

# Trustee Recruitment 2020



121 New London Road,  
Chelmsford, Essex CM2 0QT  
T.01245 355947  
F.01245 346391  
general@essexcf.org.uk  
www.essexcommunityfoundation.org.uk

## Welcome

We are keen to recruit 4 new Trustees to our Board during 2020 and 2021 to support us as we implement our five-year strategy and help us achieve the greatest possible impact on our local communities.

Our mission is to inspire philanthropy and charitable giving so that we can provide vital funding to local voluntary and community organisations working throughout Essex.

As a charity for Essex, we want to recruit people who live or work in Essex, Southend or Thurrock, and we are particularly interested to hear from people from the south and west of the county.

We are looking for people who have experience in the charity sector, in accountancy in financial services or investment management, in marketing and communications.

This could be your first Trustee role, or you could already have some experience as a Trustee. We have a full trustee induction process, ongoing training and a mentor scheme to support you through your first years.

We want to ensure that our board reflects the diversity of those who form the communities that we support. We would welcome interest and applications from people of colour, people under 40 years of age, people with disabilities, and LGBT+ people.

If you have the skills and experience that we are looking for, the commitment to share in the governance of our work and are passionate about helping others, then we want to hear from you.

Please call our Chair of Trustees, Nick Alston now on 07920 751860 for an informal conversation or our CEO, Caroline Taylor from 14 September on 07854 424685.

## About us

Our mission is to inspire philanthropy and charitable giving – matching people, ideas, resources and needs to make a lasting difference. Each year we inspire around £2.5 million of charitable giving from donors in Essex and support our local communities with around £4 million of grant funding. We manage a portfolio of endowed funds currently valued at £43.5 million.

### Our Core Activities

- To inspire and develop philanthropic giving from individual donors, companies, local and national government, and existing charitable trusts who give through us to causes that matter to them
- Funding charities, community organisations and social enterprises working in the heart of their community with a focus on community-based, grassroots action. In 2019/2020 we supported 436 local organisations
- Building community assets (endowment) to provide a sustainable source of funding for communities

We work closely with our communities across Essex, Southend and Thurrock and engage over 300 local people through our grantmaking panels who help us to understand local needs and to make decisions about where to award our grants.

We are a small team of 13 paid staff and 6 volunteers who are based in our offices in Chelmsford.

Please [visit our website](#) for more information about our work.

## Board of Trustees

The Board of Trustees is ultimately responsible for the Foundation. Each Trustee brings their individual expertise and experience to the operation of our Board and collectively this drives our strategy and our progress. The contribution of each Trustee is valued by all associated with the Foundation and they tell us that it is a rewarding experience that contributes to their own development.

We currently have a board of 11 Trustees, 5 men and 6 women who bring a range of skills. We have a new strategic plan and great enthusiasm for how we want to develop our charity. We are now looking to attract additional skills to our Board as we also replace those retiring on completion of their terms of appointment.

Currently our full Board of Trustees meets four times a year. In between we carry out detailed work through committees.

The skills we need:

**Finance** – it is essential for us to have strong financial skills on our Board, to inform and monitor our investment policy and investment managers, to provide adequate oversight of our annual income and expenditure, and to work with trustees to ensure good governance. We have a Finance & Investment Committee and an Audit & Risk Committee that oversee these areas and report to the Board.

**Marketing & Communications** – we want to continually develop our marketing and communications so that we can attract the next generation of philanthropists by sharing our work with targeted audiences. We are developing a new communications plan and need new skills and creativity within our

Board to help us drive this forward and to provide strategic support to our executive.

**Charity Sector Management**– we currently have 2 board members who are employed by charities and we want to strengthen the Board’s understanding of the challenges and opportunities faced by charity executives. Our grantmaking programmes awards over £4 million a year and we have ambitions to develop the Foundation as more than a financial resource by convening partnerships, collaborations, networks and brokerage.

