



**THE CIVIL SERVICE RETIREMENT FELLOWSHIP
Job Specification for the post of National Honorary Chair**

Chair - Job Description

Appointment Title	National Honorary Chair
Organisation	The Civil Service Retirement Fellowship
Location	London
	July 16 th 2024
Start date of appointment	
Closing date for applications	Jan 31 st 2024
Length of appointment	3 years
Time commitment	6-8 days a year (this includes 4 virtual Board meetings)
Remuneration	None
Expenses	Yes

Role Specification	<p>The Civil Service Retirement Fellowship is a registered charity. The purpose of the Fellowship is to relieve, through friendship and support, the problems associated with old age amongst its beneficiaries.</p> <p>It receives no government funding and is supporting by fundraising and subscriptions (annual supporters who sign up to make an annual contribution/donation).</p> <p>Its beneficiaries are all retired Civil Servants their partners, widows and widowers of civil servants.</p> <p>The Fellowship is a national organisation which operates at a local level throughout the UK through some 50 groups all staffed by volunteers. The groups run various social activities.</p> <p>The CSRF also runs three national befriending services which provide companionship via telephone, home visit or letter. It also operates a Freephone Helpline that is used to provide advice and guidance on a wide range of topics relevant to later life. These are supported by a network of relationships with other organisations such as Age</p>
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	<p>UK and Independent Age.</p> <p>The charity is directed by a Board of Directors and administered by a Chief Executive/Company Secretary and a small team of part-time staff ('Fellowship Office') in Greenwich.</p> <p>The Board comprises a Chair, Vice-Chair and Treasurer, and four Elected Posts from within the CSRF community to represent groups, befriending services and later life issues. In law all Board members are executive trustees.</p>
<p>Person Specification</p>	<p>Nominations are sought from serving (including those coming up for retirement) and recently retired senior civil servants. The ideal candidate will have:</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> • Good leadership and management skills • Experience of Change Management • A knowledge of the current Civil Service • Some understanding of the issues facing those in later life • Some knowledge of the charity sector • Experience of Committee work <p><u>Preferred</u></p> <ul style="list-style-type: none"> • Experience in Communications, Fundraising and Marketing
<p>How to apply</p>	<p>The CSRFs procedures encompass the principles of equal opportunities. In making an appointment, the CSRF does not unfairly discriminate on the basis of age, disability, marital status, sexual orientation, race, colour, nationality, ethnic or national origin, religion or community background.</p> <p>Further information can be obtained from:</p> <p>David Tickner, Company Secretary The CSRF, Unit 11, Pepys House Greenwich Quay Clarence Road LONDON SE8 3EY</p> <p>Letters of application, setting out your background, experience and skills should reach</p>

	David Tickner no later than 31st January 2024.
Telephone	020 8691 7411
Email	david.tickner@csrf.org.uk