**Trustee Appointment: The Hilden Charitable Fund**

**November 2016 (Trustee Appointment Document November 2016)**

The Hilden Charitable Fund wants to recruit a new Trustee with experience of service delivery, funding, and policy relating to homelessness and refugees.

If you are interested in joining our Board this information pack gives details of the role and the person we are looking for.

Board meetings take place in London at the Hilden office.

Applicants should complete an Application Statement and send it with their CV by post or email to Rodney Hedley at The Hilden Charitable Fund, 34 North End Road, London W14 0SH. hildencharity@hotmail.com tel. 0207 603 1525

The deadline for applications is: January 6th 2017.

**1. INTRODUCTION**

The Hilden Charitable Fund was established in 1963 by Tony and Joan Rampton. In the last five years the Fund has funded more than 500 charitable causes in both the UK and the developing world with grant spending of £2 million plus.

The Hilden Charitable Fund attempts to address social problems and has earned an excellent reputation in helping community projects. The Fund supports:

Refugees and asylum seekers

The homeless

Community based initiatives for disadvantaged young people aged 16 to 25 years old

Prisoners, ex-offenders and prisoners’ families

Development projects overseas

The Fund is recruiting a new Trustee who will add to its range of skills, expertise and knowledge.

Following a review of Board structure we wish to recruit a new Trustee who will bring experience and understanding of refugee and homelessness issues, and who will have proven experience of the voluntary sector, charity governance, service delivery and management.

The Board would particularly welcome a younger woman member, but strongly encourages anyone else with appropriate experience, interest and motivation. Currently there are 8 male and 6 female Board members.

The Trustees have been meeting 4 times a year (usually two evening meetings mid week, and two meetings held in the morning at weekends). Other ad hoc working parties are also held. Expenses are paid. People who are not based in London should feel confident to apply. Video conferencing is possible.

*To Apply*

A role description and person specification is presented below, with further details of the Board structure. Further information can be obtained from Rodney Hedley, Secretary to the Trustees. Prospective applicants will have the opportunity to meet Trustees and participate in a meeting(s).

**APPLICATION PACK: BACKGROUND**

**THE HILDEN CHARITABLE FUND TRUSTEE – ROLE DESCRIPTION**

*Introduction: Current Work of the Hilden Charitable Fund*

The most recent Annual Report and Accounts of the Fund is attached.

*The Hilden Charitable Fund*

Hilden is an unincorporated grant making trust, registered as a charity. It was set up in May 1963 by Tony and Joan Rampton. In the UK, Hilden’s grant making priorities are Homelessness, Penal Affairs, Asylum Seekers and Refugees, and Community Based Initiatives for Disadvantaged Young People Aged 16 to 25. Hilden’s grant making priorities overseas are for projects in developing countries working on community development, education, and health, notably addressing the needs of girls and women. Each year the Fund runs a Summer Play Scheme programme, and it has an arrangement with *Foundation Scotland* to fund community projects in Scotland.

Average grants are £5,000.  Hilden will consider funding for more than one year.

In setting up a professional staff team in 1993 the Trustees expanded the role of the Fund to advise applicants on alternative funding sources.

The Hilden Charitable Fund aims to be at the forefront of good grant making practice and is a member of the *Association of Charitable Foundations.*

Hilden Trustees oversee grant making, make the final decisions on grant awards, indirectly manage an investment portfolio of £12 million, and employ a staff team of two.

**1. ROLE OF A HILDEN TRUSTEE**

Being a Trustee of the Hilden Charitable Fund will require you to:

* Work with fellow trustees to shape, drive and monitor Fund policy
* Prepare for and participate fully in board meetings
* Ensure proper management and administration of the charity
* Use your specific skills, knowledge and experience to help the Board reach sound decisions by prompting/ leading discussion, focussing on key issues, providing advice and guidance on new initiatives, or other issues in which you have special expertise and experience
* Review funding applications, agree the awarding of funds and have oversight of the progress of funded projects
* Promote the work of the Fund externally (when visiting applicants, attending networking events such as those organised by The Association of Charitable Foundations, or the Charity Commission)
* Participate in sub-committees or working groups (recent example is an Investment Working Party)
* Comment and scrutinise submissions by investments managers
* Comment and scrutinise financial management of the Fund
* Oversee the work of the Hilden staff team
* Ensure the Fund’s values and good grant making practice is upheld

**2. STATUTORY DUTIES OF A TRUSTEE**

The Hilden Charitable Fund is a registered charity and is an unincorporated trust in English law. It employs staff and has landlord responsibilities for two offices. In recent years its annual spending budget has been around £700,000. As a Trustee, you will have to abide by/uphold various legal and financial responsibilities. *All Trustees are protected by indemnity insurance.* Training and briefing is given on requirements as necessary. More specifically Trustees need to:

* Ensure that the Fund complies with its governing document, charity law, employment law, health and safety requirements, and financial regulations
* Ensure that the Fund deploys its resources in pursuance of its objective for the benefit of the public
* Safeguard the good name and values of the Fund
* Ensure the effective and efficient administration of the Fund, ensuring appropriate policies and procedures are in place
* Ensure the financial stability of the Fund, and to protect and manage its assets with proper investment advice
* Follow proper and formal arrangements for the appointment, supervision, support and appraisal and remuneration of staff
* Overview all likely risks

