

Trustee (Voluntary sector)

December 2018

Recruitment pack



Community
Foundation



Who are we?

The Community Foundation is a leading charity that matches generous people with important community causes. Every year, we award grants to hundreds of local groups in Tyne & Wear and Northumberland, and across North East England, through funds set up by our donors.

Our grants make a difference to people's lives. Among a huge range of causes, we've helped Wansbeck Valley Food Bank in south-east Northumberland so that the most vulnerable members of the community have a healthier diet through eating fresh produce. We've funded Newcastle and Gateshead Arts Studios – Chilli Studios – which helps 200 people a year improve their mental health through creative projects and activities. And we've backed the Walking With project in North Tyneside to strengthen its work supporting refugees and asylum seekers who are new to the area.

None of this could happen without the generosity of the people and organisations that set up funds with us for their giving, or who join like-minded others to back a common cause. They include philanthropists like the Plattens, Squires and Shears; regional businesses like Ringtons, Muckle LLP and Newcastle Building Society; and other funders like Henry Smith Charity and Newcastle and Gateshead Councils.

A dedicated, expert team of 23 people delivers our work, overseen by of a board of 10 trustees who are all leaders in the business, philanthropy, charity and public sectors.



What are we looking for?

We need an experienced and engaged voluntary sector leader to join the Community Foundation's Board of trustees who can bring a breadth of perspectives on the work of charities and role of the sector in our area.

We have a broad membership comprising voluntary groups, individuals, public bodies and businesses. Our membership keeps us grounded in and accountable to our communities. Members in each group elect or nominate people to become trustees of the Foundation.

Trustees once appointed to our Board are not expected formally to 'represent' their respective constituency. But they should bring those perspectives to bear in their work as a trustee of the Foundation.

We currently have a casual vacancy for a voluntary sector trustee which the Board will fill by co-option. The co-opted person will be someone working (as a senior staff person or as a trustee) for a voluntary organisation that is currently a member of the Foundation or which could join.

We would like the co-opted person to join as a trustee from our March 2019 Board meeting. They will then need to be formally elected to the Board at our next AGM in autumn 2019.



What difference will you make in the role?

Voluntary sector trustees bring huge value to our work by helping to ensure we are accountable to communities, connected to wider issues in the charity sector and aware of policy areas relevant to our work. Working collectively with our other trustees, you will help to ensure the overall effectiveness of our governance, provide support and challenge to our executive team and act as an effective and enthusiastic ambassador for the Foundation across the region and beyond.



Who will you be working with?

We are an independent, registered charity, with an excellent reputation here and across the country. We are the most successful of the 46 community foundations in the UK and the largest, outside north America, of 1,800 across the globe. Over 30 years, we've built an endowment fund of over £80 million which gives us strength and means we can finance our operations and ensure our work benefits communities for generations to come. You will join a Board of trustees currently comprising:

- Fiona Cruickshank OBE (chair): angel investor and philanthropist
- Geoff Hodgson (deputy chair): business owner and director
- Paul Farquhar (treasurer): company director and accountant
- Anna, Lady Blackett: business owner and philanthropist
- Andrew Haigh: Chief Executive, Newcastle Building Society
- Patrick Melia: Chief Executive, Sunderland City Council
- Dr Laura Warwick*: researcher and charity consultant
- Neil Warwick OBE*: Partner, Square One Law
- Lucy Winskell OBE: Pro-Vice Chancellor, Northumbria University
- Sally Young: Chief Executive, Newcastle Council for Voluntary Service

**no relation*

What will be your responsibilities as a trustee?

The key responsibilities of trustees are to:

- Ensure the Foundation complies with its Articles of Association, with and with relevant legislation and regulation.
- Ensure the Foundation applies its resources exclusively in pursuance of its charitable purposes for the public benefit.
- Ensure the Foundation has a long-term strategy and evaluates its performance against the agreed goals.
- Safeguard the Foundation's reputation and values, and maintain its confidentiality.
- Ensure the effective administration and financial stability of the Foundation.
- Protect and manage the Foundation's assets and ensure the proper investment of its funds.
- Act impartially and in the Foundation's best interests at all times, declaring any possible conflicts and withdrawing from discussions where appropriate or requested by the Chair.
- Ensure proper arrangements for the appointment, support, appraisal and remuneration of the Chief Executive.
- Maintain up-to-date understanding about the Foundation's activities, and actively contribute to discussions and decisions, making full use of their skills, knowledge and experience.

