

Trustee

The Blaggrave Trust, 3-year initial term

Remuneration:	The role of the Finance Lead Trustee is not accompanied by any financial remuneration, although expenses for travel are covered by the Trust. In addition, Trustees will be supported with learning support covered by the Trust where needed.
Location:	The majority of Board meetings take place in London, however once or twice a year the Board will travel outside London for our annual partner meeting and a team away day.
Time commitment:	<p>The trust holds 5 board meetings per year. The Finance Lead Trustee is also expected to meet with the CEO and Finance and Governance manager monthly, and chair the Finance and Investment Committee Meetings (3 per year - online).</p> <p>All board meetings are currently held out of office hours, usually 4.00 – 7:00pm and alternate between 3-hour in person meetings and 1.5-hour online meetings.</p> <p>We also hold an away day once a year as a board.</p>
Reporting to:	Chair of the Board of Trustees
Timeframe:	Interviews are expected to take place with CEO, Chair of trustees and one other trustee in the w/c 10 April or w/c 17 April 2023.

Background to this role

The Blaggrave Trust's mission is to bring lasting change to the lives of young people; investing in them as powerful forces for change and acting upon their right to be heard in pursuit of a fair and just society. We fund organisations that work in the South East of England in the counties of Berkshire, Hampshire, Wiltshire and Sussex. We also fund policy work and run programmes which fund work nationally. The grants we make total c. £3 million per year.

Our core ambitions are to:

- Increase civil society's accountability to young people; By investing in its capacity to support, listen and be held to account by young people.
- Investing in young people to create change; By funding young people directly and building the infrastructure support they need.
- Investing in better youth policy; By supporting young people to engage in democracy and participate in policy-making; and funding experts to research and advocate on their behalf where necessary.

Our ways of working are:

- Collaborate and partner with others in all areas of our work
- Critically assess what we do, adapting and innovating in response to what we learn
- Encourage, listen, consult and communicate frankly with those we fund
- Use all of our resources and knowledge in pursuit of our mission

The Trust is run by a highly committed team of eight: the CEO, a Head of Programmes, a Policy Manager, Head of Programmes, two Youth Led Change Programme Leads, a Team and Grants Assistant and a Finance and Governance Manager.

Detailed documents outlining Blaggrave's approach, values and core areas of work can be found on our website www.blagravetrust.org/about/approach. The Trust has been through a significant period of change, with the most recent decision to move towards becoming a youth-led rather than youth-focused funder. This means that during 2019, the Trust recruited 3 more young trustees to our Board, followed by the development of a new strategy for the next 4 years in partnership with paid young advisors which led to the hiring of two Youth Led Change Programme Leads. Eli our new CEO joined us in 2022 to further grow our ambition and commitment to young people and youth-led change. As such, we are seeking a dynamic new Trustee to take our governance forward into this next phase.

The successful Trustee will need to be able to demonstrate real passion and skills in matters relating to youth-led change. You will work closely with the CEO, Chair of the board and the wider board to develop a shared working culture. The organisation is also keen to grow the impact of our work by exploring the full extent of our assets, inclusive of property and wider capital investments which we hope the successful Trustee is also committed to exploring.

The Blaggrave Trust prides itself on the way it works with those it funds and its other stakeholders. We are open, passionate, collaborative and energetic – our culture is one of partnership and we place great value in the knowledge and expertise of others. We believe that relationships and trust are crucial ingredients to support social change, and our processes mirror these values. We keep bureaucracy to a minimum and are willing to challenge the status quo of grant-making. This approach does not compromise our commitment to accountability, transparency and professionalism. We are also extremely adaptable – learning and continuously refining and reflecting on what we are doing and whether there is a better way.

We are looking for a new Finance Lead Trustee who is totally committed to and actively supports these approaches.

Role Description

Objective

The Finance Lead Trustee will hold the Board and Executive Team to account for the Charity's finances, providing inclusive financial leadership to the Board of Trustees and particularly the Finance and Investment Committee members. The Finance Lead Trustee will also support and work closely with the Finance and Governance Manager alongside the CEO on finance matters of the Trust. Where appropriate you will also support and challenge the CEO and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives.

For an endowed foundation with capital assets circa £30 million and a diverse property portfolio where our income is derived from, it will be fundamental that the Finance Lead Trustee has an interest in sustainable and ethical investment approaches in line with our own.

Principal responsibilities

Strategic support

- Provide financial leadership to the charity and its Board, ensuring that the Charity is following best practice, adhering to charity law and as much as possible lives its values in the way that it engages with its finances.
- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure that the Charity operates within its charitable objectives and be an active part of providing the trust with a clear strategic direction.
- Ensure that the organisation is able to regularly review major financial risks and associated opportunities and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- Ensure proper records are kept and that effective financial procedures are in place.
- Ensure effective monitoring and reporting on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Ensure the board receives regular reports updating on the spend against budget, cashflow and investment performance.
- Oversee the production of an annual budget produced by the CEO and supported by the Blaggrave staff team.
- Assist the Chair and CEO to ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.
- Support fellow Trustees and Finance & Investment Committee members to be aware of their financial obligations and take a lead in interpreting financial data in a way that facilitates their collective engagement, oversight and decision- making.
- Chair meetings of the Finance and Investment Committee effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Work closely with the CEO to give direction to Finance and Investment Committee meetings and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.