**3. TRUSTEE PERSON SPECIFICATION**

*Essential Qualities/Requirements* The appointed Trustee will:

* Be committed to the Fund and have sufficient time and willingness to contribute to Board proceedings, and visit projects (at least 4 meetings a year including two meetings held at the weekends)
* Have experience and understanding of policy development
* Be able to work as a part of a team of 14 Trustee colleagues
* Be willing to speak up and remain independently minded
* Have a reasonable level of understanding of legal, financial, audit and other regulatory requirements of the Fund
* Be able (notably at meetings) to make sound decisions based on an analysis of the information presented
* Be aware of, and be prepared to keep abreast of developments in the policy areas of the Fund
* Be open to being challenged
* Demonstrate committee/governance experience of voluntary sector agencies
* Demonstrate experience of refugee and homelessness issues
* Have strong skills, experience and knowledge of service delivery, and funding for voluntary agencies.

**4. THE HILDEN BOARD STRUCTURE**

The Hilden Charitable Fund is a family trust. Set up in 1963 by Tony and Joan Rampton, the majority of members are Rampton family members. Tony died in 1993 and Joan in 2008. The current Board are listed below. The Board has no standing sub-committees.

*Members of the Trustee Board*

Maggie Baxter OBE, Trusts/NGOs adviser, women’s rights advocate

Jonathan Branch, Solicitor

Samia Khatun, International aid/development worker (Programme Officer at Plan International UK)

Prof. Ben Rampton, Academic at King’s College, London

Catherine Rampton, Garden designer

Prof. David Rampton, Retired clinical academic

Emma Rampton, University administrator

James Rampton, Journalist

Patrick Rampton, Estate agent

Richard Rampton QC, Barrister

Robert Rampton, Investment analyst

Prof. Charles Rodeck, Retired clinical academic

Elisabeth Rodeck, Retired psychotherapist

Elsa Rodeck, Social researcher

*Facilities*

Board meetings are usually held four times a year. All meetings have been held at the Hilden office at 34 North End Road. The main Hilden office is not wheelchair accessible. However meetings can be arranged on the ground floor of the office site and there is an accessible car park, although the toilets are on the first floor (8 steps).

*Tenure and Remuneration*

Trustees are appointed for a three-year term with the option to re-join.

The role is unpaid, but reasonable out of pocket expenses are paid, including child care/other care arrangements. Trustees are encouraged to attend events in relation to Hilden’s grant making role, and take part in training, for which any necessary fees will be paid.

**5. PROCESS TO APPLY**

On the page 5 we explain how to apply.

### APPLICATION STATEMENT

### The Trustees will look at application statements and cvs. If you would like any guidance on completing your application, please contact Rodney Hedley on 0207 603 1525.

### *1. PERSONAL DETAILS*

|  |  |
| --- | --- |
| Forename(s) or given name: |  |
| Surname: |  |
| Please state your preferred title  |  |
| Home address: |  |
| Postcode: |  |
| Telephone (home): |  |
| Telephone (mobile): |  |
| Telephone (work): |  |
| Email: |  |

### *Access: If any arrangements need to be made about physical access to the Hilden office or at the interview, please advise.*

*Expenses are paid for interview attendance*

### *2. APPLICATION STATEMENT*

### Please state why you feel you could meet the role description and what you would bring to the Board. (No more than 700 words). Please say that you will be able to meet the necessary *time commitments* of the Trustee role.

### *3. REFERENCES*

All offers of appointment as a Hilden Trustee are subject to receipt of satisfactory written references. Please provide the names, addresses, telephone numbers and email addresses of two referees. Referees will **not** be contacted before interviews or without your prior permission. Please ensure contact details are up to date.

|  |  |
| --- | --- |
| **Referee 1: Name:** |  |
| Position: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| What is your connection with this referee? |  |
| **Referee 2: Name:** |  |
| Position: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| What is your connection with this referee? |  |

### *4. DECLARATION*

I declare that the information provided on this form is correct to the best of my knowledge.

I understand that my application may be rejected if I have given false information/withheld relevant details.

I understand that if I am successful, my appointment is subject to written references.

I have attached a copy of my latest CV with this application.

I have the equality monitoring information.

I am qualified to act as a Trustee. (Before taking the position we will ask for proof of identity and address.\*)

**Signed:** (we will accept an email statement without signature)  **Date:**

\*English law states that you must be aged 18 and over to be a trustee of an unincorporated charitable trust. The following are excluded from serving as Trustees: those with unspent conviction for an offence involving dishonesty or deception (such as fraud); those who are declared bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor; or have been removed as a company director or charity trustee because of wrong doing.

**Hilden Monitoring Form**

The information provided is confidential and is for monitoring purposes only. This sheet is removed from your application and is not used for short listing. **Your response on completing is OPTIONAL.**

*1. Age*

|  |  |
| --- | --- |
|  18-24 |  |
|  25-34 |  |
|  35-44 |  |
|  45-54 |  |
|  55-64 |  |
| Over 65 |  |

*2. Gender: what do you consider to be your gender?*

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Other |  |

*3. Disability*

The Disability Discrimination Act 2005 defines disability as ‘*a physical, sensory or mental impairment which has, or had, a substantial long term adverse effect on a person’s ability to carry out normal day to day activities.*’ Do you consider yourself to be disabled within this definition?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

*4. Ethnicity*

In a very few words please state the ethnicity which best describes you:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you