



Birchen Coppice Pride in Place Programme

Neighbourhood Board Chair Recruitment Pack

ROLE PROFILE

Purpose of the role

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 their area 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 their community.

Chair the Neighbourhood Board in an inclusive way and bring communities together to share their ideas in an open and collaborative way.

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.

Key Responsibilities

- Provide strategic leadership and impartial oversight of the programme.
- Recruit, convene and chair the Neighbourhood Board, ensuring inclusive and collaborative decision-making.
- Drive the key stakeholder and community engagement programme and ensure it is a central pillar of the programme
- Represent the Neighbourhood Board externally and act as a trusted and approachable figure within the community.
- Monitor progress, manage risks and ensure compliance with governance standards.

Skills and attributes of a good Chair:

- Fair and balanced, ensuring that all voices are heard
- Good at facilitating conversations, particularly when differences of opinion emerge
- Open to learning, feedback and development, and an interest in mentoring and upskilling others
- Welcoming, open and listens deeply to others
- Calm under pressure and manages conflict well
- Has time to prioritise the role

Governance & Compliance

- Adhere to Nolan Principles and all relevant legislation.
- Manage conflicts of interest and ensure compliance with relevant legislation and programme standards.
- Work with the WFDC Officers to ensure compliance, accountability and reporting processes including establishing processes, policy and procedures for the Board.

Commitment

- Minimum of 4 days per month
- Attend 6-8 Board meetings annually, plus community and stakeholder engagement events.
- Preparation and follow-up for meetings and reporting requirements.
- Act as a visible and approachable figure within the community.
- Engage with other regional Pride in Place programmes regionally.
- Participate in the Ministry for Housing, Communities and Local Government (MHCLG) 'Network for Neighbourhoods' forum.
- Honorarium: £10,000 per year.

INTERVIEW PANEL

Cllr Marcus Hart, Leader of Wyre Forest District Council, and Panel Chair

Mark Garnier OBE, Member of Parliament for Wyre Forest

Cllr Dan Morehead, Cabinet Member for Regeneration, Planning and the Green Agenda, Wyre Forest District Council

Ostap Paparega, Deputy Chief Executive: Regeneration and Commercial, Wyre Forest District Council

Kate Bailey, Head of Strategic Growth, Wyre Forest District Council

Key stakeholder - tbc

ADDITIONAL INFORMATION

The role may require DBS check.

Along with all Board members, the Chair will be required to declare and maintain a register of interest statement (including political affiliations) and agree to adhere to governance standards.

Applicants will be required to provide two relevant references for suitability to the role.

Key Pride in Place programme documents:

Pride in Place Programme Prospectus

Pride in Place Programme – governance and boundary guidance

Pride in Place Programme – funding profiles and timelines

Pride in Place Programme – list of indicative interventions

All these documents can be accessed here [Pride in Place Programme prospectus - GOV.UK](#)

HOW TO APPLY

Please send your CV (maximum two pages) and a cover note setting out your motivation for applying and your links to the area, and how your experience and skills are relevant to the role (maximum three pages) to: jessica.thompson@wyreforestdc.gov.uk. **The application deadline is 28 February 2026 (midnight).**

For further information or an informal conversation about the role, please contact Ostap Paparega, Deputy Chief Executive: Regeneration and Commercial at 07580 725167 or Ostap.paparega@wyreforestdc.gov.uk