

Trustee recruitment pack

Oxfordshire Community Foundation is looking for new trustees

Oxfordshire Community Foundation (OCF) is an independent charity that has been working to improve lives by addressing social and economic disadvantage and exclusion in Oxfordshire since 1995. We do this by bringing together people with the passion, resources and expertise to tackle the most pressing social problems facing our county.

We are actively seeking trustees who can bring their skills and experience together with enthusiasm and ability to enable the foundation to succeed in reaching the next stage of its development. We are looking to have a more diverse board of trustees and welcome applications from all sections of our community.

About us

We are a leading member of the 46-strong UK Community Foundations (UKCF) movement, and are recognised for our management quality and innovation.

Our Vision: Effective philanthropy, thriving communities

Our Purpose: Addressing disadvantage and exclusion

Our Mission:

- A. Provide grants and other support to communities
- B. Increase **effective philanthropic giving** to help tackle local needs
- C. Have a deep **knowledge of local needs** and what works coupled with unrivalled networks with the organisations that deliver impact
- D. Help to build and sustain **cross-sectoral partnerships** that have a long-term impact on priority local issues

In our first 25 years we have achieved a great deal, including:

- Stewarding over £14.5 million in philanthropic gifts from a committed group of generous individuals, families, businesses and trusts
- Granting over £8.5 million in vital funding to some 1,400 charities and community groups that are improving peoples' lives in Oxfordshire and beyond
- Developing our philanthropic services to support a growing number of Donor-Advised Funds
- Investing nearly £6 million in our endowment fund which helps to underpin long-term stability to support our charitable activities.

Through these activities we have built an unrivalled network of partnerships across the public, business and charity sectors that has now started to work more collaboratively to address complex social problems. We are recognised as being a thought leader in the UKCF movement, having achieved an "exemplar" rating in an official Quality Accreditation for our processes, innovation, marketing, analysis and business planning.



Most recently, thanks to our network of donors and supporters, we were able to respond quickly to the COVID-19 pandemic, setting up the Community Resilience Fund, which has so far distributed over £1m in grant funding to support Oxfordshire's charities and bring relief to those most in need.

Our strategy as we look forward to the next 25 years is to truly unlock the power of our community. As statutory spending continues to decrease, we believe that the whole community – charities, philanthropists, businesses and the general public as well as the public sector – must step up and take responsibility for improving the lives of our communities, especially those who are most vulnerable. We plan to significantly raise our profile, increasing our fundraising activities so that we can broaden the scope of our grant funding and other programmes to make a real impact on the issues most affecting Oxfordshire – homelessness, educational disadvantage, loneliness and isolation, digital exclusion and ethnic minority communities.

Particular skills and experience

Essential

- Ability to hear the voices and views of key stakeholders, especially beneficiaries, and bring their views to Board meetings
- An interest in improving the local community and in social issues
- Independent judgement and an ability to think creatively about our key projects, their implementation, and measurement
- Ability to work collaboratively with the CEO and small OCF staff team, and with other trustees – this will require regular and responsive communication
- Ability to act with integrity at all times

Desirable

- Senior-level charity/business experience
- Knowledge and experience of beneficiaries of OCF funds
- Ability to bring a perspective to OCF from one or more of the protected characteristics under the 2010 Equality Act (age, disability, gender, race, religion or belief and sexual orientation)
- Passionate about Oxfordshire and its local communities
- Provision of contacts and networks for both advice and growth of the endowment fund

Role responsibilities

Time commitment and attendance

- **Board meetings** – Trustees are expected to attend regularly and contribute to Board meetings, committees and task groups, and review papers in preparation for any consent and discussion agenda items. OCF holds an annual Think Tank Day to assess the strategic progress of the organisation.
- **Sub-committee meetings** – Trustees are required to participate in particular aspects of the foundation's activities through membership of one or more strategic sub-groups or committees, e.g. Finance, Grants Panels, or a specific project committee.
- **Other events** – It is also expected that during their period of office, trustees will attend at least one national UK Community Foundations conference or symposium in order to gain a broader understanding of, and draw on the experience of, other community foundations.
- **General** – Trustees participate in appraisal and recruitment, in addition to attending Board meetings. They work collectively as a Board to appoint a Chair. Our hands-on team of trustees also supports the CEO and office team on specific projects.



Governance

Oxfordshire Community Foundation is governed by the Charities Act 2011 and is regulated by the Charity Commission. It is a Charitable Incorporated Organisation (CIO) (incorporated on 1st March 2013). Trustees have the ultimate statutory responsibility for directing the affairs of the charity, and ensuring that it is solvent, well run and delivering its charitable outcomes for the benefit of the public. Trustees must declare conflicts of interest should these arise.

Length of appointment

Trustees are appointed for a term of three years. After this time, they may remain in post for a further three years, with a maximum term of nine years, after which they must stand down for one year.

Claiming expenses

The role of a trustee is unpaid. However, expenses can be reimbursed in line with OCF's Trustee Expenses Policy.

Trustee support and development

You will be part of a trustee team who value peer support and personal development. In order to ensure that trustees carry out their duties effectively, they are offered:

- Buddy support from an existing trustee for the first 12-month cycle to help with familiarisation and orientation whilst new to the role
- An induction to the community foundation, which will include the opportunity to attend various sub-groups, and personal meetings with the Chair and Chief Executive
- One-to-ones with the Chair every year, an appraisal process and regular reviews of board effectiveness
- Access to a 'Trustee Hub' via Sharepoint
- Occasional papers of relevance or interest
- Relevant personal development seminars/training events/networking opportunities.

The Charity Commission publishes some useful advice about what being a charity trustee involves, which can be found [here](#).

How to apply

To apply for this role, please submit your CV and a covering letter no longer than one page of A4 outlining your interest in OCF to recruitment@oxfordshire.org. The deadline for applications is 4th May 2021.

Please also get in touch with us at the same address if you would like to talk informally with one of our trustees about this role.

