Trustee

Candidate information pack

Cambridgeshire Community Foundation

For a better county

Contents

About Cambridgeshire Community Foundation 2
Becoming a Trustee - Our offer to you 3
Our strategy 4
Role description 5
Person specification 6
Terms of office 7
Recruitment process 8

About Cambridgeshire Community Foundation

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 22 years, we have awarded grants totalling over £40 million, through over 10,000 grants and built a permanent endowment worth nearly £16 million. From 2025 to 2026, we awarded almost £3.5 million in grants. We work with local businesses, individuals, councils and the NHS. We distribute grants 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 Community Needs research shows substantial inequalities of income, deprivation, education, and health between the most and least deprived local communities.

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.

Cambridgeshire Community Foundation's team comprises of 11 dedicated staff members, supported by 16 Trustees and about 20 volunteers, including our President, Vice-Presidents, and Ambassadors. Moreover, we are part of a national network of 47 quality-accredited Community Foundations.

Becoming a Trustee - Our offer to you

We believe great trustees come from all walks of life. You don't need previous board experience or a background in governance—just a passion for our cause, a willingness to learn, and a drive to make a difference. If you've got lived experience, professional expertise, or fresh ideas that could shape our future, we want to hear from you.

By becoming a Trustee at the Foundation, you will join the largest placed-based grant maker in the county. You will support and shape our work and strategic direction to ensure that we are providing the best possible support to local non-profit organisations and our community. You'll bring your unique perspective to board discussions and help us innovate in ways that truly reflect the communities we serve.

The role is a great way to get involved in your local community and be part of a network of people and organisations who want to make a positive difference.

The role also offers professional development opportunities, including:

- Strategy and leadership in the not-for-profit sector
- Non-executive director experience
- Skill development, including influencing and negotiation, and managing risk.

If you already have significant experience in these areas, it can be stimulating to use it in a different and potentially challenging context. Trustees often say that being a board member has been one the richest sources of learning in their professional lives.

As a Trustee, you will be part of a team and will have opportunities to apply your unique skills and experience while learning from others. Working closely with a passionate team of people who have different perspectives is often one of the most enjoyable aspects of the role.

Our Trustee positions are available to people of all ages, backgrounds, and skills and we welcome 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. People identifying as disabled, from Cambridgeshire's minority ethnic communities and those from areas outside

Cambridge are currently under-represented on our Board so we particularly welcome applications from those groups.

Successful applicants are expected to be co-opted onto the Board in early 2027, before being formally ratified as a Trustee or Chair of the Board of Trustees at the AGM in autumn 2027.

Our strategy

We strive to continue growing the Foundation, to increase the available funding for the diverse range of causes within our community. 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 2025-28

1. To grow our philanthropy and impact through growth in donor income.
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, accessible and inclusive grant-making.
4. To establish the Foundation as the charity for Cambridgeshire, strengthening recognition, trust and engagement across donors and communities.
5. To develop our excellent organisational capability, both through staff, volunteers, Trustees and resources, to deliver our strategic goals.

Role description

General

- Offer fresh perspectives or lived experiences that shape our work
- Ensure that the charity operates within its constitution, Charity Law, Company Law and any other relevant legislation or regulations
- 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 always
- Attend and contribute to Board and sub-committee meetings and the Annual General Meeting effectively and efficiently, bringing impartiality and objectivity to decision-making
- Bring impartiality, fairness, integrity and objectivity to decision-making
- Ask questions and challenge ideas in a constructive way

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

Essential

- Are passionate about making a difference
- 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 confidences
- Experience of committee work and ability to work with others to collectively achieve change
- Confidence, warmth, passion with an ability to engage
- Passion for and commitment to the Foundation's 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
- commitment to diversity, inclusion, sustainability, and equality in all aspects of the Foundation's work

Desirable

- Experience at a senior legal level within a business, public sector or charitable organisation, or as a professional advisor
- Successful track record of achievement or personal experience of one or more of the issues highlighted in our Community Needs Research
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of one or more of grant-making; marketing and communications; public relations; business development or fundraising; community engagement: human resource management; Artificial Intelligence and digital.

Terms of office

Term

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

It is intended that successful applicants will be co-opted onto the board in early 2027 before being formally ratified at the AGM in autumn 2027.

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 usually a further annual strategic meeting.

You will also need to join at least one and attend sub-committee meetings which meet four times per annum.

Recruitment process

To register your interest, please send a copy of your latest CV or biography, together with a supporting statement explaining the following:

- Your motivations for applying for the role
- How your skills, knowledge and experience match the requirements sought
- 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. 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 we serve. Your ideas and insights will directly shape our work and future. We work in ways that fit your life including in-person meetings, online sessions, or a hybrid mix of both.

Your application should be emailed to Michael O'Toole, CEO, at:
michael@cambscf.org.uk

Application deadline: 31st October 2026 at 5pm.

Interviews

Interviews will commence in November 2026.

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.

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