**We are looking for people who have:**

- Experience and skills in finance, marketing and communications or the charity sector
- A willingness to undertake training to build skills and knowledge
- An interest in and/or experience of charitable Trusts and Foundations
- A passion for your specialist skills and a willingness to bring these to the Board
- A strong connection to Essex, Southend or Thurrock either through living here or working here

Trustees have specific roles and responsibilities as defined by the Charity Commission, which you [can read here](#).

## Training, induction, and support

Every effort will be made to ensure that you are able to fulfil the role to the best of your abilities and that this is a learning and development opportunity.

Any support offered will be alongside your fellow new trustees so you will be learning together. We will offer:

- Access to trustee training to ensure that all aspects of governance are covered as well as the opportunity to access wider training for the sector as appropriate
- The opportunity to meet with all the existing Trustees to talk to them about the role and to hear about their areas of expertise as part of your induction. In addition, an existing ECF trustee or other external support through a buddy or mentoring role can also be arranged
- Time spent with our executive team to learn about all aspects of our work including potential visits to partner charities as part of the induction in line with current social distancing measures
- If necessary/relevant, we would be prepared to negotiate with your employer, in order to support this role and we would request that you may consider telling your employer prior to applying if possible or certainly if you are shortlisted
- Our trustees are volunteers and therefore are not paid, but all out of pocket expenses will be covered by us

In addition, we want people who can demonstrate:

- A passion and belief in our work and values
- An ability to listen to the different views and unique experiences of others and willingness to reflect their perspectives to the rest of the Board
- Strong and respectful communication skills and commitment to diversity of knowledge and experience and working in a team
- Some personal experience of the charity sector is useful – but not essential
- An interest in specifically learning about Community Foundations’ unique role in social change

## Eligibility

- You must be at least 18 years of age and eligible to serve as a Trustee

## How to Apply

We are recruiting our new trustees through an open application process, which means that you apply to us using this simple process.

You do not need to have any previous governance experience to apply.

First, we invite you to call our Chair of Trustees, Nick Alston on 07920 751860 or our CEO, Caroline Taylor on 07854 424685, to have an initial conversation about what is involved. You do not have to but please feel free to call either Nick or Caroline who will be happy to chat with you

- Interested candidates to submit a CV and letter outlining why this is of interest to you to [recruitment@essexcf.org.uk](mailto:recruitment@essexcf.org.uk) by 2 October 2020
- Shortlisted candidates will be invited to an interview with our Chair, the CEO and another Trustee on Friday 16 or 23 October
- We hope to recruit at least 2 new Trustees by our AGM in November and up to 2 more in the early part of 2021. Our plan is to allow plenty of time for induction, meeting the Board and staff and to undertake any training
- We particularly welcome interest and applications from people of colour, people under 40 years of age, people with disabilities, and LGBT+ people.

## Term of Appointment

Trustee appointments are for an initial period of four years, which are then renewable for two further terms of two years on mutual agreement. Therefore, trustees may serve for a maximum of eight years.

## Commitment

- Attendance at 4 x annual Board meetings, lasting approximately 2 hours each. Reading all background materials beforehand so that you are prepared. Our Board meetings are generally held in Chelmsford. Timing of meetings is set to accommodate all Trustees and their own work commitments, i.e. currently they start at 5.15pm but we can be flexible
- Attendance at our AGM and annual donor receptions
- Meetings have been held 'on-line' during the Covid-19 crisis and some but not all meetings may continue in this form
- Attendance at designated Committee meetings, minimum of 2 hours twice a year to a maximum of 4 hours 4 times per year
- Attendance at an annual away day
- Willingness to undertake some specific tasks relating to our work e.g. grant panel meetings, and visiting charities we support to hear more about their work and experiences – this is negotiable but ideally to put aside 1-2 days p.a.
- We are asking for a minimum 4-year commitment with a view to extending for a further 2 terms of 2 years, 8 years in total