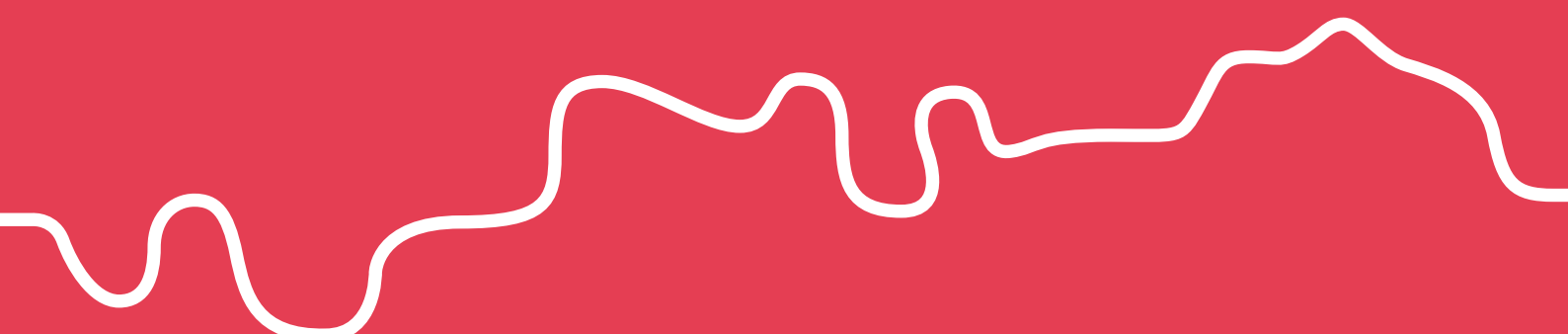




Trustee recruitment pack



Trustee recruitment pack

Welcome from our chair

Thank you for your interest in becoming a trustee of Trust for London. For more than a century, we've been working to reduce poverty and inequality in London.

This is a pivotal time to join us, in the lead up to the launch of our new 2030 strategy in the Spring 2024.

Our new strategy will continue to focus on the drivers of poverty in London. We'll focus on evidence and bring thoughtfulness to our decision making. And we'll continue to view it as our duty to fund work that helps people struggling right now, but also tackles the underlying causes of London's high rate of poverty.

Our refreshed strategy is not being developed in isolation. Throughout the year we're working with partners from across the public sector, civil society and academia to explore issues and identify clear goals we can collectively work towards by 2030. Alongside this we've been working on improving the way we operate and communicate, moving our digital grants management to Salesforce, to provide a better experience for the organisations applying for and receiving funding. We've recently updated our website and our visual identity so that they're better suited to a world where so much communication happens online. Our organisational values are also being refreshed so we have a clearer sense of who we are as we tackle the challenges ahead.

We believe that change is possible in spite of all the current challenges, and we're committed to helping make it happen.

Trustees play a critical role in this. We set the strategy of the organisation and ensure that our endowment is used effectively. Our Board has a breadth of expertise, is highly collegiate, and committed to tackling poverty in London. We are now looking for three new trustees to help us on the next stage on our journey. We are looking for candidates with experience in human resources and diversity, equity and inclusion, as well as charity finance, and social investment. We also want our Board to reflect London's diversity, and value lived experience of poverty.

If our work resonates with you, and you have the skills and experience we're looking for, we'd love to hear from you.

Best wishes,



Dr Omar Khan
Chair, Trust for London



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About Trust for London

We fund organisations fighting for a poverty-free London.

At any one time we support around 300 organisations. The work we fund comes in many forms, from community groups helping people build skills and knowledge, to large scale campaigns and research.

We value both lived and learned experience and think it's vital to include those with direct experience of the issues being worked on. We fund a number of organisations led by those with lived experience.

And to make sure people have the evidence needed to make change happen, we also fund work like London's Poverty Profile and London's Cost of Living Tracker.

Whatever we're working on, all our funded projects have one core aim - to make London a better, fairer city.

You can find out more about our work and our financial position in our [annual review and accounts 2022](#).

Our history and endowment.

For more than a century, we've been at the forefront of efforts to help low-income Londoners help themselves.

Our assets derive from the philanthropy of the people of London over many years. Over the centuries the 112 parishes within the City of London received around 1,400 separate charitable gifts and bequests. Their income was to be used for the benefit of the church communities or, more often, the poor of those parishes.

By the late 19th century, the City had become a financial centre and the number of potential beneficiaries in the area had fallen significantly. In 1878 a Royal Commission was appointed to review this situation, which led to the creation of two funds to administer the majority of these endowments for the benefit of the poor of London and the Church of England in London.

These two funds – the Central Fund and the City Church Fund – together made up the City Parochial Foundation and they are still managed by us.

The government provided an endowment of £10 million when it abolished the Greater London Council in 1986 and asked City Parochial Foundation to manage this new organisation, Trust for London.

In 2010, the Foundation and the Trust were amalgamated into one organisation to form the new Trust for London.

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Our people

Our trustees

We currently have fourteen trustees. Of these, four have been nominated by the City of London Corporation, the Church Commissioners Group and London Councils.

Our Trustees have a wealth of experience in areas related to our work, including civil society, local government, public policy, grantmaking, accountancy, investments, property and social justice.

[Read more about them here.](#)

Our staff

There are 26 staff at Trust for London. They have a vast range of experience working and volunteering in the charity and grant funding sectors.

Our diverse team is passionate about tackling poverty and inequality in London. They work closely with our funded partners (our term for 'grantees') to make sure they have the tools to be successful during and beyond their funding relationship with us.

