

Trustee

Candidate information pack



**Cambridgeshire
Community
Foundation**

For a better county

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About Cambridgeshire Community Foundation

Cambridgeshire Community Foundation is the charity for Cambridgeshire, working towards a better quality of life for people across the county. We identify the most critical needs of local communities, raise funds and award grants to non-profit organisations that make a big impact in addressing those needs.

Over the past 20 years, we have awarded grants totalling over £32 million and built a permanent endowment worth over £13 million. From 2023 to 2024, we awarded a record total of £4.5 million in grants. We distribute grants to projects across the county, addressing issues including health and wellbeing, homelessness, social isolation, education, and the environment, among others.

The need to support Cambridgeshire's communities has never been greater. Our Vital Signs 2024 report shows that the gap between wealthy districts and the more deprived communities is wide. The inequalities of income, deprivation, education, and health between the most and least deprived communities are substantial.

Our work depends on the generosity of our donors; therefore, we are determined to grow local philanthropy. Whichever causes our donors choose to support, we ensure their money is managed responsibly and has maximum impact, with as much or as little involvement from our donors as they wish. Our financial governance, policies and controls mean we are accountable, trusted, independent and apply sound judgement to all of what we do.

Cambridgeshire Community Foundation's [team](#) comprises of 10 dedicated staff members, supported by 14 Trustees and about 30 volunteers, including our President, Vice-Presidents, and Ambassadors. Moreover, we are part of a national [network of 47 quality-accredited Community Foundations](#).

Becoming a Trustee – Our offer to you

By becoming a Trustee at the Foundation, you will join the largest placed-based grant maker in the county. You will support and shape our work and strategic direction to ensure that we are providing the best possible support to local non-profit organisations to address pressing issues in our community.

The role is a great way to get involved in your local community and be part of a network of people and organisations who want to make a positive difference.

The role also offers professional development opportunities, including:

- Strategy and leadership in the not-for-profit sector
- Non-executive director experience
- Skill development, including influencing, negotiation, and managing risk.

If you already have significant experience in these areas, it can be stimulating to use it in a different and potentially challenging context. Trustees often say that being a board member has been one of the richest sources of learning in their professional lives.

As a Trustee, you will be part of a team and will have opportunities to apply your unique skills and experience while learning from others. Working closely with a passionate team of people who have different perspectives is often one of the most enjoyable aspects of the role.

Our Trustee positions are available to people of all ages, backgrounds, and skills and we welcome applications from all in our community. It is particularly important for us to have a diverse Board of Trustees, for strong representation of the communities that we serve through our work.

Our strategy

We strive to continue growing the Foundation, to increase the available funding for the diverse range of causes within our community. We are focused on growing our profile, donor development, and strengthening the Foundation's capacity, systems and processes, to respond flexibly to the ever-changing priorities and needs of our local community.

Strategic aims for 2022-25

1. To grow our philanthropy and impact through growth in donors.
2. To understand Cambridgeshire's community needs and act on vital issues to deliver targeted positive impact and measure this.
3. To be a fantastic support to the region's charities and community organisations through effective, sustainable, accessible & inclusive grant-making.
4. To build the Cambridgeshire Community Foundation's brand, profile, value proposition and image as the philanthropic leader in the community.
5. To develop our excellent organisational capability, both through staff, volunteers, Trustees and resources, to deliver our strategic goals.

A summary of the 2022-25 strategic plan can be found [here](#).

Over the winter of 2024-2025, we will be developing our new 3-year strategic plan.

Role description

General

- Ensure that the charity operates within the financial and/or legal guidelines set out in current legislation, by the charity commission, in the Foundation's constitution and by the Board
- Oversee that the Foundation has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- Monitor any financial and/or legal risks facing the charity
- Ensure that the Foundation's resources are sufficient to meet its current and future needs
- Support the Board on the Foundation's financial and/or legal policies and ensure that these policies are reviewed and monitored regularly
- Scrutinise the proposed annual budget, and advise and guide the Board accordingly
- Scrutinise management accounts and performance against budget and advise the Board accordingly
- Support the Board on the financial and/or legal implications and operational risks arising from Board decisions, especially the Board's strategic and policy decisions
- Support the development of appropriate strategy proposed by the Chair and Chief Executive and monitor the implementation of the strategy
- Attend and contribute to Finance Committee meetings effectively and efficiently, bringing impartiality and objectivity to decision-making
- Give financial and/or legal support to the Chief Executive, Finance Manager, SLT and the board
- Bring impartiality, fairness, integrity and objectivity to decision-making

Representing the charity

- Support work to build the charity's profile, brand awareness and relationships
- Support work to actively encourage donations and the establishment of funds with Cambridgeshire Community Foundation
- Occasionally, represent the charity at external functions, meetings, and events.

Person specification

Essential

- Financial and/or legal expertise
- Leadership skills
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Experience of committee work
- Confidence, warmth, passion with an ability to engage
- Passion for and commitment to the Foundation and our purpose
- Personal gravitas to be part of a significant, high-profile regional organisation
- Willingness to devote the necessary time and effort
- Strategic vision and good, independent judgement
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship

Desirable

- Experience of operating at a senior financial strategic leadership level within an organisation
- Experience of financial audit
- Experience at a senior legal level within a business, public sector or charitable organisation, or as a professional advisor
- Successful track record of achievement throughout their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of governance meetings

Terms of office

Term

The charity's board members serve a three-year term and are eligible for re-appointment for one additional term of three years.

It is intended that successful applicants will become Trustees in late 2024.

Remuneration

The role is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location

The charity works across Cambridgeshire. Board meetings may be held at our office in Cambridge or at other locations across the county. Remote attendance is usually available and some sub-committee meetings are conducted exclusively online.

Time commitment

Trustees are expected to attend four board meetings per annum, with one of these including the Annual General Meeting and another including a Strategic Planning meeting.

You will also need to attend 4 Finance Committee meetings and have regular meetings with the CEO, other staff and Trustees.

Recruitment process

To register your interest, please send a copy of your latest CV or biography, together with a supporting statement, explaining your motivations for applying for the role, how your skills, knowledge and experience match the requirements sought and what you might additionally bring to the role.

To ensure fairness to all applicants, the shortlisting will be based solely on the information that you supply on your CV/biography and the supporting statement. Therefore, it is important that you provide as much information as possible regarding why you wish to apply and what you think makes you a suitable applicant.

Cambridgeshire Community Foundation is an equal opportunities organisation and welcomes applications from all in our community. It is particularly important for us to have a diverse Board of Trustees, for strong representation of the communities that we serve through our work.

Your application should be emailed to Michael O'Toole, CEO, at:
michael@cambscf.org.uk

Application deadline

Friday 20 September 2024 at 5pm.

Interviews

Interviews will take place from Monday 30 September 2024 onwards.

The interview panel is likely to include the Chair of Trustees, the CEO and one or two existing Trustees.

Induction

All Trustees will be supplied with a welcome pack, containing essential information and some forms to be completed. Induction meetings with fellow Trustees and the Senior Leadership Team will also be offered. Trustees are encouraged to take part in further training, with opportunities publicised at Board meetings.

Thank you for your interest in the role and we look forward to receiving your application.