



# Chair of Trustees Recruitment Pack



## The Opportunity

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The Charity Service is looking for a new Chair of Trustees to lead the organisation through at least the next three years, working closely with other Trustees and the Head of Philanthropy Services to grow charitable giving by major donors in the north of England.

Although we are a small charity, we have ambitious plans. We believe there is an opportunity to create a service for philanthropists that looks and feels different to what is offered by more corporate providers based in London.

The Chair of Trustees will play a critical role in achieving our ambitions. As well as providing leadership on governance, the Chair will take an active ambassadorial role, thereby providing plentiful opportunities to meet new people and build relationships.

A detailed role description is provided on pages 6 and 7.

## About The Charity Service

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The Charity Service was founded in 1990 and has been actively promoting and supporting philanthropy for over three decades. Our vision is a world in which philanthropy is commonplace, generous and kind.

In 2021, we set a new strategy to consolidate, enhance and promote our core philanthropy services to high-net-worth individuals. Our services to philanthropists now include Donor Advised Funds (DAFs) and philanthropy advice. These services help major donors to successfully manage their charitable giving. Our knowledge and expertise in strategic philanthropy and the charity sector helps donors navigate the myriad of choices before them.

We work alongside professional advisors, including wealth managers and financial advisors, personal tax advisors, and family and estate planning solicitors. We help advisors to ensure their clients get the most out of their charitable giving.

**Over the last three years, The Charity Service has:**

- Grown new contributions to Donor Advised Funds from £0.5m in 2020/21 to £0.8m in 2021/22 and £1.4m in 2022/23.
- Granted over £3.8m to a wide range of charitable causes, with significant contributions to charities working in the fields of health, social welfare, humanitarian aid and the environment.

We have ambitious plans to attract more philanthropists to The Charity Service. We believe that many philanthropists based outside of London and the south of England would appreciate Donor Advised Fund and philanthropy advice services from an independent charity with roots in the north of England.

We are working towards refreshing our strategic plan for 2024-2027, and the new Chair will play an important role in shaping and delivering that plan.

