

Trustee Role – Finance Committee

Trusthouse Charitable Foundation is seeking to appoint a new Trustee with legal expertise and an interest in supporting small charities to improve the lives of disadvantaged people in the UK. You will be part of a team of Trustees who meet a minimum of six (6) times a year to carry out financial management and governance of the trust.

1. About You

You will help the Trusthouse Charitable Foundation (TCF) effectively distribute its limited resources to small charities operating in England, Scotland, Northern Ireland and Wales.

We are looking for someone with a commitment to the mission of TCF, who can work well in a small team, with good judgement, diplomacy, the ability to think strategically and communicate effectively.

The Trustee appointed will serve on the Finance Committee of the Board.

We are particularly interested in hearing from people who are working or have worked at a senior level in the legal or charity law sector.

We wish to strengthen and diversify our Board and extend representation within the Foundation to ensure that the Board has insight from the range of communities supported by our grants.

We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender and socio-economic background.

2. About the Trusthouse Charitable Foundation

The Trusthouse Charitable Foundation (TCF) is a charitable trust that provides grants to small and medium sized charities in the UK. The Foundation supports local organisations with a track record of success working in communities of extreme urban and rural deprivation. The current focus of the Major Grants programme is on Family Support, alongside a Small Grants programme focussed on Community Support.

TCF was formed in 1997 following the merger between Trust House Forte plc and Granada plc. Following the sale of shares in Granada, the new 'Trusthouse' became a registered charity in 1997. The Foundation has an endowment which has now grown to circa £85 million. The return from these investments provides the annual grants budget of approximately £2.6 million awarded to charitable organisations and projects.

TCF is managed on a day-to-day basis by a Grants Director and Grants Manager, employed by Smith Square Trading Ltd, a subsidiary of the Centre for Social Justice. Trusthouse is an independent charitable entity.

3. Board of Trustees

TCF has a board of up to 12 trustees, who meet two (2) times a year in June and December to determine the general policy of the charity. In addition, Trustees participate actively in the Finance and/or Grants Committees, which meet four (4) times a year.

The Finance Committee acts to manage investments in the charitable endowment, oversee the audit function, liaise with the asset managers, and approve the annual grants budget. The present Committee consists of five (5) Trustees with significant financial experience and a wide range of skills and interests.

4. Duties of a Trustee Board Member

- Ensure compliance with charity and company law and any other relevant legislation or regulation
- Ensure effective governance in pursuit of the objectives defined in the governing document
- Apply financial resources effectively and award grants in line with the stated funding policy
- Contribute actively to the Board of Trustees and provide strategic direction to TCF, setting overall policies, defining goals, and evaluating performance
- Ensure the financial stability of TCF and appropriate management of its investments
- Safeguard and enhance the reputation of TCF

5. Time Commitment

Trustees hold six (6) meetings a year, of which two (2) are full Board meetings in June and December. The remaining four (4) Finance Committee meetings are typically held in February, May, September and November. Trustees are expected to attend all meetings, whether in-person or online.

From time to time you may be requested to undertake ad hoc assessment and/or monitoring visits to charities. In addition, Trustees are invited to attend an away day each year consisting of visits to grant recipients in a specific region to learn about their work.

Trustee meetings are held in-person in Westminster, Central London. Committee meetings are held in a hybrid (online/in-person) format, to allow flexible access.

6. Application Process

To apply please email grants@trushousecharitablefoundation.org.uk enclosing your CV and a letter of introduction responding to the following questions:

- Why have you applied to become a Trustee?
- How will your skills, knowledge or experience strengthen the Foundation's Board?

Please tell us about how your professional knowledge and experience link to the specific areas of legal and financial expertise that the Foundation has highlighted.

Closing date for applications: 15 Sept 2024

Shortlisting: Late Sept 2024

Interviews: October 2024

Appointment: December 2024