A picture containing text, clipart

Description automatically generated

**Role Description and**

**Skills, expertise and knowledge criteria for**

**BASW Chair**

**Key accountability:** To the membership, to Council and to the social work profession

**Summary responsibilities:**

1. To champion and be a spokesperson for the British Association of Social Workers (BASW), its members, the social work profession, our [values and ethics](https://new.basw.co.uk/policy-and-practice/resources/basw-code-ethics-social-work-0)
2. To lead on achieving [BASW’s 2025 Vision and Mission](https://new.basw.co.uk/about-basw) and our transformational priorities:
   * + *promoting equality, diversity and inclusion across all parts of BASW;*
     + *involving and working in co-production with experts by experience;*
     + *promoting sustainability and environmental justice.*
3. To chair, facilitate and support Council (the Board of BASW Directors), to make effective decisions and to ensure oversight of all BASW business
4. To understand, promote and protect members’ interests and to further develop the involvement and engagement of our diverse membership
5. To work collaboratively and effectively with Council, the Chief Executive and other staff to achieve our plans

**Other responsibilities:**

**In respect of Council**

1. To lead and chair Council in all its strategic and operational responsibilities.
2. To act as a company director of BASW, the not-for-profit company, [limited by guarantee](https://www.gov.uk/limited-company-formation)
3. To be responsible for agreeing the Council agenda and to work with the Chief Executive to determine how the agenda is managed, discussed and prioritised for decision making.
4. To work closely with the other Honorary Officers (Vice Chair and Honorary Treasurer), sharing responsibilities and tasks and asking for deputisation when required.
5. To support Council members in their roles including ensuring effective induction, communication channels and ongoing development in role.
6. To encourage and support all Council members to be engaged, motivated and feel able to openly contribute to Council discussions and decisions.
7. To work closely with the Chairs of Standing Committees and the Equality, Diversity and Inclusion Advisory Group to ensure effective two-way communication with Council.
8. Any other relevant and appropriate duties to ensure the effectiveness of Council, as required.

**In respect of the Membership**

1. To understand, promote and protect the interests of the members and ensure that the Association pursues its agreed objectives, Vision, Mission and multi-year business plans (and any future plans adopted by Council/the membership).
2. To ensure the development and inclusivity of BASW’s core services and support to all members (e.g. through Advice and Representation, branches and groups, other support and learning activities).
3. To chair the AGM, any other General Meetings and major Association events where possible.
4. To represent the Association externally, in the UK and internationally, in line with BASW’s external affairs strategy.
5. To provide written and other communications to members e.g. through articles in Professional Social Work magazine, for e-bulletins, podcasts, blogs/vlogs, external media etc.
6. To receive and respond periodically to member queries and complaints.
7. To uphold the BASW UK Code of Ethics including through consideration of members referred to the Conduct Committee.
8. To represent BASW members and UK social work within the International Federation of Social Workers.

**In respect of social work and social workers across the UK**

1. To act as a visible leader and spokesperson for the profession across all four nations of the UK, including in the media.
2. To promote good practice and sufficiently resourced and supported social work services.
3. To develop the professional support and development role of BASW and raise our standing as the professional association for all social workers.
4. To use expertise in one or more aspects of social work and act as a role model to the profession.

**In respect of the Chief Executive and staff group**

1. To take primary responsibility for all aspects of the Association’s employment relationship with the Chief Executive, including terms and conditions of employment and supervision.
2. To develop an effective, collaborative and mutually supportive working relationship with the Chief Executive in pursuance of clear, shared objectives.
3. To build effective working relationships with the staff group, supporting excellent working and employment practices and an enabling, learning culture across the association

**In respect of the Association as a whole**

1. To develop and maintain productive relationships with a range of external organisations and partners e.g. other social work and related organisations in the UK, the International Federation of Social Workers and expert by experience organisations.
2. To represent and promote the Association at events and with external stakeholders.
3. To support Honorary Officers and other Council Directors and members to act as spokespeople/representatives of the association.

**Personal skills, expertise and knowledge criteria for BASW Chair**

Your nomination form should reflect how you meet the criteria for the role

1. Hold a social work qualification recognised in the UK.
2. Have a recognised and credible track record in expert social work practice and/or development.
3. Have good understanding and connection with contemporary practice, developments and challenges.
4. Be motivated and skilled in promoting the social work profession and the vision and mission of the Association.
5. Have excellent professional writing and verbal skills, including public speaking and presenting.
6. Have effective leadership and chairing skills and experience.
7. Have the ability and willingness to promote social work and the Association through the press, social and broadcast media.
8. Be able to lead organisational policy, business direction, strategy, governance and risk management through collaboration with members, stakeholders, the CEO and other staff.
9. Be able to build relationships with diverse stakeholders across the UK e.g. front line practitioners, students, academics, experts by experience, campaigning organisations, employers, governments and policy makers.
10. Understand and meet the demands leading a UK wide organisation across four distinct nations.
11. Be able to secure a time commitment for the work of the Association of up to two days per week on a routine basis and for longer periods on occasional overseas travel (mainly) for IFSW business.
12. Meet all the eligibility criteria laid out in guidance above.

November 2023