In addition, our trustees are expected to:

- Join a sub-committee and participate in other advisory and task groups or areas of special interest as agreed.
- Respect the executive domain and approach the CEO or one of their deputies, or the Executive Support Officer, on matters related to the Board or the Foundation's activities.
- Be a consistent and committed advocate of and ambassador for the Foundation and introduce and refer appropriate contacts to the Foundation from own networks.
- Attend the Annual General Meeting, and other Foundation events whenever possible.
- Set an example as a supporter of the Foundation by giving time, money or expertise (in addition to in the role of a trustee) in line with own wishes and means.
- Abide by the Foundation's agreed policies.
- Consult the Chair or Chief Executive as quickly as possible if they think they may have inadvertently misrepresented the Foundation or damaged its reputation.

What skills and experience do you need to apply?

To be eligible for this vacancy, you **must** be a senior staff member or trustee from a voluntary organisation that is now, or could join to be, a **member** of the Community Foundation.

Voluntary sector membership of the Community Foundation is open to **any organisation with charitable objectives working wholly or partly in Tyne & Wear and Northumberland.**

You need to have sufficient **time** for the role. There are four main Board meetings a year plus an away day and an AGM, and trustees usually join a sub-committee that also meets four times a year. Papers for meetings are sent a week in advance to allow reading time. Trustees are encouraged to attend other Foundation events and activities during the year. So, on average across the year, the role will require half a day to a day a month.

We are particularly interested in people who can bring some of the following expertise to add to the current skills and knowledge mix within our Board of trustees:

- experience of working and networks in Northumberland, North Tyneside or South Tyneside;
- knowledge and networks relating one or more of: arts and culture; housing and homelessness; poverty; mental health; diversity and inclusion;
- awareness of issues relating to fundraising, development, charitable giving or philanthropy.

It would be helpful (but it's not essential) to have some experience of grant-making which might have been gained by working at or sitting on panels/committees for a trust/foundation, lottery distributor, public body or similar.



We are especially keen to broaden the diversity of the Board so welcome applications from people from black, Asian and other minority ethnic communities; lesbian, gay, bisexual and transgender people; and people under 40.

What will we offer you?

- The opportunity to be involved with a charity whose governance and operations have been independently quality assured and given the highest possible rating though national standards in our field.
- Full induction and continuing learning and trustee development opportunities, including national seminars and conferences.
- Regular reviews with the Chair or Deputy Chair of the Board.
- Easy access to papers etc. via an online portal or by email or in print.
- Meetings at our spacious, modern and accessible office in a beautifully converted Victorian chapel near to a wide range of shops and leisure facilities and with excellent public transport links and on-site car parking (by arrangement).
- Travel, accommodation and subsistence expenses when on Foundation business
- Opportunities to be involved in national forums through the UK network of community foundations.
- The chance to support the Foundation's activities through e.g. joining grant panels, working groups and attending events.
- Seeing is believing visits to grantees of the Foundation
- A commitment to equality and diversity which ensures everyone can make best use of their skills, free from discrimination or harassment.



How can you apply?

Please send us:

- Your **CV** (no more than 3 pages) including details of two referees.
- a **covering statement** (no more than 2 pages) saying why you are interested in becoming a trustee and how your skills and experience meet our requirements (referring to the 'what we are looking for' and 'what skills and experience do you need to apply' sections of this pack).
- a completed **equality and diversity monitoring form** (this is anonymous and will be kept separately from your application and won't play any part in our selection process).

Please send these to by email (Word or PDF) to Rob Williamson rw@communityfoundation.org.uk or by post to Community Foundation, Philanthropy House, Woodbine Road, Newcastle upon Tyne NE3 1DD by **12 noon on Monday 28 January 2019**.

Shortlisted applications will be notified by: **5pm on Thursday 31 January 2019**. **Shortlisted** applicants will then be invited for an informal discussion with the CEO, Chair and other trustees in the first week of February 2019, with a view to the appointed candidate attending the first Board meeting of the year on Tuesday 12 March 2019 at 4.30 for 5pm.

Before applying, we encourage you to read the Charity Commission's trustee guide: www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3 and the Governance Code for larger Charities www.charitygovernancecode.org

We won't hold information you give us longer than necessary and it won't be used for any purpose other than to assess your suitability for the advertised post in line with our data protection policy.