

Candidate Information Pack

Cambridgeshire Community Foundation

Chair of Finance Committee

June 2022

<u>Contents</u>	<u>Page</u>
An Introduction from the Chief Executive	2
About Us	4
Our Team	4
Strategic Goals 2022-25	5
Role Description	6
Person Specification	8
Term of Office	9
Recruitment Process & Timetable	9

Introduction

Cambridgeshire Community Foundation is the county's charity. We are determined to grow local philanthropy, matching generous people and organisations with our region's most important community causes through effective grant-making. We aim to tackle disadvantages and empower the most vulnerable by supporting our local voluntary sector and strengthening communities to build from the ground up.

The need for local philanthropy to support Cambridgeshire's communities has never been greater. Our Vital Signs 2021 report showed this in stark terms. In Cambridgeshire, the gap between wealthy districts and the more deprived communities has widened in the last decade. The inequalities of income, deprivation, education, and health between the most and least deprived communities are huge. The pandemic exacerbated these inequalities. As we face challenging economic times ahead and the 'cost of living crisis', we want everyone to share the opportunities that Cambridgeshire presents.

CCF is a place-based funder. This means that grants are awarded according to the needs of our local communities. This is founded on the principles of community engagement and collaboration. Our success depends on our donors, long-term partnerships, relationship-building and being able to leverage local philanthropy to address local problems.

We must do more, CCF is more vital now than ever. To guide our approach, we have created a new strategic plan for the period 2022-2025. This plan has bold ambitions to grow our donor base, to award at least £10m grants over this period and to boost our work to ensure grant accessibility. We aim to reach a diverse range of causes within our community with effective grants, responding flexibly to changing priorities and needs.

Of course, we can only achieve this with the support and trust of our donors. Our financial governance, policies and controls mean we are accountable, trusted, independent and apply sound judgement in all our work.

2021-2022 has seen CCF achieve historic, record income levels. I am proud of what has been achieved by CCF over recent years, but we know that there so

much more to do. In 2021-2022, we awarded 779 grants, totalling £2,777,046. The results these grants achieve is what drives the team and me to continue working towards even greater local impact.

I hope that you might be able to be part of this journey. Our priority now is to continue our growth so that we can provide more grant funding. We will focus on growing our profile, donor development to grow existing funds and create new ones and strengthening CCF's capacity, systems and processes.

In this candidate information pack, you will read more about the type of Trustee as Chair of Finance Committee, that we are looking for. We are keen to appoint a person who brings skills and whose personal values align with ours. I hope this pack will inspire you to apply to be our new Chair of Finance Committee. Thank you for taking the time to learn more about CCF and we look forward to your application.

Michael O'Toole

Chief Executive

June 2022

About CCF

CCF is a registered charity (1103314) founded in 2004. We operate across the whole of Cambridgeshire, including Peterborough. Our purpose is to improve the quality of life for the people of Cambridgeshire, especially focussing on the more vulnerable or disadvantaged. To achieve this we work with donors, local authorities, businesses, charities and community groups to:

- Actively inspire philanthropy and increase permanent resources for the county of Cambridgeshire
- Invest in important community programmes through grants
- Provide leadership and a forum for dialogue on critical community issues

Our strategic vision is to harness the county's success & economic performance to reduce inequity & social problems by empowering communities to help themselves.

We are part of a national network of 47 quality accredited Community Foundations that match those who want to give money locally with those organisations and charities working to improve local communities. Our role is to understand local issues and create strategic grant-making to help communities address challenges and make positive change. Over the past 18 years we have made grants of £25 million and built a permanent endowment worth over £13 million. We distribute around 700-800 grants each year. The range of projects that we fund is very wide. We support projects supporting people to overcome health challenges, live independently, tackle homelessness and to support wellbeing. We also fund an increasing value of projects to improve our environment and community assets - our impact is wide. We achieve this with a small, dedicated team of 8 staff, 15 Trustees and about 30 volunteers, including our President and Vice-Presidents. Our office is based in Cambridge on Newmarket Road. More details on [Our Team](#).

