

# Sussex Community Foundation

## Trustee Recruitment Pack

### September 2022



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### A message from our Chair

The **Sussex Community Foundation** is one of 46 community foundations in the UK. Collectively Community Foundations are among the largest grant givers in the UK.

Our central purpose is to bring inspirational people together to address issues of poverty and deprivation and to create and sustain the changes that Sussex needs.

We make and strengthen connections between philanthropists, businesses, charities and community leaders. We work hard to find people who have money to give, and to help them reach the charities and community projects that are making a real difference to the causes they care about. The two sides of our work give us a unique insight into community across the whole county (including the City of Brighton and Hove), and a unique opportunity to make a positive difference.

We share knowledge, inspiration and stories too – to help grow the power of community and create a county where people and communities can thrive. Full details of our work are here [www.sussexgiving.org.uk](http://www.sussexgiving.org.uk)

The Foundation provides both immediate and long-term sustainable funding for local communities. To that end we are also building an endowment fund, which is currently valued at £26m and will generate at least £1.3m for grant making every year, forever.

On top of that important work, we are closely involved in fund raising and grant making in other areas. From March 2020 until early this year, we supported many front-line community groups who have helped us all get through the pandemic, for example those delivering food and medicines, those making sure people weren't left alone and those helping communities to stay together. We tell the inspirational story of the Sussex Crisis Fund here [www.sussexgiving.org.uk/named\\_funds\\_posts/sussex-crisis-fund/](http://www.sussexgiving.org.uk/named_funds_posts/sussex-crisis-fund/)

Our Board of up to 16 trustees govern the Foundation. The day-to-day work of the Foundation is delivered by a team of fourteen paid staff, led by our Chief Executive Kevin Richmond. The Board of trustees has to be effective and accountable, and provide leadership in all areas of our activities, not only by supporting the Chief Executive and staff to deliver our strategy, but by participating in our fund development, and helping to determine the allocation of grants.

Each trustee is expected to attend one full board meeting and one sub-committee meeting every three months. Sub-committees are normally held by Zoom, and full board meetings are hybrid, but we encourage trustees to join in person if possible.

We are committed to making our meetings inclusive so we can consider reimbursement of travel and childcare costs and use translators and signers, where appropriate. If you have particular requirements in order for you to take up a trusteeship if it were offered, please let us know.

Trustees may also be asked to attend occasional evening events to help promote the Foundation and to help us widen our network of potential donors and charities.

We are looking for people with compassion and with the energy to help us both grow and target our funds. We want the Foundation to benefit from the different lived experiences of people across the whole of Sussex and particularly want to recruit people from different communities. We hope that this will include Black, Asian and minority ethnic and LGBTQ+ communities, people of working age, refugees and people who may have personal experience of challenges e.g. discrimination, disability, mental health issues, economic disadvantage.

It is important that our Board is balanced and on this occasion we are particularly keen to attract women and people with knowledge of Brighton & Hove or West Sussex.

**We seeking to appoint up to five trustees with either:**

- **Knowledge and experience of the voluntary sector in Sussex, or**
- **An ability and interest in introducing the Foundation to new donors, or**
- **Scientific and technological knowledge including climate change and environment or**
- **Digital and IT skills**

**If you have skills or experience in any one of these areas, we would love to hear from you.**

Thank you for your interest in joining us as a trustee of Sussex Community Foundation. I have been the Chair of the charity for five years now, and a trustee for eight years. Although it can be hard work it is not only a great privilege to be involved in such work and with such a dedicated team, but it is very enjoyable and thoroughly rewarding.

Keith Hollis

**Chair of Trustees. Sussex Community Foundation.**

## **How to apply:**

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If you would like to discuss this position before applying, please call our CEO Kevin Richmond on 01273 409440 or email him at [kevin.richmond@sussexgiving.org.uk](mailto:kevin.richmond@sussexgiving.org.uk).

Otherwise please send:

- **a CV or resume of no more than two sides of A4**
- **a supporting statement** of not more than two sides of A4, setting out which areas interest you and why you consider you are suitable for the post, and any special aspects of your lived experience which you think may be relevant to the application.
- Please include a note of any links that you may have with existing Sussex charities or public bodies.

To

[Jackie.turner@sussexgiving.org.uk](mailto:Jackie.turner@sussexgiving.org.uk)

Or

Jackie Turner, Trustee Recruitment,  
Sussex Community Foundation, 15 Western Road, LEWES BN7 1RL

**Closing Date: 14<sup>th</sup> October 2022**

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## **Main responsibilities of the Trustees:**

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### **Governance**

- To ensure that the Foundation complies with its Memorandum and Articles of Association, Charity Law, Company Law and any other relevant legislation or regulations. Where appropriate, the Foundation takes professional advice to assist the Board.
- To ensure that the Board understands the needs and potential of local communities across Sussex
- To contribute to the strategic direction of the organisation, setting overall policy, defining goals and regularly reviewing performance, including financial performance
- To act in the best interests of the Foundation at all times
- To attend Board meetings and the Annual General Meeting

### **Specific responsibilities**

- To prepare for and to attend meetings of the Board
- To join one or more of the Foundation's committees or working groups and attend regular meetings
- To participate in grant-making panels as a representative of the Foundation as required.
- To contribute in other ways to the Foundation's work, with compassion and energy, depending on the individual's skills, interest, contacts and experience.

The nature of the new Trustee's contribution to the work of the Foundation will be discussed with the Chair and the Chief Executive on appointment, and will be regularly reviewed.

### **Public role**

- To support the Foundation and its work in the wider community and throughout Sussex
- To introduce new contacts to the Foundation including where possible people who may wish to contribute financially to the work of the Foundation, and also groups which may benefit from the support of the Foundation.
- To assist staff in meeting with potential donors and with groups supported by the Foundation, including potential groups.
- To attend and participate actively in the Foundation's events
- To participate as appropriate in the national network of community foundations, in order to contribute to its development and set the work of the Sussex Community Foundation in a wider context.

## **Range of skills and experience required on the Board**

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In order to have an effective Board, we need a range of people with different skills, knowledge and experience.

All trustees will have:

- a commitment to the vision, mission and values of the Foundation
- 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

We aim to recruit a diverse range of trustees to cover the skills we need. In this round of recruitment (2022), we are seeking people who have experience in ONE OR MORE of the following areas:

- Knowledge and experience of the voluntary sector in Sussex, or
- An ability and interest in introducing the Foundation to new donors, or
- Scientific and technological knowledge including climate change and environment or
- Digital and IT skills

## Terms

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Appointments are for three years initially with an option of up to two further terms of three years.

This is a voluntary role but reasonable expenses can be claimed.

In addition, in order to make these roles as accessible as possible, we are working towards more virtual meetings and meetings outside normal working hours.

If you have particular requirements in order for you to take up a trusteeship if it were offered, please let us know.