

## INFORMATION PACK

### SUSSEX COMMUNITY FOUNDATION IS LOOKING FOR TRUSTEES AND COMMITTEE MEMBERS

#### Background

Sussex Community Foundation is one of 46 independent community foundations in the UK. We raise funds for and make grants to a wide range of local grass roots charities and community projects across East Sussex, West Sussex and Brighton & Hove. We make it easier for local people and companies to support Sussex people and communities and to support local charities and community groups to make the changes they want to see. Full details about our work are here: [www.sussexgiving.org.uk](http://www.sussexgiving.org.uk)

We also regularly publish Sussex Uncovered, a detailed analysis of the needs and strengths of communities across Sussex.

The Foundation is managed by a Chief Executive, Kevin Richmond, based at our offices in Lewes, who is responsible for its management and day to day running and who is supported by a team of ten paid staff and volunteers.

In the last year, the Foundation made grants totaling £2,428,924 to 520 different small charities and community groups across the whole of Sussex (including Brighton & Hove). In March 2020 we launched the Sussex Crisis Fund which has already given out grants worth £1.7m so we expect that we will give over £4m in grants this financial year.

#### What we are looking for

**We want people with compassion and energy to help us with this work and to grow and target our grants where they are most needed**

- to ensure that we help local people and communities achieve their aims
- to make a real difference to the lives of people in Sussex by tackling disadvantage and lack of opportunity
- to promote new and innovative ways of developing sustainable community involvement
- to help our team to monitor and assess the long-term impact of our grant making

We currently have a board of trustees of 13 people. We need up to three additional volunteers to be trustees to help us take forward an ambitious strategy to increase our social impact. We are passionate about our work, and we want people who work with us to be passionate too.

#### What we can offer you

**Becoming a trustee is a commitment and involves sharing ultimate responsibility for governing the Foundation**, but it gives you a chance to use your energy, knowledge and skills to help make positive change to people's lives whilst at the same time giving you an opportunity to develop your own skills, and broaden your network. The new trustees will play a vital role in providing strategic insight and board level expertise, as well as ensuring the right blend of support and challenge to the Chief Executive and the staff team.

**We are also looking for two volunteers** who may not wish to be trustees but may join us as grants panel members, working on grant making and grant strategy. This includes work on the Sussex Crisis Fund which we set up in response to the coronavirus emergency.

#### Experience

**We want the Foundation to benefit from the different lived experiences of people across the whole of Sussex.** We particularly want to recruit, both as trustees and as grants panel volunteers, people from different communities which may include Black, Asian and minority ethnic and LGBTQ communities, young people and those of working age, refugees, and people who may have personal experience of particular challenges e.g. discrimination, disability, mental health issues, economic disadvantage. We aim to maintain an equal number of male and female trustees so particularly wish to recruit women at this stage.

## Who we need

### Grant-making:

We would like to be joined by individuals who have a good working knowledge of the voluntary sector in Sussex and with sound and independent judgement, strategic vision and the ability to think creatively, who can help us ensure that we **maintain and improve the quality of our grant-making**.

### Finance:

About half of the income we use for our grant giving is raised from endowment funds (now over £20 million) that the Foundation has built up over the last 15 years. For this reason we also have a particular need for an additional trustee who has a working **knowledge and experience of investment management** and finance. The endowment fund is managed by investment advisors, part of the role of this trustee would be to assist the trustees to appoint and review these advisors.

**Full board meetings are held quarterly, with committee meetings as needed.** These are often held at or near our offices in Lewes but, in order to widen participation, we aim to hold more virtual meetings in the future and also arrange them for outside of normal working hours, where necessary. We will reimburse travel and childcare costs and use translators and signers, where required. If you have particular requirements in order for you to take up a trusteeship if it were offered, please let us know.

## How to apply

If you wish for a preliminary discussion, please call our CEO Kevin Richmond on 01273 409440 or email him at [kevin.richmond@sussexgiving.org.uk](mailto:kevin.richmond@sussexgiving.org.uk) for more information or to make a time to talk.

Otherwise please send us:

- **a CV or resume of no more than two sides of A4**
- **a supporting statement** of not more than two sides of A4, in particular setting out which areas interest you and why you consider you are suitable for the post, and any special aspects of your lived experience which you think may be relevant to the application.
- Please include a note of any links that you may have with existing Sussex charities or public bodies.
- **Closing Date: 4th September 2020**

Thank you very much for being interested in our work, we look forward to hearing from you.

Keith Hollis,

Chair, Sussex Community Foundation