Search for new Trustees
Recruitment and information pack

Deadline for applications: 23 July 2024
“Does economic growth have to result in inequality and environmental damage?”

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

Friends Provident Foundation
Fair economy. Better world

Trustee

This is a non-executive role which is unpaid; reasonable expenses will be covered

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 conventional thinking and would like to hear from people with an active interest in how the economy works and who have a drive to shape society.

You will need to be committed to our ambitious mission of using all our assets to bring about the change we wish to see. We are seeking to appoint more than one Trustee and are particularly interested to hear from people with one or more of the following areas of experience: financial management; social investment and/or investment; working in the voluntary sector; Equity Diversity and Inclusion; systems change. You will be willing to apply your skills and experience in regular 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 wish to add to the Board from a wide pool of applicants and welcome people of colour, disabled people and those from a working-class background or with experience of poverty or any other disadvantage.
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.

For more information and how to apply please visit our website www.friendsprovidentfoundation.org

If you are interested in becoming a Trustee of Friends Provident Foundation but anticipate 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: **Tuesday 23 July, 9am**
Interviews are planned for **Monday 23 September 2024 in York**
Background

Friends Provident Foundation is an independent charity that makes grants, social investments 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.

Building a fair economy by using all of our assets

The way our economy works is at the heart of many of today’s biggest challenges and the origin of many of the issues the State and charity sector spend resources trying to address.

Our economic system produces and reproduces inequalities of access and opportunity, environmental degradation and undermines responsible business practices and positive social interactions. It shouldn’t be this way.

Friends Provident Foundation has an ambitious mission – to work to change the way the economy works to better serve society. We do this in a number of ways:

1. Utilising our endowment of around £30m, including using our influence as an asset owner and shareholder to engage with companies and investment managers on a range of issues, as well as holding a portfolio of impact-led social investments;

2. Making grants to organisations that challenge the current economic system and work to create and campaign for new ways of doing things.

3. Using our power and voice to convene, communicate and support economic systems change.

Our vision is of a fair economy characterised by 4Ds: Diversified, Decarbonised, Democratised and Decentralised.
The 4Ds represent what we believe to be the key characteristics of a fair and sustainable economy and our strategy is focused on financing activities and creating an environment that grows institutions and practices with these attributes.

We do not have a cap on our grant sizes, but it would be rare that we would make a grant over £200,000; grants can be for up to five years. We also have a small grants scheme administered by staff for grants under £10,000. Trustees make grant decisions on all funding bids above £10,000. Our investment engagement and social investing functions are also central to the strategy to achieve our mission.

Trustees are supported by a small staff team based in York and London. All Trustee meetings are currently held in London, blended or online; Trustee expenses are met by the Foundation.

Find out more about our work by reading our programme and our most recent annual report.
Being a Trustee of Friends Provident Foundation

Role: Trustee
Time commitment: one day per month, average
Location: remote, UK-based, with Board Meetings four times per year in central London

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

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, 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 and wish to add to the Board from a wide pool of applicants.

“Being a trustee of Friends Provident Foundation allows me to channel my frustration and grief at the current mainstream economic systems into hope and action. It gives me the opportunity to get to know the work of many different organisations doing incredible work to transform these systems, and hopefully to play a part in supporting and serving that transformation. It also gives me the opportunity to reflect, work and learn with people who share my values, and who often have different experiences, opinions and ideas that enrich and evolve my own. It is exciting and inspiring for me to be part of an organisation that is genuinely working to question the way it does things, open to feedback, open to learning and open to change.”

Aphra Sklair, Trustee 2015-2024
Expectations of Trustees

The Foundation has a small, active and very committed Board and staff team that works well together to further the organisation’s aims. **Trustees need to be able to commit on average one day per month on Foundation business.** This is comprised of reading papers and regular updates from staff, contributing thoughts and ideas via email or telephone; attending all four Trustee Board meetings (dates are set over a year in advance); joining in established Investment or Resources Committees or ad hoc task groups; taking part in trustee exchanges and discussions; and representing the Foundation at events or meetings.