[Read more about them here.](#)

Diversity, equity and inclusion

We understand that people experience poverty in different ways, and we strive to create a culture where people of all backgrounds and experiences feel appreciated and valued. This approach is central to ensuring that we are accountable to London's richly diverse communities.

Working towards a more inclusive society must start with ensuring that our own governance and operations are as inclusive as possible. We are conscious that many groups of people have historically been excluded from positions of power and leadership, and we want to take action to address this situation.

Our aim is to re-balance the value placed on lived and learned experience, so that we are well placed to respond to our mission of tackling poverty and inequality in the capital.

Trustee recruitment pack

Role of trustees

The context

We undertake regular reviews of the skills we have on our Board.

Our most recent review revealed that we would benefit from new Trustees. These roles cover:

HR, diversity, equity and inclusion

We are looking for a trustee from a HR background that is passionate about equality, diversity, and inclusion, and creating a positive work environment where people can thrive. The ideal candidate will have a deep understanding of employment law, best practices in HR, and experience in developing and implementing HR policies and procedures.

We are at an exciting time of change as an organisation, implementing new organisational values and reviewing HR policies and processes to support our staff team as we deliver on our new funding strategy.

Charity finance

We are looking for a qualified accountant (CCAB recognised qualification) with a deep understanding of charity finance. The ideal candidate will be able to understand, communicate, and explain financial information in a clear and concise way. They will also have a strong understanding of trust and foundation finances and investments and will be able to monitor and review risk effectively. In addition, they will be able to support other trustees in their duties and help them make informed decisions.

We are in the process of modernising and automating our finance systems and processes and improving our reporting, analysis and insight. The ideal candidate will be able to support us through this transition and bring new ideas and innovation in how we operate and report on our finances.

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Role description for all trustees

The overall responsibilities of the Trustees are:

- To maintain the real value of the endowment; and to distribute money whilst being fair to both, current and future beneficiaries; and
- To fulfil the objects of the Trust through creative and strategic thinking, expert knowledge, and advice, and through the Chief Executive, appropriate and sensitive management of the Trust's staff.

The duties of a trustee are:

- To contribute actively to the Board's role in giving strategic direction to the organisation, determining overall policy, defining goals, setting targets and evaluating performance against these targets.
- To take an active interest and part in the grant making of the Trust to charitable organisations.
- To protect and manage the assets of the charity and to ensure their proper investment.
- To ensure the financial stability of the Trust.
- To appoint a Chief Executive to the Trust and monitor their performance.
- To safeguard the good name and ethos of the Trust.
- To ensure that the Trust complies with its governing instrument, charity law, and any other relevant legislation or regulations.
- To ensure that the Trust pursues its objectives as defined in its governing instrument.
- To ensure the Trust applies its resources exclusively in pursuance of its objectives, (i.e. the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities may be).

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge, or experience they have to help the Board reach sound decisions. This may involve scrutinising Board/Standing Committee papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, and/or other issues in which the trustee has special expertise.

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Person specification

This person specification sets out the qualities, skills and experience needed in a Trustee of the Trust. All Trustees need certain qualities such as integrity and commitment. In terms of specific skills, it is acknowledged that not every Trustee will have the full range of skills and experience ideally required by the Board.

Each Trustee is expected to have:

- a commitment to the Trust;
- a willingness to devote the necessary time and effort needed;
- a strategic vision;
- good, independent judgement;
- an ability to think creatively;
- a willingness to speak their mind;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- an ability to work effectively as a member of a team;
- a commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Board requires skills and experience in the following areas:

- setting targets, monitoring and evaluating performance in all areas of the Trust's activities;
- financial management, including investment in property, global equities, emerging market equities, bonds, hedge funds, mission related investments and cash;
- the grant making work of the Trust;
- knowledge of the voluntary sector, especially in London;
- legal matters;
- information technology;
- human resource recruitment and management;
- media and public relations;
- campaigning/lobbying;
- experience of working in the voluntary sector.

Previous experience of being a trustee is not required. We offer training and mentorship for all, as well as a comprehensive induction programme. For further information on the general duties of trustees, please go to:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>.

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Terms and conditions of appointment

Length of appointment

Trustees are appointed for a term of five years. A second term of five years is subject to the Chair's recommendation and the Board's approval. Maximum term is ten years or the end of term if the Chair or Vice Chair, whichever is the longer.

Time commitment

The board meets at our offices in Moorgate four times a year, with an additional away day in September (held at a location in London). Trustees are encouraged to serve on at least two of the board's committees, including a grants committee. All meetings are offered on a hybrid basis. The overall time commitment is between six and ten days a year.

Expenses

All reasonable travel and subsistence expenses relating to Trust for London duties and responsibilities will be reimbursed in full.

Trustee recruitment pack

How to apply

If you would like any further information, or to arrange an informal conversation with the Chief Executive or Chair of the Board, please contact Giulietta Driver, Executive Assistant: giulietta@trustforlondon.org.uk, 07562 638692.

To apply, please send the following to Giulietta:

- A concise covering **letter** (no longer than two pages), addressing which role you are interested in (HR, Finance), why you would like to become a Trustee of the Trust for London, and what you would bring to the role.
- An up-to-date **CV**.
- Names and contact details of **two referees** (referees will only be approached at the final stage of the process, and only with your express permission).
- A completed **Equal Opportunities form**.

Access and inclusion

We are committed to making membership of our board accessible to all. If you need any reasonable adjustments made to support you to apply, please contact Giulietta either via [email](#), or call her on 07562 638692.



4 Chiswell Street

London

EC1Y 4UP

www.trustforlondon.org.uk

info@trustforlondon.org.uk

 [@trustforlondon](https://twitter.com/trustforlondon)

Registered Charity No. 205629