



BERKSHIRE
COMMUNITY
FOUNDATION

Berkshire's charitable hub

Connecting people who **care** with causes that **matter**



TRUSTEE RECRUITMENT PACK

WHO ARE WE?

Berkshire is commonly perceived as a wealthy county yet we still have a lot of communities of people in need facing issues such as child poverty, homelessness, physical and mental health issues and isolation and loneliness. Most of these needs cannot be met by the state alone so communities in Berkshire rely on local charities and community groups for support.

Enter Berkshire Community Foundation (BCF). We provide advice, fundraise, distribute grants and raise the profile of local charities and community groups working to support those in need in our communities. We work alongside donors and philanthropists to raise funds and influence decision-making, helping to make a real difference to local people's lives; ensuring donations are effective and have the biggest impact per pound. Last year we granted over £1 million in 235 grants to 133 voluntary groups.

We currently have over 80 Endowment Funds with value of £9.5m for the long term benefit of our communities.

In order to continue and further develop our work, we are looking for Trustees who are interested in supporting the inspiration and ingenuity shown by our existing Board.

As a Trustee, you will be expected to bring energy, ideas and the ability to ask critical yet supportive questions to the role, whilst supporting the work of a dedicated and talented executive team and wider volunteer network. You must have a passion for making things better for those in real need or who want to improve other people's lives. You will need to commit some time to leading the continued development of our work through our charitable and community aims and use your influence to communicate with and harness the support of a wide and diverse range of partners and stakeholders, so we are able to continue to deliver our financial support and services for communities across the whole of Berkshire.

OUR VISION

Is of a strong generous community in Berkshire where local philanthropy is the norm, ensuring the vulnerable, disadvantaged and most in need are supported through difficult times by connecting donors with local projects.

OUR OBJECTIVES

- To provide effective grant making to support the voluntary sector to strengthen the community where local people live, work and play.
- To develop our local knowledge, lead and have influence with people and in places that matter on issues that affect our community
- To advise and support businesses, Trusts and individuals to achieve their CSR and philanthropic goals.

OUR VALUES

- Influential
- Approachable
- Knowledgeable

Contact details:

Berkshire Community Foundation, 100 Longwater Avenue, Green Park, Reading RG2 6GP

T: 0118 945 0257

E: info@berkshirecf.org

ROLE DESCRIPTION

Role title: Trustee

Role: The primary purpose of a Board Trustee is to work with the Chair, the Chief Executive and the other Trustees to ensure that the Community Foundation fulfils its objectives and performance targets. To that end, he or she is required to contribute to the effective running of the Board as a governing body.

Responsibilities: The Community Foundation's governing document is its Charitable Incorporated Organisation Constitution which contains the rules and regulations governing how the Foundation should be administered in accordance with charity and company law where appropriate.

The Charity Commission, which is the independent governing body of all charities states that 'Trustees have and must accept ultimate responsibility for directing the affairs of the charity, ensuring that it is solvent, well-run and delivering its charitable outcomes for the benefit of the public.'

Core expectations:

Each Trustee is expected to:

- have a good working knowledge of how the Foundation operates;
- be committed to the aims, objectives and values and act in the best interests of the Foundation, at all times;
- assist in the development of the strategic direction of the Foundation and ensuring that its resources are used to deliver its aims and objectives;
- be an ambassador for the Foundation in the wider community and to actively support the Foundation's donor development role;
- ensure excellent governance of the Foundation including effective management and monitoring controls, reduction of risk and compliance with company and charity law, as necessary.

Key roles of a Trustee

To play a significant role with all other Trustees and staff to:

- ensure compliance with the objects, purpose and values of the Community Foundation and with its governing document;
- set the vision, mission, values and strategies;
- set or approve policies, plans and budgets to achieve those objectives and monitor performance against them;
- ensure the solvency, financial strength and good performance of the Foundation;
- ensure that the Foundation complies with all relevant laws, regulations and requirements of its regulators
- assist, where necessary, with the appointment of the Foundation's Chief Executive;
- set and maintain a framework of delegation and internal control;
- encourage potential donors to support the Foundation in the achievement of its aims and objectives.

Personal Specification

The Board is essentially looking for people with an interest and enthusiasm for working to improve community life in Berkshire. Our ideal people will have excellent interpersonal skills and ability to develop effective working relationships with the Trustees, CEO and staff along with experience in at least one of the following;

- very good knowledge and understanding of the Voluntary and Community Sector
- a record of engagement with community groups at grassroots level
- relevant business experience which can contribute to the growth of BCF as a successful, financially secure, charitable organisation in a challenging financial environment
- skills to be an effective ambassador for the organisation within the county, including business leaders, elected councillors and funding bodies and cultivating relationships with stakeholders and partner organisations at senior management levels
- corporate HR or marketing background
- expert in health, doctor or senior health professional,
- expertise in Finance and Investments

Individual commitments:

Each Trustee is expected to:

- Develop the Foundation by attending each of the quarterly Board meetings;
- Use their specific skills and knowledge on at least one of the Committees and working Groups appointed by the Board;
- Attend the Foundation's annual events and training events;
- Use personal and professional networks to promote the Foundation, in particular to attract donors and to enhance the ongoing understanding of local need;
- Advise and support the Chair, other trustees and Chief Executive;
- Identify other potential trustees and to encourage non-board members with appropriate skills to join its working groups;
- Declare any potential conflicts of interest and comply with the Foundation's confidentiality policy.