- Provide advice to the Board and Executive Leadership Team on the financial implications of strategic decisions.

External Relations

- Be an ambassador for and if appropriate act as a spokesperson for the Blaggrave Trust.
- From time to time represent the charity at sector external functions, meetings and events

The Finance Lead Trustee is also responsible for (alongside other trustees):

- Advising on the charity's strategic direction and financial stability.
- Approving the organisational strategy and annual budget.
- Setting and monitoring performance and risk parameters.
- Using specific skills, knowledge, and experience to help the Board reach sound decisions.
- Keeping up to date with charity law, company law and the environment in which the Trust operates.
- Maintaining appropriate confidentiality, abiding by the charity's code of conduct and disclosing any conflicts of interest.
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership.
- Monitor that decisions taken at meetings are implemented and upheld.

Additional information

The Blaggrave Trust is committed to personal development and will be offering the services of www.2027.org.uk to its newer younger trustees to support them in role. We are happy to discuss the same arrangement or a mentoring role, for our new Finance Lead Trustee and any other personal development needs they may have.

About you

We are looking for a candidate who fully believes in the mission of the Blaggrave Trust.

We are open to candidates from all backgrounds, but we will prioritise those who will help us to continue to diversify the voices heard in philanthropic work and in particular centering young people in all we do. We are committed to creating an equitable environment where all can thrive. We will ensure that the recruitment process and decision making ensures representation of both age and other forms of diversity.

Person Specification

The Blaggrave Trust is looking for a Finance Lead Trustee who can relate to and identify with fellow younger Board members – ideally, we are looking for the right balance of youth and experience in our new Finance Lead Trustee in line with our mission as a youth-led funder. We encourage applications from younger candidates and for those for whom this would be a first time Finance Lead Trustee role, provided that they have relevant previous experience serving in a trustee capacity. They must exhibit the following qualities and experience:

- Direct experience of working in a finance capacity, developing budgets and ability to read accounts.
- Experience of working in the youth sector and/or the Trust and Foundation world is desirable.
- A firm commitment to anti racism and oppression.
- A strong and demonstrable commitment to the charity, its strategic objectives, ways of working and values.
- Ability to foster and promote a collaborative team environment – in particular, experience of working with young people and supporting their personal development would be an advantage.
- Strong inter-personal and relationship building abilities.
- Tact, diplomacy, with the ability to listen and engage effectively.
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.
- Experience and understanding of charity governance and working with or as part of a Board of Trustees.
- Experience of chairing meetings.
- Some knowledge or background in ethical investment policy.

Desirable experience

The Blaggrave Trust is keen to ensure that our board represents as many skills, disciplines, and thinkers (with a range of both lived and professional experience) as possible. As such we are keen to complement our current trustees' skills with a trustee who has experience or interest in one or more of the below areas:

- Youth-led change/ youth work
- Campaigning or organising around issues of a social justice nature
- Climate justice activism
- Legal expertise
- Property, housing, community-led property development, land justice
- Investments, community wealth building, economic justice

Terms

The charity's Finance Lead Trustee (and board members) will serve a minimum three-year term to be potentially eligible for re-appointment for one additional term.

How to apply

To apply for the role of Finance Lead Trustee at the Blaggrave Trust, please send your CV along with a covering letter (maximum two pages of A4) outlining your interest in the role and how you meet the role specification sending your email to HR@blagravetrust.org. Please note that the covering letter is an important part of your application and will be assessed as part of your full application. We are also open to receiving CVs and covering letters that are not in written form, for example video or creative applications in order to ensure our recruitment process is as accessible as possible.

Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent. Please also complete a diversity monitoring form which will be stored separately from your application and will at no time be connected to you or your application.

The recruitment process will be made up of one in person interview, the week commencing 17th April or 24th April 2023. The interview panel will consist of the CEO, Chair of trustees and one other trustee. Blaggrave commits to cover all reasonable travel costs to enable you to attend the in person interview.

Recruitment Timetable

Deadline for applications: **Friday 7th April 2023**

Interviews with Blaggrave: **w/c 17th or 24th April 2023**

The successful candidate will be appointed subject to DBS checks and references. They will also be required to attend our **Finance and Investment Committee meeting on 25th May** as part of their induction before they are formally appointed at our June full board meeting (on 21st June).

Should you have any questions about this application process please contact the Blaggrave team on the following email address: HR@blagravetrust.org.