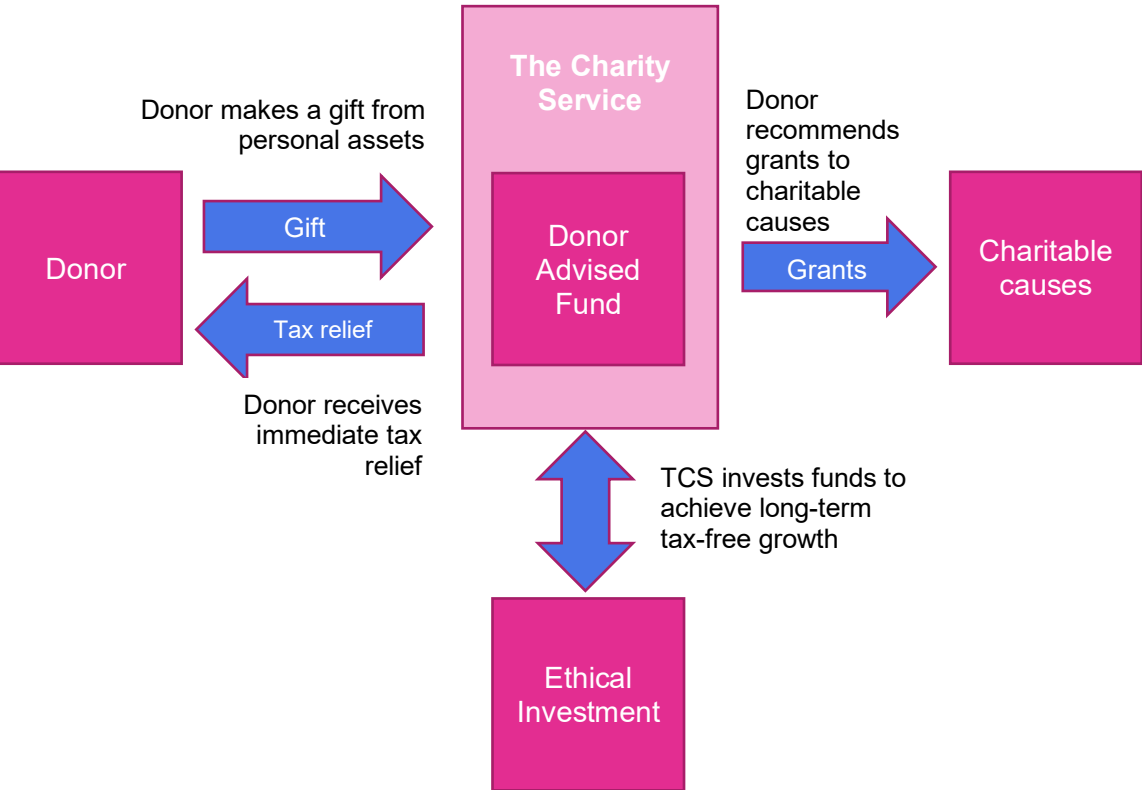


*“Since opening my Donor Advised Fund with The Charity Service, I have been impressed by the personal service I have received, and by the knowledge of the charity’s staff.”*

**What is a Donor Advised Fund?**

A Donor Advised Fund (DAF) is a practical and cost-effective vehicle for high-net-worth individuals to give money to charity. It is especially useful when an individual realises a large capital receipt and would like to gift some of it to charity. A DAF often provides a simpler and more cost effective solution than setting up a separate charitable trust. DAFs are extremely popular in the USA and are becoming increasingly common in the UK.

**Fig.1. How The Charity Service Donor Advised Fund works**



## Our Board of Trustees

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Our Board is currently made up of nine Trustees:

- Richard Dyson, Chair\* – Retired, formerly a Partner at Ernst and Young.
- Paul Chorlton – Chief Operating Officer at LOVE Creative.
- John Eckersley\* - Founder and Managing Partner of Castlefield Partners Limited.
- Kathryn Graham – Solicitor specialising in estates and family planning.
- Stephen Griffiths – Retired, formerly a senior manager in the housing, health and care sectors.
- Jane Kiely - Head of Marketing at Byotrol PLC.
- David Newns – Retired, formerly a Company Director.
- Matt Ralph - Partner and Chartered Financial Planner at Castlefield Advisory Partners Limited.
- Karen Webster - Head of Philanthropy (North) for The Prince’s Trust.

\* Richard Dyson and John Eckersley are scheduled to retire as trustees in November 2023.

***“I see our strengths primarily as offering independent expertise in charitable giving and being able to identify effective avenues to distribute charitable funds.”***

**Jane Kiely, Trustee**

Read more on [Jane’s Trustee Q&A Blog](#)



***“There is a great depth of knowledge within the executive team and the Trustee board, and we are all willing to give our time, so we can be very quick and responsive.”***

**Paul Chorlton, Trustee**

Read more on [Paul’s Trustee Q&A Blog](#)

***“I would like to see us grow our income and activities so that we can make an even bigger impact.”***

**Kathryn Graham, Trustee**

Read more on [Kathryn’s Trustee Q&A Blog](#)





## Who are we looking for

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We are looking for a new Chair of Trustees that will bring energy and commitment to the role. With an enthusiasm for philanthropy and what it can achieve, you will enjoy taking an ambassadorial role for the charity. The new Chair will champion our work and engage with potential donors, partners and other stakeholders. As such, we are looking for a people-focused person with extensive networks, who is adept at forging new relationships.

The new Chair will also bring experience of organisational governance and strategic leadership. Ideally, some of this experience will have been within the charity sector.

We are committed to recruiting a diverse board of trustees because it's important that our board reflects the communities we serve. Whatever your background, we will make it easy to join, participate and share your expertise in your role as Chair.

### **Person specification**

Essential skills and experience:

- An enthusiasm for The Charity Service's mission of promoting philanthropy.
- Strong networking, inter-personal and relationship building skills.
- Experience of operating at a senior strategic leadership level within an organisation.
- Able to foster a collaborative team environment.
- A personal commitment to diversity and inclusion.
- Able to commit to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Desirable skills and experience:

- Experience of chairing a board or other committees involved in organisational governance.
- Experience of charity governance and working with, or as part of, a Board of Trustees.
- Professional experience in a senior client facing role.
- Extensive personal networks that can be leveraged to connect the charity to high-net-worth individuals and their advisors.

