

# Trustee Recruitment



## Candidate Information Pack February 2025



# Contents

1. Welcome from the Chair	Page 3
2. About GCF	Page 4
3. Our Vision, Mission & Goals	Page 5
4. Strategic Objectives	Page 6
5. Impact	Page 7
6. What we are looking for	Page 8
7. What's involved	Page 9
8. What we will offer you	Page 10
9. Who you will be working with	Page 11
10. Term commitment	Page 12
11. How to apply	Page 13

# Welcome from the Chair

Thank you for your interest in joining the Board of Gloucestershire Community Foundation (GCF). For over 30 years we have been making a difference to the lives of people facing some of the most complex issues. By providing flexible funding and development support, working with communities to strengthen services. We know that we can make a difference because we're not doing it alone, we're partnering with and working alongside small and local charities, people and communities.



After a challenging number of years for the voluntary sector, with the help and support of our fundholders, donors and partners, GCF continues to deliver support to a large number of charities. We have continually changed and continue to change lives.

The Foundation's role as a community leader means we build community resource, broker partnerships, promote strategic relationships and rise to the challenge when leadership is required in difficult circumstances. We recognise that we need to be thinking globally and acting locally and are looking now to the future.

As we look forward to the next 30 years, you will help to steer the Foundation, providing strategic direction, supporting the senior leadership team, and championing our work. The Board has a strong relationship, individually and together. Trustees challenge, guide and support the executive team in developing and implementing strategy, as well as contribute as volunteers to the operational activities of the Foundation. We have a mix of longstanding and newer trustees, and are now searching for two new Board members who share our passion for the work of the Foundation, and are excited about the opportunities for our future.

The Foundation is developing a reputation as a catalyst of social change, making community philanthropy compelling and engaging local people in making communities a better places to live, work, play and do business. We welcome interest from people who have strong connections with and a love for the people and communities of Gloucestershire, who share our passion for the work of small charities and community groups and who have an enthusiasm for making a difference through giving back.

This is a fantastic time to join our Board, having delivered successfully on our last three year strategy, this is an exciting and critical time to help us shape GCF's future and the impact it has on people's lives. Our trustees are crucial in supporting the Foundation to achieve change and maximise our impact. Over the coming pages you'll learn more about what the role entails. We hope it will inspire you to take up the challenge.

I look forward to hearing from you.  
With best wishes

**Henry Robinson – Chair of Trustees**

# About GCF

**Gloucestershire Community Foundation was established in 1989 to build a permanent and sustainable endowment to support communities in Gloucestershire. Our membership to UK Community Foundations means we're quality accredited to high standards and give the best in philanthropy advice for the county**

We distribute grants each year to projects across the county, addressing issues including health and wellbeing, homelessness, social isolation, education, and the environment, among others. In the last two years, GCF have awarded over 300 grants totalling £865,648 and supporting more than 120,000 people.

We are committed to supporting charitable organisations in a number of ways:

- **Improving the resilience of Gloucestershire charities through our mentoring and leadership programme, INVEST**
- **Advocating on behalf of charities to shine a light on the issues facing Gloucestershire communities**
- **Sharing knowledge and encouraging collaboration within the voluntary sector in the county**
- **Collaborating with other local funders to help funds to stretch further and have greater impact**

In order to deliver our vision we believe in strong partnerships with like minded organisations that take a strategic and innovative approach to tackle deep-rooted problems.

For more details on the work and grant funding GCF undertake please visit our website: [www.gloucestershirecf.org.uk](http://www.gloucestershirecf.org.uk)

# Our Strategic Plan



## Vision

Gloucestershire is a place where people and communities are empowered to become resilient and strong.

## Mission

Increase our capacity through philanthropy, grant making and developing partnerships, creating a prosperous county for all.



## Goals

**Grow** - Income and capital to benefit Gloucestershire now and in the future by nurturing and supporting a committed community of philanthropists and donors

**Offer** - A centre of excellence by promoting and encouraging best practice and innovation in philanthropy and grant making

**Advocate** - On behalf of our communities, promoting equality and diversity in everything we do.

**Learn** - By identifying projects and organisations that help address local needs, raising awareness and supporting local solutions

**Support** - Through positive leadership, striving to lead by example in everything we do.

# Strategic Objectives

## Strategic Pillar 1 - Building the base

- Inspire local giving, by nurturing and supporting a committed community of philanthropists, encouraging generosity and charitable giving.

