



## **Role: Chair of the Chelmsley Wood Neighbourhood Board**

### **Make a Real Difference in Your Community**

Solihull Council is seeking a trusted and local leader to take on a key role as Chair of the Chelmsley Wood Neighbourhood Board, to lead the delivery of the Pride In Place Programme in the area. This is an important opportunity to play a central part in shaping long-term improvements in Chelmsley Wood, supported by £20 million government investment over the next 10 years.

We are looking for someone who is passionate about Chelmsley Wood, with the ability to bring people together to help form and deliver the area's Pride In Place Plan. We are looking for someone who cares about the future of Chelmsley Wood and wants to help make positive, lasting change for the community.

### **About the Pride in Place Programme**

Chelmsley Wood has been chosen to take part in the UK Government's **Pride in Place** programme. The programme is intended to empower residents and communities in deprived neighbourhoods to decide how long-term funding is invested to:

- Build stronger communities
- Improve public spaces, facilities and neighbourhood environments
- Give residents a stronger voice in local decision-making

The Chair will be responsible for assembling a Neighbourhood Board, the majority of whom must live or work in the area. It will have the central role in bringing together residents, councillors, the local MP, community groups, schools, health partners and local businesses to co-design and decide on the ten-year plan for the area.

### **About the role**

We are looking for a respected and trusted local leader who can help guide this work and champion the needs and ambitions of Chelmsley Wood's community. It is an area that is full of energy, ideas and a proud community spirit. Now, we're looking for someone who can help bring it all together.

**Your key responsibilities will include:**

- Leading and chairing Board meetings
- Champion the voices of residents, ensuring they are at the heart of all decisions
- Building partnerships that deliver real change and shared ownership for the ten-year Pride In Place Plan
- Help shape improvements that matter, overseeing projects that deliver visible improvements for the area
- Helping establish long-term arrangements for community leadership and funding
- Strengthening relationships across the community and supporting constructive partnership working

The time commitment is anticipated to be an average of one day per week, which will include meeting preparations, meeting with residents and local stakeholders. You will be supported throughout by Council officers, including a Partnerships and Programme Manager that will ensure the Council is meeting its responsibilities as the accountable body for the funding, as well as a Community Development Worker and other roles, as and where needed.

We will be initially looking to appoint someone for a term of three years, but with scope for future extensions. A basic payment can also be considered and negotiated with the successful candidate.

### **How to apply**

To arrange an informal discussion before applying contact [prideinplace@solihull.gov.uk](mailto:prideinplace@solihull.gov.uk)

To apply for the role please send your CV (maximum of two pages), with a covering letter (maximum of three pages) setting out why you are applying for the role and how you meet the essential requirements for it.

During the process you may also be required to provide two referees who can confirm professional history and skills, as well as personal traits and suitability for the role.

The application deadline is midnight on Sunday 29<sup>th</sup> March 2026, with interviews planned for week commencing 13 April 2026. We would like to make an appointment before the end of April before supporting the recruitment to the Neighbourhood Board from May 2026.

If you believe in Chelmsley Wood East and want to help it thrive, we want to hear from you.

### **Contact us**

If you have any questions about Pride in Place or would like to receive our newsletter, please email [prideinplace@solihull.gov.uk](mailto:prideinplace@solihull.gov.uk).



# Pride In Place Neighbourhood Board Chair: Role description

**Purpose of the role:** To deliver the Pride in Place Programme, Neighbourhood Boards are being set up in every funded neighbourhood across the country. Each Board will be led by an independent Chair – someone who can bring communities together to share their ideas in an open and collaborative way. 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.

## **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.

## **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

### **Additional information**

The expected time commitment is one day per week, although this is expected to fluctuate through different phases of the Programme. This will include time spent at board meetings, as well as through resident, community and stakeholder engagement. Some evening and weekend working are also likely to be needed on occasion.

We are seeking to appoint someone for a minimum term of three years, but with scope to extend this at a future date. This aligns with the requirement to submit and deliver an initial four-year plan for the Programme to the UK government.

The Council and local MP (Saqib Bhatti) are required by the UK government to appoint the Neighbourhood Chair for the Pride In Place Programme, as well as to review and approve the final nominations made by the Chair to the Neighbourhood Board. This will require close working and collaboration between the Chair, Council and MP.

Solihull Council is the accountable body (holding funding, ensuring compliance with Managing Public Money, Nolan Principles, procurement, subsidy control, transparency).

### **Essential requirements**

The successful candidate must demonstrate the following:

- A genuine connection to Chelmsley Wood, through living, working or volunteering in the area, or through family links, for instance.
- Experience in leading groups, boards or meetings
- Skills that are suited to bringing together people from different backgrounds to build consensus and shared decision-making
- Commitment to inclusivity and the principle of community-led decision making.
- Independence: Cannot be a Solihull Council employee or elected representative (MP, Councillor or parish Councillor).

To support the key elements of the programme, some knowledge of governance and experience of public or community engagement would also be desirable, although not essential.

No formal qualifications needed – passion, availability for the demands of the role and a commitment to fairness and inclusion are key.

When applying please ensure the essential and desirable requirements are included and referenced in your CV and covering letter.

During the process you may also need to provide details of two referees who can be contacted to confirm professional history and skills, as well as personal traits and suitability for the role.

**Additional information:**

The UK government has provided a range of publicly accessible information

- [Pride in Place Programme prospectus - GOV.UK](#)
- [Pride in Place Strategy - GOV.UK](#)
- [Pride in Place Programme: FAQ - GOV.UK](#)
- [Chelmsley Wood East \(E02002088\) - ONS](#)

You can also view information published by SMBC about the Pride In Place Programme via:

- [Solihull Council – Chelmsley Wood Pride In Place Programme \(February 2026\)](#)
  - [Appendix 1 - Map of Chelmsley Wood East.pdf](#)
- [Pride in Place | Solihull Metropolitan Borough Council](#)