## Role description for the Chair of Trustees

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<b>Objective:</b>	The Chair will provide inclusive leadership to the Board of Trustees, ensuring that the charity fulfils its mission and that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support and, where appropriate, challenge the executive team and ensure that the Board functions as a unit and works closely with staff to achieve agreed objectives. The Chair will act as an ambassador and the public face of the charity in partnership with the Head of Philanthropy Services.
<b>Location:</b>	None specified, although board meetings are typically held in central Manchester and staff are based in the north-west of England.
<b>Remuneration:</b>	The role of Chair is a voluntary position and is not accompanied by any financial remuneration, although reasonable expenses for travel can be reimbursed.
<b>Term of office:</b>	The Chair will be appointed for an initial three year term of office. Trustees may serve a maximum of three terms of office, which equates to a maximum of nine years.
<b>Time commitment:</b>	Approximately 2 days per month. Principle commitments are to prepare for and chair quarterly board meetings, speak regularly with the Head of Philanthropy Services, and represent The Charity Service at various events and meetings with key stakeholders.

### Principal responsibilities of the Chair of Trustees

#### Strategic leadership

- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the charity.
- Ensure that the Board operates within its charitable objectives.
- Work with the Board and staff team to establish a clear strategic direction for the charity, including establishing a vision, mission and goals.
- Ensure that the Board regularly reviews major risks and opportunities, and takes action to manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.

#### Governance

- Ensure effective governance arrangements are in place for the charity.
- Develop the knowledge and capability of the Board of Trustees.
- Oversee the appraisal of Trustee and Board performance.
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population.
- Ensure that the Board takes collective responsibility for their decisions.
- Work within any agreed policies adopted by the charity.

## External relations

- Act as an ambassador for the charity.
- Represent the charity at external functions, meetings and events.
- Act as a spokesperson for the organisation when appropriate.
- Facilitate engagement with external stakeholders.

## Efficiency and effectiveness

- Chair meetings of the Board of Trustees efficiently and effectively, bringing impartiality and objectivity to the decision making process.
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the charity.
- Work closely with the Head of Philanthropy Services to give direction to the Board's policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees.

## Relationship with the Head of Philanthropy Services and the wider executive team

- Establish and build a constructive working relationship with the Head of Philanthropy Services, ensuring s/he is held to account for achieving agreed objectives.
- Support the Head of Philanthropy Services, whilst respecting the boundaries between governance and management.
- Maintain regular contact with the Head of Philanthropy Services and develop an open and supportive relationship within which each can speak openly about concerns and challenges.



*“Chairing the Board of Trustees at The Charity Service has been a great pleasure. We have some excellent trustees and I feel confident that the board is well placed to capitalise on current opportunities.”*

*Richard Dyson, Chair*

## How to apply

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To express an interest in becoming our next Chair of Trustees, please contact Chris Mills, Head of Philanthropy Services. Chris would be happy to arrange an exploratory discussion and provide further information about the role.

To formally apply for the role, we ask that you submit a CV and short covering letter explaining how your skills and experience would enable you to fulfil the role. Please email these to Chris Mills at:

[chris.mills@charityservice.org.uk](mailto:chris.mills@charityservice.org.uk)

**The closing date for applications is Friday 6<sup>th</sup> October 2023.**

## Selection process

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Shortlisted applicants will be invited for interview with a panel of trustees. Interviews will be held in Manchester. We will reimburse reasonable expenses for attending the interview.

If you require us to make any adjustments in order to make your interview as comfortable as possible and support you through the application and interview process, please don't hesitate to let us know.

Following on from the interview, the preferred candidate will be asked to **attend a board meeting at 11.30am on Thursday 9<sup>th</sup> November 2023** in Manchester to meet all trustees before the appointment is confirmed.