Strategic Goals 2022-25

Strategic Aim 1: To grow our philanthropy and impact through growth in CCF donors

Strategic Aim 2: To understand Cambridgeshire's community needs and act on vital issues to deliver, targeted positive impact and measure this

Strategic Aim 3: To be a fantastic support to the region's charities and community organisations through effective, sustainable, accessible & inclusive grant-making

Strategic Aim 4: To build the CCF brand, profile, value proposition and image as the philanthropic leader in the community

Strategic Aim 5: To develop our excellent organisational capability, both through staff, volunteers, Trustees and resources, at CCF, to deliver our strategic goals.

A shortform of the 2022-25 Strategic Plan is attached with this pack.

Role Description

Chair of Finance Committee

In addition to the general responsibilities of a trustee, duties of the Chair of Finance include the following.

General

- Ensure that the charity operates within the financial guidelines set out in current legislation, by the charity commission, in CCF's constitution and by the Board
- Ensure that CCF has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- Identify and bring to the attention of the Board, any financial risks facing the charity
- Ensure that CCF's financial resources are sufficient to meet its current and future needs
- Advise the Board on CCF's Investment Policy and Reserves Policy 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
- Scrutinise and evaluate regularly CCF's cash flow position, and inform the Board of any concerns
- Be the prime point of Trustee contact for CCF's auditors and investment managers
- Formally present the accounts to the Annual General Meeting drawing to members' attention all relevant matters
- Advise the Board on the financial implications and operational risks arising from Board decisions, especially the Board's strategic and policy decisions
- Advise the Board on the financial strategy proposed by the Chair and Chief Executive and monitor the implementation of the financial strategy on behalf of the Board.

Cambridgeshire Community Foundation, Chair of Finance Committee

- Chair and facilitate Finance Committee meetings effectively and efficiently, bringing impartiality and objectivity to decision-making
- Give financial direction to board policy-making and check that financial strategy is implemented
- Bring impartiality, fairness, integrity and objectivity to decision-making

CCF Profile

- Support work for CCF to build profile, brand awareness and relationships
- Support work to actively encourage philanthropists and donors to establish funds, or donate to CCF
- Build and maintain effective relationships with key influencers
- Occasionally, represent the charity at external functions, meetings and events

Person Specification

The Chair of Finance Committee should have the following qualities:

- Financial acumen
- 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
- Demonstrable understanding of some of the issues facing communities
- Passion for and commitment to CCF 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:

- Experience of operating at a senior financial strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of chairing meetings and events

Terms of Office

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

The role of the new Chair of Finance will take effect from the 2022 AGM to take place on 19th October. However, it is intended that the incoming Chair of Finance Committee may have an opportunity to spend time in handover with the current Chair.

Remuneration: The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed

Locations: CCF covers Cambridgeshire. Board meetings may be held at our office in Cambridge or at other locations across the county. Other meetings usually take place within Cambridgeshire, or occasionally in London.

Time commitment: 4 Board meetings, 4 Finance Committee meetings and up to 4 Strategic Plan Steering Group meetings per year. The Chair of Finance is also expected to have regular meetings with the Chief Executive, 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 can additionally bring to the role.

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

CCF is an equal opportunities organisation and welcomes applications from all our community. It is particularly important to CCF to recruit a diverse Board which includes strong representation of those from similar backgrounds and from the communities that we serve through our work.

Cambridgeshire Community Foundation, Chair of Finance Committee

Your application should be sent by email to michael@cambscf.org.uk

Timetable

Closing Date for Applications: Thursday 4th August 2022 at 5pm

Interviews: Week Commencing Monday 5th September 2022 onwards

The Interview Panel is likely to include CCF Chair of Trustees, the Chief Executive and two existing Trustees.

Thank you for your interest in the CCF, Chair of Finance Committee opportunity.