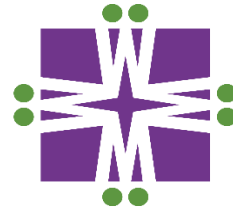


**WORCESTERSHIRE**  
**COMMUNITY FOUNDATION**



MAKING A DIFFERENCE TO YOUR COMMUNITY



## TRUSTEE INFORMATION PACK 2025

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## Introduction from our Chair

Dear Prospective Trustee,

Thank you for your interest in Worcestershire Community Foundation!

Due to natural progression, we are currently offering several rewarding and fulfilling voluntary roles on our Board.

Our Foundation has been running since 2003, during which time we have given out over £8 million to a huge number of local community groups and charities.

We are positioned at the very heart of our Worcestershire communities.

We are part of a 47-strong national network of Community Foundations; we are all county based and operate independently under the membership umbrella of UK Community Foundations (UKCF) which acts as our national champion. Our collective network forms one of the UK's top funding bodies.

We support the local voluntary sector through targeted grant making, channelling flow-through funds from funding bodies nationally and locally; we also manage donor-led funds set up by individual and corporate donors. We are one of the county's most effective grant-makers and are committed to developing a sustainable voluntary sector in Worcestershire in partnership with statutory agencies such as the Council, the Police and NHS, as well as other community organisations.

It is shocking to see how much hardship and deprivation exists in what many believe is an affluent county. During the Covid pandemic we distributed more than £1 million of funding to over 300 community groups, and these needs continue today. We are proud that we were able to rise to the challenge in response to probably the largest emergency the UK has experienced since WWII.

Despite the welcome passing of the pandemic, the after-shocks continue to be huge; additional challenges continue with the cost-of-living crisis, and a general lack of support for those most in need. 'Hidden' Worcestershire faces high levels of disadvantage which we are working hard to alleviate.

We are now seeking energetic, committed and capable people from all walks of life to take our vital work forward. Our current Board of nine trustees are a wonderful, visionary and dedicated group of people, and we are looking for people with equal enthusiasm and complementary skillsets to join them.

We would love to hear from you if you believe you may be the right person to help us fulfil our ambitions.

Please do get in touch if you have any questions on WCF or the role.

We hope you will consider joining us and look forward to hearing from you.

*Jonathan Chenevix-Trench*

Jonathan Chenevix-Trench  
Chair of Worcestershire Community Foundation



## About Worcestershire Community Foundation



Worcestershire Community Foundation (WCF) is a charity founded in September 2003. We are a major grant-maker and also operate as a conduit to local philanthropy, linking private and public funders with community projects in all areas of Worcestershire. We are an accredited member of UK Community Foundations.

We work with individuals, companies and other organisations to assist in delivering their charitable aims and develop longer-term strategic philanthropy programmes. This work enables us to distribute grant funding to Worcestershire-based community groups and charities that provide services and support to people and communities throughout the county.

Our small but expert team of three part-time staff members focuses on managing existing grant programmes and developing new funding opportunities, working closely with fundholders, partners and groups that need support, as well as raising funds for future grant programmes.

Over the past 22 years, the Foundation has grown from being a fledgling organisation to one that is firmly at the heart of community life. Through our work we are continuing to make a significant contribution to the lives of some of the county's most disadvantaged people.

## Future Plans and Objectives

We have ambitious plans to cement and build on our reach and ability to make strategic and impactful grants, targeting where need is greatest or community issues arise.

Our objectives are simple; to work with more people and organisations who have the capacity to give and deliver that philanthropic support to an increasing number of projects, charities and community groups where we know the real needs lie. We constantly aim to be a significant part of the local response to emerging problems while also supporting those who have the potential to improve their lives and opportunities.

We are currently working from our new three-year strategic plan. We strive to be as efficient as possible to make sure that we are relevant to the needs of the voluntary sector in Worcestershire, while also providing the very best options for donors and partners to help them achieve their charitable objectives.

To achieve this, we are widening our scope for attracting donations and new funds by building relationships with potential partners, particularly focusing on the statutory and business sectors. We are targeting professional advisors (wills, trusts & estates) as an additional source of donations/legacies via their relationships with their clients.

Please see our attached annual report (2023-2024) and Impact report for more detailed information on how we work.

