Trustee recruitment information pack

Non-executive, unpaid
Deadline for applications: 9 January 2020
“Does economic growth have to result in inequality?”

Exploring this question is central to the work of Friends Provident Foundation. If it interests you too, consider joining our board of Trustees.

Trustee

Non-executive, unpaid

Friends Provident Foundation is looking for new Trustees to help guide its programmes of giving and investment, which aim to build a fair and sustainable economy in the UK. We are working toward this aim through supporting action, building knowledge, and using our endowment as a tool for change.

We are particularly seeking perspectives that may challenge orthodox views, and would like to hear from people with an active interest in how the economy works, who have experience of activism, and a drive to shape society on a practical and ethical level.

You will need to be committed to our ambitious mission of using all our assets to bring about the change we wish to see. A knowledge of economics, community organising, communications, investment, or NGO management would all be desirable. You will be willing to apply your skills and experience in quarterly Trustee meetings, share your insights, be willing to learn from those we work with as well as make a creative contribution as a Trustee. All Trustees work closely with the Foundation’s staff to achieve our objectives and you will need to commit on average one day a month to the Foundation’s business.

We are seeking diversity of perspective, background, physical abilities, ethnicities and class background and welcome applicants from all age groups and all nations in the UK.

Further details of the role are on our website. If you would like to arrange an informal discussion please contact our director Danielle Walker Palmour on danielle@friendsprovidentfoundation.org.uk or 07825 009205/01904 629675.

If you are interested in becoming a Trustee of the Foundation but anticipate any barriers to your participation, we would still like to hear from you. Please get in touch with us to discuss your situation.

Deadline for applications: 12 noon on 9 January 2020.
Friends Provident Foundation

*Fair economy. Better world.*

Friends Provident Foundation is an independent charity that makes grants and uses its endowment towards a fair and sustainable economic system that serves people and planet. We connect, fund, support and invest in new thinking to shape a future economy that works for all.

Since 2004, we’ve pioneered the creation of a fair economy for a better world. Already, we’ve helped improve access to financial services for people who were once excluded and supported the development of resilient economic communities across the UK.

We’re a catalyst for wider change, making an impact through continuous experimentation and shared learning. And we do all we can to embody the change we want to see. We invest in great social enterprises and use our money in line with our values.

Tomorrow, we’ll continue to fund more new thinking, connect new ideas, invest our capital in line with our aims and values and create better systems so that in the future, the economy will serve both people and planet.

Our grant sizes range from £5,000 up to £600,000 and can be spent in up to five years. Trustees make all grant decisions, supported by a small staff team based in York. All Trustee meetings are currently held in London; Trustee expenses are met by the Foundation. The Foundation also uses its endowment to pursue its aims by leveraging its endowment of £34m to engage with companies and investment managers, alongside a portfolio of mission-related investments. We have a full-time investment engagement manager and are at the forefront of impact investment in the UK.

More information about us, including our most recent Annual Report (2017-18), can be found on our website – [http://www.friendsprovidentfoundation.org.uk](http://www.friendsprovidentfoundation.org.uk)
Being a Trustee of Friends Provident Foundation

Role description

Trustees of the Foundation are independent and active stewards of the organisation’s resources which include endowment funds, time, reputation, staff, networks and experience. It is a real opportunity to use thinking and action to make an impact on society in the UK (see our website for evaluations of our work to date). Trustees are also important resources in their own right, bringing knowledge, networks and expertise to bear, which is greatly valued by staff and colleagues.

We are committed to making the Foundation an organisation that is fit to thrive in a fair and sustainable economy; we hope those values are reflected in our governance as well as how we run the charity. Trustees aim for a board diverse in perspectives, backgrounds and life experiences. We wish to refresh our board from a wide pool of applicants and are experimenting with how to achieve this.

This is a non-executive role which is unpaid; however, expenses will be covered.

Expectations of Trustees

Trustees’ time commitment on Foundation business, on average one day per month, is comprised of reading papers and regular updates from staff; contributing thoughts and ideas via email or telephone; attending all four Trustee Board meetings, unless impossible to re-schedule other commitments (dates are set over a year in advance); joining in established Investment or Resources Committees or ad hoc task groups; taking full part in Trustee exchanges and discussions; and representing the Foundation at events or meetings. The Foundation has a small, active and very committed board and staff team that work well together to further our aims.

Statutory Duties

- To ensure that the Foundation complies with its governing document, charity law, company law and any other relevant legislation or regulation;
- To ensure that the Foundation pursues its objects as defined in its governing document and strategy;
- To contribute actively to the Board of Trustees’ role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
• To safeguard the reputation and values of the Foundation;
• To ensure the effective and efficient administration of the Foundation;
• To be responsible for the effective stewardship of the Foundation’s assets in line with its mission and programme aims;
• To appoint, support and monitor the performance of the Foundation Director.