## Strategic Pillar 2 - Supporting communities

- To deliver accessible, inclusive and flexible funding.

## Strategic Pillar 3 - Developing partnerships, collaborations & community leadership

- To develop, year on year, our community leadership role and collaborative working through the INVEST programme for Gloucestershire charities.

## Strategic Pillar 4 - Culture of empowerment

- To inspire a culture of empowerment both internally and externally of GCF.

We aspire to work in a way that:

- Is inclusive, warm, open, approachable and flexible
- Focusses on our beneficiaries and puts communities first
- Utilises and shares our knowledge and expertise
- Is bold, takes calculated risks and encourages continual learning

# Impact



Our grant to **Sunflowers Suicide** has enabled them to recruit Andrea to provide video link counselling sessions to beneficiaries who have been bereaved by suspected suicide and are feeling especially isolated during this time.

Andrea says:  
*Counselling is my passion. There is nothing better than seeing the changes that people can make to improve their lives and for them to get to a happier place and to be able to cope better with their various issues.*



## Listening Post Counselling

29 April at 13:09 · 🌐

A huge thank you to the amazing team at **Gloucestershire Community Foundation** and their generous grant to enable us to continue to offering our counselling sessions either via online or telephone appointments.

*On behalf of all small local charities, thanks for making this funding available and turning applications around so quickly. So much appreciated!*

Pam, Forest Pulse

WAM Youth are using their GCF grant to provide remote support to young people

This is Jack. He's surviving lockdown with the help of one of our wellbeing packs. Today he's planting sunflower seeds. Maybe tomorrow he'll make the creme egg scotch egg, or read his Head Strong Journal...



*Thank you very much for this – it has made our day. This will make a huge difference to us at this really uncertain time when other funding has been lost or reduced and will enable us to offer remote support more widely when it is so needed.*

**Vikki, Inclusion Gloucestershire**



Play Gloucestershire  
@Play\_Glos

A timely grant from @CFGlos has helped us coordinate our Bags of Play appeal during May. Vital funds to help us get 1,000 more bags out to 1,000 more children who need them. #ThankYou 🙏 #CoronaPlay



Sarah Grout  
@SarahGrout

Incredibly grateful to @CFGlos for their generous grant to supply #PPE to #ProtectOurCarers at @LeonardCheshire care home #Gloucestershire House #Cheltenham - protecting also our residents, families and communities #GlosHour #MalvernHillsHour



*"The difference this grant has made has been significant. It has enabled children and parents to continue to thrive by meeting both their basic needs and also offering, stimulation, maintaining learning opportunities, bringing calm to complex emotions and households. It has supported the school's relationships with the children, enabled a positive experience for so many, during a negative and challenging period. Reduced fear and uncertainty, given structure and opportunity, reduced isolation, but above all it has given the children and families confidence that they are cared about, barriers can be overcome, they can continue to have aspirations, even during adversity."*

Lucinda Field, Kingsholm C of E School

# What we are looking for

## Essential

- Commitment to the vision, mission, and values of the Foundation
- Leadership within an organisation (depending on age, if a young person community engagement)
- Willingness to devote the necessary time and effort; particularly volunteering to support GCF run events and visits to funded local charitable organisations
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness, and the ability to respect confidentiality
- Confidence, warmth, and passion with an ability to engage
- Personal gravitas to be part of a significant, high-profile regional organisation
- Strategic vision and good, independent judgement
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- 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

## Desirable

### Experience of one or more of the following:

- Business development - Income generation
- Great links into the Gloucestershire business community
- Major Donors - charitable fund development
- Fundraising events and appeals
- Professional advisor relationships
- Local, regional and central government policy and funding
- Event planning and organisation
- IT and opportunities offered by digital technology
- Marketing, promotion, and public relations



# What's involved

Trustees come from all walks of life and we aim to make sure the Board represents the diverse communities of Gloucestershire. GCF is a registered charity and a company limited by guarantee, so Trustees are the Directors with legal responsibility to ensure the organisation is well run and fulfils its public benefit mission.