Terms:

- Trustees will be elected in accordance with the Constitution of the Community Foundation for an initial term of three years, after which they may be re-elected for one further consecutive term of three years;
- Trustees will not engage in activities which would be contrary to the interests of the Foundation;
- Trustees will ensure that they understand their responsibilities as a trustee and will have read the Charity Commissions document CC3, the key policies of the Foundation and have attended an induction session.

Remuneration:

- Trustees are voluntary positions but expenses incurred in their duties may be reclaimed from the Foundation with the approval of the Chair;

Governance:

- Attend trustee committee meetings and annual awayday. You may be required to sit on other sub committees and task Groups. There are ad-hoc events throughout the year to which trustees are invited.
- Confirm eligibility to be a trustee and periodically assess the performance of the Board of Trustees/Executive Committee.
- Suggest suitable candidates for trustee board and committees.
- Attend local, regional and national conferences and training events for trustees, when possible.
- Engage in strategic planning: periodically review/revise the Community Foundation's mission, policy and programmes and long range, strategic plan.

HOW TO APPLY

The closing date for applications is 12 noon on 23 August 2019. Interviews will be held week commencing 3 September 2019.

If you wish to apply for this position, please supply a supporting statement (or letter of application) of no more than two pages, which fully addresses the criteria in the job description and person specification and outlines the reasons for your interest in the position.

Alternatively, for more information or an informal and confidential discussion about your potential suitability for this position, please call Gerry Lejeune OBE on 0118 945 0257.

Recruitment process:

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

BCF is committed to improving its diversity and inclusion profile and as such your application will be redacted before being put to the selection committee. That is, details that give away ethnicity, gender, age, where you went to school or university etc. will be redacted. Your application will be judged solely on your experience, qualifications and your supporting statement and how relevant and close a fit they are to our requirements.

After the closing date for applications:

- You will receive an acknowledgement of receipt of your application when you apply.
- Your application will be considered against the criteria detailed in the role description and a list will be compiled.
- Candidates selected will be invited for interview by BCF Selection Committee. From these interviews, the selection committee will agree a shortlist of candidates for final panel interviews.
- Where a candidate is unable to attend an interview on the set date then an alternative date will be offered only at the discretion of the panel.
- If successful, you will receive a letter confirming your appointment.

BCF Officers and Directors

HONORARY LIFE PRESIDENT:

Sir Philip Wroughton KCVO DL

PRESIDENT:

James Puxley, Lord-Lieutenant for the Royal County of Berkshire

VICE PRESIDENTS:

Ian Campbell	Lady Catherine Stevenson DL
Christine Gabriel	Sir Hugh Stevenson
Lady Elizabeth Godsal MBE DL	Sean Taylor DL
Harry Henderson DL	Jane Wates OBE
The Rt Hon the Lord Iliffe DL	Susie Tremlett MBE

BCF Trustees & Chief Executive

Chris Dodson OBE DL – Chair	Chair of Torftech Group, Chris was awarded an OBE for Service to Industry in the Queen’s Birthday Honours List in 2011.
Debra Allcock Tyler	Chief Executive Directory of Social Change & Trustee of In Kind Direct
Geoff Ash – Treasurer	Retired. Member of Chartered Institute of Finance Accountants (qualified 1971) and former Chief Internal Auditor at Thames Water plc to 2004
Alexander Barfield	Chief Executive of the David Brownlow Charitable Foundation and Vice Chair of Twyford Village Partnership.
Nick Burrows	Partner of Blandy & Blandy and Head of LLP’s Charities and Education team and a specialist in commercial law.
Margaret Haines MVO	Lieutenancy Officer for the Royal County of Berkshire 1999-2013 and Secretary of the Gordon Palmer Memorial Trust from 2004 Appointed a Member of the Royal Victorian Order for services to the royal family in Berkshire in 2013
Stephen Howard	Head of FIG investment banking, Panmure Gordon & Co. Chair of F&I Committee
David Oram	Chartered Surveyor by background, Fellow of the Royal Institution of Chartered Surveyors (retired) and Associate of the Chartered Institute of Arbitrators (retired).
Sean Taylor DL – Vice Chair	Co-founder and CEO of Redwood Technologies Group (Content Guru, Radius Communications, Redwood Technologies), a multi-award-winning specialist provider of cloud communications technology to large enterprises and the public sector.
Jane Wates OBE – Vice Chair	Vice President of BCF and member of grant-making committee for The Wates Foundation. Awarded OBE in 1999 for charitable work in the community.
Kathryn Wiley	Executive Assistant to Managing Director and Deputy Managing Director, Panasonic UK & Ireland
Gerry Lejeune OBE – Chief Executive	Appointed CEO in 2016 and took on the role of Chair of the Berkshire Anti-Slavery Network in 2018. Awarded OBE in the Queen’s New Year’s honours list 2011.



THINK LOCAL, GIVE LOCAL