Other Duties

As a Trustee you will use any specific knowledge or experience you may have to help the board of Trustees reach sound decisions. This might involve:

• Scrutinising board and committee papers
• Leading discussions on key issues
• Providing advice and guidance requested by the board or the Director in areas where you might add value and insight to deliberations

There is the expectation for Trustees to participate in additional, already established committees, such as the Resources Committee and the Investment Committee, which meet quarterly to oversee effective governance of the Foundation’s resources.

The full Board of Trustees meets four times a year in London.

Meeting dates for 2020 are:

Tuesday 10 March
Tuesday 9 June
Tuesday 15 September
Tuesday 8 December

Conflicts of interest

The Foundation recognises that due to the specific focus of the Foundation’s mission and operations, crossovers of personnel and the interests of those working in the field will arise. In recognition of this possibility, trustees operate a clear policy of disclosure to manage any conflicts of interest that may arise. Being a current or past grantholder, investee or other partner of the Foundation does not exclude you from applying for this position. Please contact us if you have questions about this.
**Person specification**

We are looking for people who have:

- A commitment to the objectives and values of the Foundation
- An understanding and acceptance of the legal duties, responsibility and liabilities of Trusteeship
- A willingness to engage with issues with an open mind
- An ability to think creatively
- The courage and willingness to speak your mind
- An ability or willingness to use new technology
- An ability to work effectively as a team member

Our work would be strengthened by particular skills and life experience, including:

- Knowledge of policy and practice in the Foundation’s current programme
- Understanding of the field of economics
- People from BAME backgrounds
- Those with experience of living or working in areas facing economic injustice
- People with disabilities or others vulnerable to unfair discrimination
- People under the age of 30 years old
- Recent experience of economic or community activism, campaigning, community organising or regeneration
- Current investment or, specifically, impact-investing skills and knowledge
- Charity or NGO operations including audit, risk management and finance

**Our Ethics**

We strive to be active supporters of the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, leadership.
How to Apply

Please submit your CV together with a covering letter of no more than two A4 pages setting out why you are interested in the role, and your fit with the person specification by **12 noon on 9 January 2020** to:

Danielle Walker Palmour  
Director  
Friends Provident Foundation  
Blake House  
18 Blake Street  
York, YO1 8QG  
Email: caroline@friendsprovidentfoundation.org.uk

For submission by email please send directly to:  
caroline@friendsprovidentfoundation.org.uk

If you would like to arrange an informal discussion please contact our director Danielle Walker Palmour on danielle@friendsprovidentfoundation.org.uk or 07825 009205/01904 629675. We are available over the Christmas holiday period, excluding bank holidays.

When you submit your application we will send you a link to a monitoring form, which we are asking all applicants to complete.

Shortlisted applicants will be invited to attend an interview. We plan to hold interviews on 11-12 February 2020 in central London. Interviews will consist of a conversation with a panel including staff and existing Trustees.

We are happy to reimburse shortlisted candidates for travel costs, childcare costs and lost wages incurred as a result of attending an interview.

If we can support you in accessing or attending the interview, please get in touch with us at caroline@friendsprovidentfoundation.org.uk
Privacy Notice

What we collect and why

When you apply to us for a role you will be providing personal data about yourself, through which you can be identified. We have written this notice to let you know how we will handle and protect your information.

Information which may be collected during a recruitment process, may include:

- Name
- Your work, education and training history
- Contact information including email address, postal address and phone number
- Contact information for your referees
- Any other personal information which you choose to give us relating to your application
- Notes made by the selection panel during shortlisting and the interview process

We require this information in order to review your application, undertake and support the recruitment process, and communicate to you the decisions and outcomes of that process.

The General Data Protection Regulation 2018 (GDPR) sets out that we are required to have a lawful basis for processing your data. In this instance we are processing your data under ‘legitimate interests’ specifically to support our recruitment process and applicants, as outlined above.

We store this information on our office IT systems, including cloud-based directories and email system, and in paper-based files. We retain information about unsuccessful applicants for a period of six months following the completion of the recruitment process, to enable us to provide feedback, address any other queries, or disputes. After a period of six months we will delete your data.

For any concerns you have about our use of data, please contact:

Data Protection Lead: enquiries@friendsprovidentfoundation.org.uk or on 01904 629675. You can also contact the Data Protection Regulator, the Information Commissioner’s Office (ICO): https://ico.org.uk/global/contact-us/