



### **Three Pits Pride In Place Neighbourhood Board Chair: Role description**

**Purpose of the role:** To help deliver the Three Pits Pride in Place Programme for communities in the Grassmoor, Holmewood & Heath, North Wingfield and Tupton areas. This is one of the Government's Phase 2 Pride in Place areas responsible for delivering a £20m transformative 10-year programme.

Neighbourhood Boards are being set up in every Pride in Place area across the country, led by an independent Chair who can bring communities together to share their ideas in an open and collaborative way.

The Chair's primary role 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.

#### **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
- Work closely with officers and Elected Members from North East Derbyshire District Council, the Local Authority who is the accountable body for the operations and funding for the Programme.

**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 – the Programme 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, reliant on the Accountable Body to ensure that progress is maintained.

**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.

**Terms of Office**

Selection and review of the position will be held for the following periods:

- Board set-up period in 25/26 and Period 1: 26/27 to 29/30 (4 years),
- Period 2: 30/31 to 32/33 (3 years),
- Period 3: 33/34 to 35/36 (3 years)

There is no restriction to the Chair's term being selected for a subsequent period.

The position is filled through the following process:

- The vacancy will be publicised
- Candidates will be shortlisted by the Accountable Body, North East Derbyshire District Council
- Shortlisted candidates will be invited to an interview discussion with the MPs for Bolsover and North East Derbyshire and representatives from North East Derbyshire District Council
- North East Derbyshire District Council will appoint the agreed candidate and inform publicly announce the result.

This is a voluntary role, similar to that of a school governor or charity trustee. However, to ensure that Neighbourhood Boards have the right leadership, and to open the position up to candidates who might otherwise be unable to put themselves forward, the Government allows for a small basic payment to be provided to cover the time commitment of the Chair for all Pride in Place-related matters, events and meetings and incidental costs.

Therefore, if required, an annual taxable allowance has been set at the rate commensurate with the Scrutiny Committee Vice-Chair of North East Derbyshire District Council. The Chair may elect to forego any part of their entitlement to an allowance.

*This Job Description is based on a template provided by MHCLG, January 2026.*