

Religion and Belief Forum Chair role description

Purpose

The purpose of the Religion and Belief Forum chair is to provide effective leadership of the Forum in meeting its objectives, ensuring appropriate structures and processes and a productive culture, as well as to ensure compliance with University's governance and strategy.

Main Duties and Responsibilities

The Chair will work collaboratively with the Religion and Belief Forum, the EDI Unit (including the EDI Consultant leading on Religion and Belief) and the PVC CEI to fulfill the remit of the Steering Group.

Steering Group

1. Work collaboratively and in consultation with the EDI team (including the nominated EDI Consultant) and the PVC CEI to fulfil the remit and aims of the role.
2. Set clear expectations and uphold the values of Sussex.
3. Determine Religion and Belief Action Plan objectives and support members of the Steering Group to complete tasks related to these objectives.
4. Facilitate a positive working environment in accordance with the Dignity, Respect and Inclusion Policy, where everyone can have their say, where challenge and scrutiny are welcomed, and Steering Group members are given proportionate responsibility.
5. Instigate and facilitate discussions relating to Religion and Belief Action Plan, including progress and current areas of work as well as pending actions.
6. Evaluate the progress of the Forum. This will include reviewing attendance and contributions of members, monitoring progress, and taking necessary action to mitigate lack of progress.
7. Plan, attend and chair the Forum, ensuring regularity of meetings, liaising with the Secretary and EDI Team to ensure that business is covered efficiently and effectively in meetings.
8. Recruit members of the Forum in conjunction with the nominated EDI Consultant and the AD CEI.

Governance

1. To promote the activities of the Forum to senior management teams and committees.
2. To ensure compliance of the Forum with University governance arrangements.
3. To represent the Forum at meetings and events and promote its work.

Person Specification

1. A level of seniority at the university with experience of governance structures such as boards and committees
2. High level of knowledge and experience of the Higher Education sector.
3. High level of knowledge of Religion and Belief issues, especially as they present in the HE sector.
4. Ability to understand complex strategic issues, analyze and resolve difficult problems.
5. Proven leadership skills and an ability to foster cohesion.
6. Highly developed interpersonal and communication skills.
7. Sound, independent judgement and diplomacy.

Commitment

1. To serve for a minimum of one year, with a maximum term of three years.
2. To arrange and attend termly Forum meetings.
3. To attend other formal and informal meetings or events as invited.
4. To meet with members of the Executive where required to support Forum objectives.
5. To declare any conflicts of interest.