## Case Study: Oasis Warndon Community Hub

*"I have never been able to even keep a cactus alive, and was unable to tell a stinging nettle out in the wild. The involvement with Get Set Grow has allowed me to be part of something that has created really tangible and visible. The comments from people who visit the garden have really made me feel like I am a part of something to be proud of, and I can't wait to start eating the food we grow!"*

### **Participant**

*'For my child, it gives opportunity to grow and build her confidence, she always asks each day if we are going to the Hub, with no garden at home this gives her an opportunity to get outside, and in the summer will provide a safe space where K and E, along with E's younger sibling to get outside, play and explore in a known environment. For K, the opportunity to talk to other adults, and offload, gives connections with the other community members that can be seen developing across the week.'*

### **Parent**

*'The support of the Worcestershire foundation has allowed a real emergence of community empowerment, engagement and collaborative participation. The Get Set Grow project will impact this community intergenerationally and allow a safe space to learn, grow and provide for the future.'*

### **Oasis project lead**

## **Trustee Role Description**

### **Overall Purpose:**

The Board of Trustees are responsible for the overall governance and strategic direction of Worcestershire Community Foundation, developing our aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

### **Main Responsibilities:**

- To ensure that WCF and its representatives function within the legal and regulatory framework of the sector and in line with our governing documents, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in WCF.
- To determine the overall direction and development of WCF through good governance and clear strategic planning.

### **Main Duties:**

- To ensure WCF complies with legislative and regulatory requirements and, acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of WCF, its beneficiaries and future beneficiaries at all times.
- Promoting and developing WCF in order for it to grow and maintain its relevance to local communities.
- Maintaining sound financial management of WCF's resources, ensuring expenditure is in line with the Foundation's objects, and investment activities meet accepted standards and policies.
- Appointment and monitoring of the work and activities of the paid staff.
- Ensuring the effective and efficient administration of WCF and its resources, striving for best practice in good governance.
- Acting as a counter-signatory on payments and applications for funds, where appropriate.
- To maintain absolute confidentiality around all sensitive/confidential information received in the course of the trustee's responsibilities to WCF.

As the board is responsible and liable for the governance and functioning of the Foundation, they are accountable in varying degrees to a variety of stakeholders, including (but not limited to) service users (grantees), donors and funders, the Charity Commission and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.

### **Terms of Reference:**

- The Board should comprise of between eight and twelve individuals.
- The Board must hold at least four meetings each year at regular intervals.
- The conduct of the meetings and business will be as stated in the Memorandum and Articles of Association.

- The Board will be responsible for ensuring that the Charity's objectives are maintained and that the Charity operates within the powers prescribed in the Memorandum and Articles of Association including the employment of staff, unpaid agents or advisers and to engage professional or other advisers when appropriate.
- The Board must comply with the requirements of the Charities Act 2022 in relation to keeping financial records, audit of accounts and the preparation and transmission to the Registrar of Companies and the Charities Commission of:
  - Annual Reports
  - Annual Returns
  - Statement of Financial Activities
- The Board of WCF are under a duty to take control and to safeguard all funds to which the Charity becomes entitled.
- The Board will have the power to delegate any of their functions to committees consisting of two or more individuals appointed by them (but at least two members of every committee must be WCF Trustees and all proceedings of committees must be reported promptly to the full Board).\*

### **Person Specification**

- Integrity and honesty
- The ability to think strategically and see the bigger picture
- A commitment to the charity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (you can receive training on this)
- A willingness to devote the necessary time and effort to your duties as a trustee
- Good independent judgement
- An ability to think creatively
- A willingness to speak your mind
- An ability to work effectively as a member of a team

**The Board of Trustees needs overall skills and experience ideally in one or more of the following areas (please note this list is not exclusive and other skills will also be taken into account):**

- Fundraising/Income Generation
- Marketing and PR
- Business Development
- IT/CRM/databases

The charity is committed to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in its work. As with all positions, this role outline will be kept under review and may develop to meet the changing needs of the service.

## **Other Information**

### **Current Trustees:**

David Shaw  
Tamar Thompson  
Jonathan Chenevix-Trench  
Mark Jackson  
Mark Yates  
Kathy Leather  
Nick Wentworth-Stanley  
Oliver Carpenter  
Tim Venner

### **Term of Office:**

Currently two terms of three years

### **Meetings:**

Typically the full Board meets quarterly

### **Sub-committees:**

There are three sub-committees: Governance & Finance; Development & Fundraising; Grants. The committees each have their own individual meeting schedules (in person or online) depending on their needs, but at least once every quarter. It is expected that every board member will sit on at least one committee.

### **Expenses:**

Trustees are entitled to recover their out-of-pocket expenses for fulfilling their duties in accordance with an expenses policy.

### **Recruitment Process**

- 1) For further information or to send your CV and supporting statement please contact Lucy Wells, Director at [lucy.wells@worcscf.org.uk](mailto:lucy.wells@worcscf.org.uk)/ 07909 111812
- 2) An informal call/meeting with our Chair, Jonathan Chenevix-Trench
- 3) Interviews in mid-July
- 4) References taken
- 5) A formal invitation to join the Board at the next meeting (September 2025)
- 6) Induction process

Reg. Charity No: 1102266 and a company limited by guarantee registered in England and Wales: 4809926