We are particularly seeking Trustees with the capacity and experience to contribute to the operational, financial, investment and assurance aspects of governance.

What difference you will make

Our work is varied and rich, we have used our investments to challenge companies on issues such as on climate change, the Living Wage and fair taxation. Our grantholders develop interesting projects which challenge the main economic narratives and encourage more democratic approaches to economic policy making. We also use our influence to convene likeminded organisations to encourage them to join us in funding work on the economy.

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.

We expect Trustees to participate in additional 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; there is also a two-day Away Day, the location of which varies.

Planned meeting dates for 2024/25 are:

- Tuesday 10 December 2024, 3-7pm
- Tuesday 11 March 2025, 3-7pm
- Tuesday 10 June 2025, 3-7pm
- Tuesday 16 September 2025, 3-7pm
- Tuesday 16 December 2025, 3-7pm

Diversity statement

We are committed to supporting equity, diversity and inclusion and believe that a diverse Trustee Board and staff brings value and richness to the foundation in terms of a range of new and different experiences and perspectives, and that this in turn increases our understanding of, and relevance to, our stakeholders. We are keen to hear from people from diverse backgrounds and life experiences.
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
- The time to contribute fully to the Foundation’s work
- An ability to work effectively as a team member

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

- knowledge of policy and practice in the Foundation’s current programme
- charity operations including financial management
- expertise or a strong interest in Equity, Diversity and Inclusion
- a long/deep understanding of systems change, disrupting unhelpful power dynamics and/or economics systems change
- social investment
- a breadth of understanding around investment and investment analysis
- being a grant applicant and/or recipient

We welcome people from all different backgrounds however there are some legal exclusions that prevent you being a trustee. You cannot be a trustee if you have been disqualified or are on the sex offenders register.

Our Ethics

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

Please complete the questionnaire and submit with your CV by 9am on Tuesday 23 July 2024 to enquiries@friendsprovidentfoundation.org.uk

Your answers to the Stage 1 questions will be assessed separately from your CV and the first stage of the selection process will be anonymous.

If you would like to arrange an informal discussion please contact our director Danielle Walker P almour on enquiries@friendsprovidentfoundation.org.uk or 01904 629675.

We will acknowledge receipt of your application and send you a copy of our Equity, Diversity and Inclusion monitoring form. Answers to this assist us in gauging how well we are doing in attracting a wide range of candidates with different characteristics which is one of our aims. Any data provided is strictly confidential, is held separately from your application, and entirely detached from the selection process. It should only take 2-3 minutes of your time, and we would be really grateful if you could complete it.

Shortlisted applicants will be invited to attend an interview. We are planning to hold interviews on Monday 23 September in York. Interviews will consist of a conversation with a panel including staff and existing Trustees. We are happy to reimburse shortlisted candidates for travel costs and childcare costs incurred as a result of attending an interview.

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any during your application. If there are additional options you’d like to request, please contact Caroline Watson, Office Manager, on caroline@friendsprovidentfoundation.org.uk. We also offer reasonable adjustments in the role.
Privacy Notice

What we collect and why

When you apply to us for a trustee 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 Data Protection Act (2018) 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 for unsuccessful applicants for a period of 6 months following the completion of the recruitment process, to enable us to provide feedback, address any other queries, or disputes. After a period of 6 months we will delete your data.

In addition you may also provide information in response to our Equality, Diversity and Inclusion monitoring form, including your age, gender, ethnicity, disability, sexual orientation, class background. This information is stored separately from your name and application details on Survey Monkey. We may bring this information into our office computer systems to analyse in aggregate with other applications, but the information will remain anonymous. The survey results on Survey Monkey will be retained, to enable us to monitor effectiveness of our recruitment strategies and reach over time.

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