

LumoTV Chair – Role Description

Formerly the British Sign Language Broadcasting Trust (BSLBT) and BSL Zone, LumoTV was launched early in 2025 to reflect an exciting new era for deaf entertainment. Building on the foundations established by BSLBT since its creation in 2008, LumoTV is now the go-to place for fresh, diverse and innovative broadcasting content that celebrates and connects with the deaf and sign language communities.

With an exciting future on the horizon and further expansion of the organisation's reach and purpose, LumoTV is seeking a new chair to lead us into the next phase of our development.

The connection between LumoTV and its audience is key to its success, and in this context, it is important that the organisation continues to be deaf led. **We are therefore seeking to appoint a deaf chair to take up the post during August/September 2026.**

Further information about LumoTV and details of the current staff team and Board of Trustees can be found on the website: lumotv.co.uk

Scope of the Role

The Chair will provide leadership to the Board in delivering the organisation's Vision and Mission. The Chair will encourage team working and cohesion and support each trustee to fulfil their duties and responsibilities for the effective governance of the organisation.

The Chair will also hold the Chief Executive to account for delivering the day-to-day work of LumoTV, providing appropriate support and challenge. They will also act as an ambassador for LumoTV, advocating externally for the organisation.

Specific Responsibilities

A. Strategic leadership

- Provide leadership to the Board, ensuring that it operates within its charitable objectives and sets a clear strategic direction for LumoTV
- Support board members to fulfil their duties and responsibilities for the effective governance of the organisation
- Ensure that the Board reviews major risks and associated opportunities, and satisfies itself that systems are in place to take advantage of opportunities, and to manage and mitigate the risks
- Ensure that the Board fulfils its duties to maintain the sound financial health of the charity, with systems in place to ensure financial accountability.

B. Governance

- Ensure that the governance arrangements are working in the most effective way for the organisation, aspiring to meet best practice in the charity sector

- Support the continuous improvement in the effectiveness of the Board and the on-going development of skills, knowledge and capability of Trustees
- Encourage positive change where appropriate and resolve any conflicts within the Board
- Appraise the performance of the Board
- Ensure that the Board is regularly refreshed and:
 - maintains an appropriate balance of deaf and hearing trustees
 - incorporates the right balance of skills, knowledge and experience needed to govern and lead the organisation
 - has access to training and development opportunities, as needed
- Work within the charity's governing documents, agreed policies and its regulatory responsibilities.

C. Leading an effective Board team

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process. In particular, to lead discussions in a way that respects the contributions of both deaf and hearing members
- Ensure that Board members are fully engaged and that decisions are taken in the best, long-term interests of LumoTV and that the Board takes collective ownership of its decisions
- Foster, maintain and ensure that constructive relationships and communication exist with and between the Board members
- Work closely with the Chief Executive to give direction to Board policy making and to ensure that meetings are well planned and structured
- Monitor the implementation of decisions taken by the Board.

D. Relationship with the Chief Executive and staff

- Establish and build an effective and constructive working relationship with the Chief Executive, ensuring they are held to account for achieving agreed strategic objectives
- Support the Chief Executive whilst respecting the boundary between governance and executive leadership
- Ensure regular contact with the Chief Executive to maintain an overview of the organisation's affairs. Develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Board members
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support.

E. External Relations

Working in partnership with the Chief Executive:

- Act as an ambassador for LumoTV, advocating externally for the organisation
- Maintain good relationships with key influencers and stakeholders
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events.

The above is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

LumoTV Chair – Person Specification

Essential Criteria

In addition to the qualities required of a charity trustee, the Chair should have:

- A commitment to the Vision and Mission of LumoTV (available on the website)
- Significant experience of deaf culture and the deaf community in the UK.
- Excellent chairing skills, drawn from at least three years' experience of chairing a small- to medium-sized organisation, or equivalent strategic leadership experience involving accountability, decision-making and organizational direction.
- Previous experience as a charity trustee and an understanding of the regulatory and governance environment for charities
- Commercial and financial acumen and an understanding of organisational opportunities and challenges
- Experience of working with and supporting an executive team (whilst understanding the difference between executive and non-executive leadership roles) and inspiring Board members to support excellent standards in governance
- Advanced diplomatic skills and willingness to champion LumoTV's work
- Ability to commit the necessary time to the role, including regular travel to London and some out of hours events.

Desirable Criteria

- Knowledge and experience of broadcasting (production and/or commissioning) including understanding of current and future broadcasting and media trends
- Experience of stakeholder engagement and partnership building
- Experience of financial management and strategic financial oversight
- Fluency in BSL or a willingness to learn or enhance existing skills.

Additional Information

Term of Office

The Chair will serve a three-year term and be eligible for re-appointment for a further term/s at the discretion of the Board, as long as they remain a Trustee of the charity.

Time Commitment

The role of Chair of Trustees is critical to the success of LumoTV. It is estimated that it requires a time commitment of around 30 – 40 days per year, to include:

- Meeting LumoTV's Chief Executive every two weeks
- Preparing for, and chairing, four Board meetings a year. Each meeting lasts three hours and is held in London on a weekday afternoon, currently Tuesdays in March, June, September and December.
- An annual Awayday (a whole day, usually held in London in May)
- Liaising with the Governance Manager on the administration of the Board, including reviewing Board agendas and minutes
- Conducting and recording the annual appraisal of the Chief Executive
- Chairing ad hoc Board meetings or other trustee meetings as required
- Trustee recruitment interviews, as required
- Viewing LumoTV commissioned programmes on a regular basis, and offering constructive feedback
- Appraising individual Trustees, at least once during their period of office
- Representing LumoTV at external events and meetings, as required.

However, it is important that the right person is appointed and that good candidates are not deterred by the stated time commitment. Consideration will therefore be given to a co-chairing arrangement or additional support from the vice chair and/or other trustees as required. Anyone interested in the role is encouraged to discuss the time commitment with the Chief Executive and Interim Chair.

Communications

- LumoTV conducts its meetings in BSL and English, using registered Sign Language interpreters and notetakers
- The Chair of Trustees must be IT literate, with ready electronic access to email, and to Word and Excel files.

Remuneration

- The Chair role is not paid, but reasonable expenses, including travel, are paid.

Appraisal

- LumoTV is committed to having a high performing Board. As part of this commitment the Chair will have an appraisal review, led by a fellow trustee, at least once during the three-year term of office.