

Job Profile

Carers Partnership Board Chair Daily Rate: £300 Two days per month

Date created: March 2026

About the job: This post will be the Chair of the Carers Partnership Board will provide strategic leadership to the Carers Partnership Board, ensuring effective collaboration across statutory, voluntary, community, and lived-experience partners to improve outcomes for unpaid carers of all ages.

The Chair will champion the voice of carers, promote partnership working, and drive delivery of the Board's shared priorities in line with relevant legislation and national strategies (e.g. the Care Act 2014 where applicable).

This is what we need you to do:

- Strategic Leadership
- Provide clear, independent, and inclusive leadership to the Partnership Board.
- Play an active role in the development and delivery of a multi-agency carers strategy and action plan.
- Ensure the Board aligns with local and national policy frameworks affecting carers.
- Promote innovation and continuous improvement in services and support for unpaid carers.
- Oversee the completion of the CPB Annual Report
- Establish and maintain oversight of sub-groups where appropriate
- Develop a clear programme of meetings, speakers and events each year to champion the voices of unpaid Carers
- Report to key organisations/Boards/committees across the system in a timely and informed manner
- Drive Board member recruitment and succession planning for both new Chair and Board Members
- Lead and/or support Board and external communications and public relations where appropriate
- Follow up and monitor Action Plans providing accountability where needed
- Chair Board meetings effectively, ensuring:
 - Clear agendas and outcomes
 - Constructive challenge and balanced discussion
 - Transparent decision-making
- Monitor performance against agreed objectives and outcomes as set out by GCC Commissioning/Co-Production Lead
- Ensure compliance with relevant safeguarding, equality, and governance standards with support from GCC's Co-Production Lead
- Ensure record keeping and minuting is accurate and fair
- Report progress to relevant oversight bodies.
- Work closely with GCC's Co-Production Lead on the development of programmes and initiatives, and in effective communications
- To communicate skilfully and confidently in complex situations, drawing on a wide range of evidence sources to inform decision making
- Stay abreast of key legislation, policy development and initiatives both locally and nationally
- Work closely with the Chairs of other Partnership Boards to ensure joined up thinking and reduction in duplication of activity

The ideal candidate will have...

Experience of...

- Experience of acting as a Chair, and/or representing others
- Experience working collaboratively across organisational boundaries.
- Understanding of governance, accountability, and performance oversight.
- Excellent organisational and problem-solving skills.

- Writing reports for a range of functions
- Chairing meetings and communicating skilfully and confidently in complex situations
- Applying critical reflection and analysis to increasingly complex situations

Knowledge, Skills and Understanding

- The Chair will accept safeguarding responsibilities and uphold equality duties in accordance with relevant legislation, including the Equality Act 2010 (where applicable).
- Understanding of issues affecting unpaid carers (including financial hardship, health inequalities, navigating complex systems, and carer relationship breakdown).
- Awareness of relevant legislation and policy (e.g. Care Act 2014, Children and Families Act 2014 where relevant).
- Willingness to develop knowledge of safeguarding and equality frameworks.
- Strong interpersonal and communication skills, with the ability to work collaboratively across partners- as follows:
 - Partnership Board Members
 - Carers and people with Lived Experience across Gloucestershire
 - Collaborative Partnership Board

Behavioural attributes

- Aligns with [Gloucestershire Leadership / Employee Values](#) and behaviours
- Actively asks for and considers other people's views and opinions
- Is available and approachable and takes time to consult and communicate
- Able to work well as part of a team and on own initiative
- Listens to others and communicates with sensitivity and understanding
- Confident to hold difficult conversations with peers, colleagues, people who draw on services and their carers
- Stays calm under pressure
- Accepts and responds to constructive feedback
- Acts with integrity, honesty, and impartiality
- Contributes to the development of the service
- Ability to operate in a climate of change and to embrace new ways of thinking and working
- Highly organised with a solution-focused, logical, and innovative approach to challenges.

Special Conditions

- This position is subject to an enhanced Disclosure and Barring Check, and you will be asked to apply for a Disclosure Certificate if you are offered the position.
- The post holder may be required to work outside of normal working hours and across the service.
- The Carers Independent Chair is required to declare any relevant and material personal or business interests for them or close relatives and will be required to abide by the relevant GCC Conflict of Interest Policy.
- The Independent Carers Partnership Board Chair cannot currently be employed by GCC.

- Local Authority / Health Leaders
 - Co-Production Lead
 - Voluntary & Community Sector Organisations
 - Carer Representative Groups
 - Commissioners and Funders
- Ability to communicate with compassion and authority in challenging situations, and able to understand and work effectively with negative and rejecting responses
 - Ability to exercise individual judgement
 - Acknowledges, respects, and responds to individual differences and diversity requirements, recognising discriminatory practices and inequality, and able to appropriately challenge others
 - Excellent facilitation and consensus-building skills.
 - Ability to provide constructive challenge and independent oversight.
 - Strong communication and influencing skills.
 - High level of integrity and impartiality.
 - Strategic thinker with the ability to translate vision into action.
 - Commitment to co-production and lived experience leadership.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review, and the council reserves its right to amend or add to the accountabilities listed above.

To Apply

Please send a covering letter and CV to Asc.co-production@gloucestershire.gov.uk by 12.00pm on Monday 16th March 2026