



Make a difference where you live

Trustee Recruitment 2023

Welcome to Essex Community Foundation

Thank you for your interest in finding out more about applying to become one of our Trustees. Over the next 12 weeks we are keen to recruit up to three new Trustees to our Board to help shape our work, now and in the future.

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 you if you have skills in any of the following areas:

- charity e.g. community organising, charity management or policy and influencing
- finance or risk e.g. investments, business owner, risk management
- marketing and communications e.g. strategy and development
- legal skills, perhaps in charity and governance

We want to ensure that our Board better reflects the diversity of those who belong to the communities that we support and so we particularly welcome interest and applications from LGBTQ+ people, Black, Asian and ethnic minorities, people with disabilities, and people under 40 years of age.

Not to worry if this would be your first Trustee role as we have a full trustee induction process, ongoing training and a mentor scheme with current Trustees to support you through your first years. This is a voluntary, unpaid position; however, expenses are covered.

In this pack, you will find the link to submit your application, as well as links to more information about us, including our latest Annual Review and our report and accounts, and to several documents about our governance.

If you care about Essex, are passionate about helping others and have the commitment to share in the governance of our work, we would be delighted for you to apply. **The deadline is 5pm on Wednesday 19 July.**

Nick Alston CBE DL
Chair of Trustees



Essex Community Foundation is a Quality Accredited member of UK Community Foundations.

Patron: Jennifer Tolhurst
The Lord-Lieutenant of Essex

Chief Executive: Caroline Taylor

Company limited by guarantee
Registered in England
Company No. 3062567
Registered Charity No. 1052061

About us

Our mission is to inspire philanthropy and charitable giving – matching people, ideas, resources and needs to make a real and lasting difference in our local communities.

For over 27 years we have worked passionately to develop and support the charitable sector in Essex, Southend and Thurrock. We work with individuals, families, businesses and charitable trusts, introducing them to organisations tackling issues that are important to them and our communities.

By investing the donations we receive and the funds we manage, we provide a sustainable source of funding that local organisations can tap into year on year.

Each year we provide grants to over 420 local organisations, large and small, with funds provided by 180 donors and national programmes. Our invested (endowed) portfolio of funds is currently circa £50 million and in the last year we awarded £4.4 million in grants.

Our core activities:

- To inspire and develop charitable giving from individual donors, companies, local and national government, and existing charitable trusts who give through us to causes that matter to them.
- Awarding grants to charities, community organisations and social enterprises working in the heart of their community with a focus on community-based, grassroots action.
- Through our investment (endowment) strategy, building community assets to provide a sustainable source of funding for communities.
- Working in partnership with other funders, charities, and public sector bodies to build stronger, safer, healthier, and more resilient communities.

We 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 16 paid staff and 5 volunteers who are based in our offices in central Chelmsford.

Please [visit our website](#) for more information about our work including our Five-Year Plan and Annual Report and Financial Statements.

Our Board of Trustees

“Trustees have overall control of a charity and are responsible for making sure it’s doing what it was set up to do. They may be known by other titles, such as: directors, board members, governors, committee members.

Whatever they are called, trustees are the people who lead the charity and decide how it is run.”

The Charity Commission

Our Board of Trustees is ultimately responsible for our 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 us and they tell us that it is a rewarding experience that contributes to their own development.

We currently have a board of 12 Trustees, 5 men and 7 women who bring a range of skills and great enthusiasm for how to develop our charity and our work locally. We are now looking to attract additional skills to our Board.

Currently our full Board of Trustees meets four times a year. In between we carry out detailed worked through committee meetings.

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

Skills we want to increase on our Board:

Charity – we support over 400 charitable organisations each year and have a strong grantmaking team and active grants committee. We will benefit from your firsthand experience of the charity sector which could come from working or volunteering in a charity, or in policy and influencing or as a community organiser. You will provide experience of frontline organisations to help support and develop our grantmaking and community work.

Finance – we have strong financial skills on our Board, which we would like to complement with the expertise of a running a business, or risk management or investment markets who will work with us to inform our financial management and monitor our investment policy and investment managers. You will provide oversight of our annual income and expenditure, and 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 strategy so that we can promote our work and attract the next generation of donors and supporters. You will have experience of developing a strategic approach to marketing and communications and will bring your creativity to our Board to help us drive this forward and to provide strategic support to our executive.

Legal skills - we are keen to add to our existing legal expertise and are interested in

your experience of charity law and the importance of governance within the sector.

About you

As well as a passion for your specialist skills and a willingness to apply these to support and shape our work now and in the future, we are looking for people who have:

- A passion and belief in our work and values.
- A strong connection to Essex, Southend or Thurrock either through living here or working here.
- A keen interest in the work and impact of charitable Trusts and Foundations and in learning about Community Foundations' and our unique role in social change.
- Enthusiasm to undertake training to build skills and knowledge.
- 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.

Training, induction and support

We will make every effort to ensure that you are able to fulfil your role to the best of your abilities and that this is a learning and development opportunity.

Support offered will be alongside your fellow new trustees so you will be learning together. We 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.

- An existing ECF trustee or other external support as a buddy or mentor will be arranged.
- Opportunity to observe the work of our committees.
- Time spent with our executive team to support your understanding of our work including visits to partner charities as part of your induction.
- If necessary/relevant, we would be prepared to discuss this role with your employer in order to support you. We would suggest that you may consider telling your employer prior to applying if possible or certainly if you are shortlisted.
- Our trustees are volunteers and are not paid, but all out of pocket expenses will be covered by us.

Eligibility

- You must be at least 16 years of age and eligible to serve as a Trustee of ECF.

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 trustee experience to apply.

We particularly welcome interest and applications from LGBTQ+ people, Black, Asian and ethnic minorities, people with disabilities, and people under 40 years of age.

- Interested candidates to submit a CV and letter outlining why this is of interest to

you to recruitment@essexcf.org.uk by **Wednesday 19 July**.

- If you would like to have a chat with one of our current trustees, then please just email recruitment@essexcf.org.uk and we will arrange for a telephone call.
- Shortlisted candidates will be invited to an interview either at our Chelmsford office or online, in August / Sept.

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, which are generally held in Chelmsford both in person and virtually.
- Board meetings are held between 5-7pm and the timings are regularly reviewed.
- Reading the meeting agenda and papers beforehand so that you are prepared.
- You will be asked to join a committee, which generally meet for 2 hours 4 times per year.
- Participation at an annual away day.
- We have a number of events and receptions throughout the year, which you are invited to attend.
- A great way to understand our work is to participate in some specific areas. For example, special task and finish groups, grant panel meetings or visiting grant partners to hear more about their work and experiences.

Thank-you for your interest in our work and we look forward to hearing from you. If you have any questions about how to apply then please contact our CEO, Caroline Taylor on 01245 355947 or [email](#).