

# Trustee recruitment

## Candidate information pack



**Cambridgeshire  
Community  
Foundation**

For a better county

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## About Cambridgeshire Community Foundation

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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 19 years, we have awarded grants totalling over £30 million and built a permanent endowment worth over £13 million. We distribute 600-800 grants each year 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 2021 report demonstrated that 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 substantial. For example, women from the least deprived areas of Peterborough can expect to live 13 more healthy years than those from the most deprived areas.

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.

The Cambridgeshire Community Foundation team comprises of 10 dedicated staff members, supported by 12 Trustees and 20 volunteers, including our President, Vice-Presidents, and Ambassadors. Moreover, we are part of a national [network of 47 quality-accredited Community Foundations](#).

## **Our strategy**

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We strive to continue growing the Foundation, to increase the available funding for the diverse range of causes within our community, with an ambition to award at least £4 million in grants in the year 2023/24. 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](#).

## **Role description**

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We are keen to build our Board of Trustees by welcoming people who bring connections or relevant expertise, particularly in digital, marketing, business development, fundraising or HR.

The responsibilities of Trustees are as follows:

### **General**

- Ensure that the Foundation complies with its constitution, Charity Law, Company Law and any other relevant legislation or regulations. Where appropriate, the Foundation takes professional advice to assist the Board.
- Contribute to the strategic direction of the organisation, setting overall policy, defining goals, and regularly reviewing performance, including financial performance.
- Act in the best interests of the Foundation at all times.
- Attend Board meetings, the Annual General Meeting and sub-committee meetings.
- Ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly.
- 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.
- Build and maintain effective relationships with key influencers.
- Occasionally, represent the charity at external functions, meetings, and events.

## Person specification

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### Essential

- Commitment to the vision, mission, and values of the Foundation.
- Leadership skills.
- Tact and diplomacy.
- Good communication and interpersonal skills.
- Impartiality, fairness, and the ability to respect confidentiality.
- Experience of committee work.
- Confidence, warmth, and passion with an ability to engage.
- Demonstrable understanding of some of the issues facing communities.
- 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.
- Understanding of and commitment to diversity, inclusion, sustainability, and equality in all aspects of the Foundation's work.
- Ability to work effectively as part of a team.

### Desirable

Experience of one or more of the following:

- The work of non-profit organisations in Cambridgeshire and the issues facing them.
- Management of charitable organisations.
- Grant-making.
- Charitable fund development.
- Marketing, promotion, and public relations.
- Business development or fundraising.
- Human resource management.
- Digital marketing or digital enablement.
- Charity governance, working with or as part of a Board of Trustees.

## **Terms of office**

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### **Term**

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

### **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.

Trustees are also expected to join at least one sub-committee, consisting of: HR & Governance; Donor Development; Marketing & Communications; Grants & Community Impact; Finance and Remuneration. There are usually four sub-committee meetings each year.

## **Recruitment process**

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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](mailto:michael@cambscf.org.uk)

### **Timetable**

We are currently accepting applications and scheduling interviews on a rolling basis.

The interview panel is likely to include the Chair of Trustees, the Chief Executive Officer 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.

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