

Leeds Community Foundation Seeks New Trustees

Deadline to apply 26 October 2018

Background

Leeds Community Foundation, (LCF) one of the largest of 46 Foundations across the country, connects people who want to make a real difference to our city. We are currently looking for new Trustees. Individuals who are ambitious for communities, to join our already effective board and take the Foundation forward with their experience, skill, passion and commitment.

We have a lot to be proud about in Leeds and Bradford: vibrant historic cities, full of opportunity, thriving industry, good schools and universities, and beautiful parks. However, not everyone has access to these opportunities. Too many of our young people live in poverty. Those living in some inner city areas live on average 10 years less than their wealthier neighbours. In Leeds 15,000 of our residents over 60 years of age are intensely lonely and isolated.

Thousands of charities and voluntary groups across the cities work tirelessly to address these inequalities, and help their communities. Leeds Community Foundation invests in these groups to support Leeds and Bradford, now and in the future, by distributing grants, highlighting issues and sharing advice. We create positive change in the communities that need it most.

LCF was established in 2005. We currently have £36million of funds under management in endowments and, since then we have given out over £38 million in grants to over 3,000 local community groups and charities in Leeds, Bradford and beyond. Last year, we distributed £4.8 million in grants through a range of programmes. When investing in Leeds Community Foundation, donors know that our rigorous due diligence ensures their money reaches the people who need it most and has the biggest possible impact. Ranked in the top 5 Community Foundations in the UK in terms of the size of our grant-making and our endowment, LCF has two key roles:

To raise or channel funds from organisations, businesses and individuals to encourage them to make financial contributions to local charities and community groups operating in Leeds; and

To distribute grants, particularly supporting small to medium-sized organisations who are working in some of the most disadvantaged communities in Leeds.

Leeds Community Foundation relies on the generosity of businesses and individuals who care about their city; who want to 'give something back'.

Leeds Community Foundation is creating a city of opportunity for all. We work together with partners to create positive change with the communities that need it the most, by investing funds and expertise to build a better future now.

About the role of Trustee of LCF

Location: Leeds and Bradford

Salary: Voluntary

Reports to: Chair

LCF is a registered charity with a board of trustees controlling the management and administration of the charitable activities of the Foundation. LCF is also a company limited by guarantee. Trustees are also directors appointed to manage the affairs of the company in accordance with its articles of association. LCF has offices in central Leeds.

Values: Leeds Community Foundation is ambitious for all

- We are passionate about creating positive impact for all our communities
- We are open and honest
- We are a responsive partner
- We empower through learning, sharing knowledge and expertise
- We challenge as well as support.

The board meets every three months for approximately three hours. Meetings are held in central Leeds and around the city. Papers are sent out a week in advance and Trustee meetings are very participative, with all Trustees being actively encouraged to take part in the discussions and decision-making.

All Trustees also contribute to at least one of our sub-committees of which there are five:

- Grants and Programmes
- Impact
- Income Generation
- External Affairs and Stewardship (including marketing and PR)
- Resources and Governance (including Finance and HR).

The sub committees also meet every three months for around two hours. There may also be other ad hoc meetings plus Trustee engagement and training events.

The Foundation has a series of regular events and activities throughout the year including: networking events; visits to groups we have funded; meetings with donors and fund-holders; fundraising events. We encourage Trustees to attend these events.

Other opportunities for Trustee involvement outside formal meeting attendance will depend on an individual's particular skills, interest, contacts and experience. These are discussed with each Trustee at the outset and reviewed annually. We encourage Trustees to become "champions" for particular areas of our work, linked to their own interest and expertise. This may involve more regular contact with staff and Trustees and getting involved in specific projects.

On average, most Trustees spend two days a month on Foundation-related activity. Some are able to dedicate more time and get more actively involved in specific projects and activities.

Duties of a Trustee

- To act in the best interest of Leeds Community Foundation (LCF). Trustees should put the interests of LCF before their own interests, or those of any other person or organisation when dealing with matters relating to LCF.
- Operate in a manner consistent with LCF's purpose, vision and values and be an ambassador for the organisation.
- To actively contribute to the role of the Board of Trustees in giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To ensure LCF pursues its objectives as defined in its overall business plan.
- To ensure LCF applies its resources effectively in pursuance of its objectives and ensure the financial stability of the organisation.
- To safeguard the good name and values of LCF.
- To represent LCF at functions and meetings as appropriate.
- To declare any conflict of interest while carrying out the duties of a Trustee.
- In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues.

Skills and experience required

The role of Trustee requires the following skills and attributes;

- A strong commitment to LCF and its objectives.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship. See attached link for guidance:
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- A willingness to devote the necessary time and effort to their duties as a Trustee.

- Experience of contributing to the development of strategy and business planning processes and strategic decision making.
- The ability to provide an external perspective and provide appropriate challenge and support to LCF's management team and staff group.
- High levels of personal probity and integrity.
- Sound judgement and objectivity and a willingness to speak their mind.
- An ability to think creatively and be solution focused.
- Experience of working effectively as a member of a team, with strong collaboration, communication and interpersonal skills.
- Ideally but not essentially, trustees would have gained experience of corporate governance, or operated at Board or senior management team level. Experience of the Third Sector / Grant making environment would also be useful but not essential.

How to Apply

We are committed to do all we can to ensure that our board and subcommittee structure reflects the communities we serve. Accordingly, we welcome all applications, regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, or sexual orientation. We would especially welcome applicants under 30 years old and people from BAME communities, who are currently not as well represented on our board as we would like. Our offices have full disabled access.

If you are interested in being considered for the trustee role, please send a copy of your C.V. and a covering letter of no more than two A4 pages explaining why you are interested and what specific skills and experience you would bring to the role to our CEO, Kate Hainsworth, at kate@leedscf.org.uk. We will then contact you further.

The closing date is **October 26th 2018 at 12 noon**. We anticipate that interviews will be conducted during **weeks commencing 12th and 19th November 2018**.