide leadership for the Board, ensuring it is community-led and embedded within the local area.
Lead on appointing members of the Neighbourhood Board, working with Coventry City Council and Coventry East's MP.
Leading the Neighbourhood Board on driving development of the Pride in Place Plan – supported by Coventry City Council.
Leading Neighbourhood Board members to drive input and buy-in from the Willenhall community, both in shaping the Pride in Place Plan, and during programme delivery.
Lead on identifying the projects or services that the Pride in Place funding should be spent on.
Chair meetings of the Neighbourhood Board – ensuring that delivery of the programme is meeting the objectives of the Pride in Place Plan, and is progressing against agreed milestones, budgets and targets.
Lead on ensuring that all Programme activities in Willenhall are in line with the principles and objectives

of the Pride in Place Programme as stated by Government – supported by Coventry City Council.

Standard Information

Post holders will be accountable for

- Carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and Coventry City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- Attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- Any other duties and responsibilities that would be expected of the Chair.