

Trustee – Investment Management

Runemeration: Voluntary Position (all costs incurred as a result of performing duties of the role are reclaimable as expenses)

Time Commitment: Attendance at four quarterly Board meetings. Volunteer time on an adhoc basis to the CEO and team including involvement in any sub-committees where appropriate.

Location: Travel to and from quarterly board meetings. As well as travel to a from CFLM offices in Liverpool and events across Lancashire/Merseyside when required.

Contract Type: Three-year term with option to complete further three year term after review

Introduction

Thank you for your interest in joining the Community Foundations for Lancashire and Merseyside's Board of Trustees.

The Community Foundations for Lancashire and Merseyside is an independent charity, which promotes local giving to address local disadvantage. We help individuals, families, companies, charitable trusts and public sectors bodies to connect, support and invest in communities across Lancashire and Merseyside through strategic grant making.

The organisation started in 1999 in Merseyside and 2007 in Lancashire as two separate entities, sharing one back office, before merging in 2014. Since 1999, we have distributed in excess of £50 million to charities and community groups across Lancashire and Merseyside.

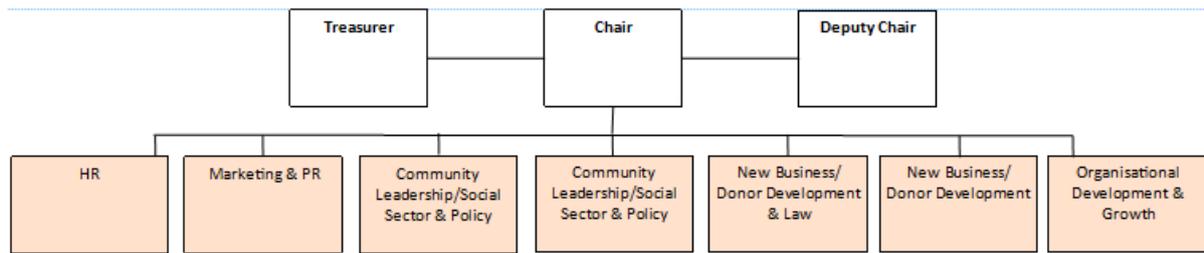
On average CFLM distribute £1.5-2.5 million per year to the local community and we manage an investment of approximately £18 million. During the pandemic CFLM reacted to the emerging need and worked with national and local partners to distribute over £5.4 million.

As the pandemic and the social issues it caused continue to affect our communities', leadership and guidance from our experienced Board is vital. The successful candidate will have the opportunity to gain experience at Board level engaging with a cross-section of other Trustees who are experts in their respective fields and to be part of strategic decision-making processes that will address serious social issues in their local area.

CFLM constantly reviews the makeup of its Board in terms of skills and diversity. To apply you must have the essential experience, knowledge and skills detailed in the personal specification and be motivated to make a difference.

We are keen to offer Board experience to individuals seeking to develop their future career aspirations individuals from diverse backgrounds who are underrepresented at Board level this includes people from BAME communities, people part of the LGBT+ community, people with a disability, young adults and women.

Current Trustee Structure



Role Summary

The Board of Trustees is responsible for the strategic leadership of the Community Foundations for Lancashire and Merseyside (CFLM), working closely with the Chief Executive to drive the organisation forward.

As well as the statutory duties of a Trustee, as Trustee for Investment Management you will work with the Finance Director and Treasurer to ensure CFLM has a comprehensive investment strategy and that CFLM's funds are invested suitably, including maximising funds for charitable purposes.

Role Description

In order to contribute to the overall mission and goals of CFLM, the principle duties of the role will include:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing, agreeing and delivering a long-term strategy
- Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Safeguarding the good name and values of the CFLM organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the CFLM and ensuring the appropriate investment of the charity's funds
- Ensure that the Foundation's values and the principles of good grant-making practice are upheld in the delivery of its objective
- To act reasonably, transparently and prudently in all matters
- Promote the work of the Foundation externally
- Manage risks with a considered, proportionate and balanced approach
- To provide support to the CFLM Board and staff members as required
- Prepare for and participate fully in board meetings and subcommittees
- To undertake appropriate / relevant training
- To offer advice and support to other Directors and Staff Team members

In addition to the above duties, you will be expected to use your investment management knowledge and experience to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on areas in which you have particular expertise.

The above list is not exhaustive. Trustees may be asked by the Board to perform additional duties reasonably commensurate with the role.

Personal Specification

The Trustee for Investment Management is expected to demonstrate the following role specific competencies:

Essential Experience, Knowledge & Skills:

- 5+ years' experience in a senior investment management role
- Experience of managing investments funds of over £15 million
- Knowledge of charity investment
- An understanding of ethical investments
- Experience networking and working with high net worth individuals and representatives of large businesses
- Able to think strategically and implement a strategic vision
- An experienced project manager
- Willingness to devote the necessary time and effort

Desirable Experience, Knowledge & Skills:

- Experience and understanding of being a Director or Trustees on a Board
- Knowledge of/and or involvement with the national and local voluntary sector
- Understanding of charity law
- Understanding of grant distribution

Personal Attributes

- Embraces change and innovation and best practice
- Demonstrates honesty and integrity
- Shares ideas, knowledge and experience to benefit CFLM's work
- Motivated to help others
- Proven leader
- Strong networking skills
- Excellent communicator and critical thinker
- Able to constructively challenge and problem solve

How to Apply

To apply for the role please submit a CV and covering letter of no more than two pages on how you meet the role's requirements, especially in terms of experience, knowledge and skills, to the Community Foundations by 5pm on 24th September. Please send your application to Ben Roberts at ben.roberts@cflm.email