We are keen to build our Board of Trustees by welcoming people who bring connections or relevant expertise, particularly in business development, fundraising and events and digital. The responsibilities of Trustees are as follows:

## General

- Ensure that the Foundation complies with its constitution, Charity Law, Company Law and any other relevant legislation or regulations. Where appropriate, the Foundation takes professional advice to assist the Board
- 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 at all times
- Attend Board meetings, the Annual General Meeting, the Board away day (5 official meetings) at least one committee meeting or working group meeting
- Ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- Bring impartiality, fairness, integrity, and objectivity to decision-making
- To be an ambassador and advocate for the work of the community foundation in the wider community

## 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 Gloucestershire Community Foundation
- Represent the charity at external functions, meetings, and events
- Build and maintain effective relationships with key influencers
- Where possible introduce new contacts to GCF from your personal and professional network

# What we will offer you

We wish to ensure that your trustee journey is a truly rewarding one, we will ensure the following;

- The opportunity to be part of leading a charity whose governance and operations are independently quality assured, achieving a high level both at UKCF and with the FPR (Foundation Practice Rating) - Awarded an A
- Members of IVAR - open and trusting grant making practices
- Part of a unique Gloucestershire organisation serving the whole county, raising awareness of important issues, through campaigns such as "Poverty Hurts" as well as delivering innovative programmes, such as INVEST. In addition, to taking part or hosting excellent events
- Full induction and continuing development and learning opportunities including access to national conferences and networks
- Easy access to papers via email and SharePoint
- The chance to support our grant making through site visits and sitting on panels
- A strong values led culture with excellent morale and a commitment to equity diversity and inclusion



Great Events with Trustees and Staff



# Who you will be working with

Our trustees come from a range of backgrounds in business, charities and the public sector. An expert team of four staff led by our CEO, Talitha Nelson, delivers our work day to day, with accountability back to the Board.



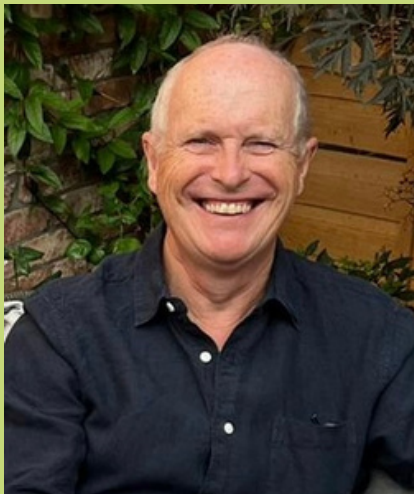
**Esme Lord**



**Henry Robinson**  
Chair



**Jane Tufnell**



**Matthew Williams**



**Claire Thayers**



**Jonathan Dunley**



**Tracy Clark**



**Katie Hartshorn**



**Richard Ingle**

# Term - commitment

**You don't need to have been a trustee before, as we give you induction and training, but you'll need the time and flexibility to take up the role and the ability to commit to a minimum term of three years.**

## **Term**

The charity's Board members serve a four-year term and are eligible for reappointment for one additional term of four years.

The role of new Trustees will take effect from the 2025 Annual General Meeting, to take place on September. However, incoming Trustees can join the Board earlier in a co-opted form.

## **Remuneration**

The role is not accompanied by any financial remuneration, although expenses for travel may be claimed and time off work to attend meetings can be reimbursed.

## **Location**

The charity works across Gloucestershire. Board meetings are held face to face, and usually held at our shared office in Gloucester or at other locations across the county as the Board agrees. Committee meetings and working groups are usually conducted online.

## **Time commitment**

Trustees are expected to attend four board meetings per annum, with one of these including the Annual General Meeting and a board "Away-Day" a Strategic Planning meeting, where Board members get to know each other.

Trustees are also expected to join at least one committee, working group, or task and finishing group consisting of: Business Development, Events, Grants and Community Impact, Research and Finance and Investment.

# How to apply

To apply for this post, in the first instance you would be welcome to contact, Talitha Nelson CEO of GCF at [ceo@gloucestershirecf.org.uk](mailto:ceo@gloucestershirecf.org.uk) for an informal conversation with you regarding your application.



We can either send an application pack with a copy of the role description and other appropriate information about GCF, or you can access it directly from the website.

Please fill out the application form, explaining why you are interested in becoming a Trustee of GCF and how your skills and experience are appropriate for the role.

Please fill out the Equal Opportunities Monitoring form  
Attach a CV or LinkedIn - social media profile if you have one  
We will ask for referees for candidates shortlisted for the roles.  
The Nominations Committee will consider all applications and then invite shortlisted candidates to a panel interview to meet two Trustees and the CEO.

The closing date for applications is 28th February 2025.  
Thank you for your interest, Talitha Nelson, CEO.



**Gloucestershire Community Foundation**  
[www.gloucestershirecf.org.uk](http://www.gloucestershirecf.org.uk)