



Come and Join Us!

Trustee Recruitment Pack: July 2019

***Come and Meet Us* session: Mon 23 Sep 2019 at 6pm**

@Team London Bridge, 1 Melior Place, London, SE1 3SZ (ground floor)

Application Deadline: 8 Oct 2019

Thank you for your interest in Peter Minet Trust.

We're looking for **three** new Trustees to join us in our work to fund and support inspiring local charities in Lambeth and Southwark, enabling them to continue their work and strengthen their communities.

Here's information about our work, history and how we run ourselves as well as what's involved in being a Trustee – plus the process and timetable for applying to be a Trustee.

There's a '**Come and Meet Us**' session on **Monday 23 September 2019 6pm** at Team London Bridge, 1 Melior Place, London, SE1 3SZ (ground floor) to find out more with Rachel Oglethorpe, our Director, as well as at least one of our Trustee - Simon, Anne or Laura. We'll confirm the location nearer the time, but it will be in the London Bridge area. **Please let us know you if you can come:**

rachel.oglethorpe@peterminet.org.uk.

This is a great time to join as a Trustee. We've just re-launched our new approach to funding and supporting charities in Lambeth and Southwark and are now based a new **Funders' Hub at Marshall House SE1** with eight other funders, just off Borough High Street in London Bridge.

**Peter Minet Trust, Marshall House, 66 Newcomen Street, London, SE1 1YT;
info@peterminet.org.uk; 020 8037 0300 (Mon-Thu)**



Peter Minet Trust - who are we?

We're an independent funder based in Southwark distributing around £200k a year in Lambeth and Southwark. We launched a new approach to funding in July 2019 and make our first grants in February 2020.

Our Vision: Lambeth and Southwark are boroughs where local charities that are doing inspiring work, embedded in their communities, are strong and can thrive, making a difference to residents experiencing severe and multiple disadvantage.

Grants: We give unrestricted, multi-year grants to local charities with annual incomes of between £25,000 and £300,000 pa. We fund charities that are rooted in their communities and bring communities together. We support charities that help residents overcome multiple challenges and be active in their communities. We fund around 10 charities at a time with grants of up to £30,000 a year for up to three years.

Other Work: We use our independence to work in partnership with other local funders and organisations to strengthen the voluntary sector in Lambeth and Southwark. We offer the charities we fund networking and training opportunities. We share this learning.

Our values: Independent, local, flexible, objective, collaborative, empowering, trusting

History

Peter Minet Trust is grant-giving charity founded 50 years ago in 1969. Peter was from Camberwell, descended from Isaac Minet who arrived in the UK in the seventeenth century as a refugee, escaping religious persecution in France. Peter used his inheritance and profits from his property company to support his local communities through Peter Minet Trust, continuing the work of his cousin, William Minet, who funded the creation of Myatt's Fields Parks and the Minet library in Lambeth. The Minet family isn't involved any more, but we carry on Peter's commitment to work with local charities and communities.

Peter Minet Trust has an investment portfolio valued at around £6m that generates income each year of around £200k a year, depending on performance.

In 1974 Peter Minet founded **Idlewild Trust**, a separate grant-giving charity that funds conservation and the arts around the UK. Idlewild Trust is run by the same Director with a separate board of Trustees (www.idlewildtrust.org.uk).



How we're organised:

We have three Trustees at the moment and can have up to a total of seven. There is a Chair. There are no sub-committees or other specific positions - Trustees identify particular areas to work on, for example, website, investments etc.

Peter Minet Trust employs a Director, Rachel Oglethorpe, four days a week to manage both Peter Minet and Idlewild Trusts – her time is split equally between them. The Trustees delegate authority to the Director to manage the Trust on a day-to-day basis, but work closely with Rachel on governance, strategic issues and making decisions about grants.

Peter Minet Trust's investments are managed professionally by investment management companies, Brewin Dolphin and Investec. We have professional support for our grants management software, website, and information technology and have a freelance book-keeper.

We moved to Southwark in Spring 2019, creating a new **Funders' Hub** with eight other funders at Marshall House, 66 Newcomen Street, London, SE1 1YT. Our offices and meeting room are on the first floor, up three short flights of stairs but meetings can easily be arranged nearby on the ground floor or where there's a lift.

We are members of Association of Charitable Foundations and London Funders.

Appointing three new Trustees:

What we want our new Trustees to help us with

1. We want to increase our knowledge of communities and small charities in Lambeth and Southwark; we want to understand their challenges so we can award and monitor grants effectively and work well with the charities we fund
2. We want to know more about the voluntary sector in inner-city communities so we can carry on developing effective partnerships with other funders/agencies
3. We want to develop our knowledge of investment management, monitoring performance and developing investment policy.

Employees, trustees or volunteers of another charity that might apply for a grant from Peter Minet Trust can become a Trustee but, if appointed, they will need to declare an interest and not take part in any discussions about that charity.



Trustee Person Specification:

All Trustees: what we're looking for in all our Trustees

- Trustees must be over 18 years old
- We are committed to equality of opportunity and welcome applications from individuals, regardless of age, gender, ethnicity, disability, sexuality, social background, religion and/or belief. We particularly encourage applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates, as these groups are under-represented in the funding sector.
- We're looking for people with good independent judgement, an ability to think creatively and strategically, and a willingness to speak their mind.
- We're looking for people who can work well as part of a small team and understand what's practical with one part-time employee.
- We're open-minded with a strong commitment to diversity and opportunity, and are looking for Trustees who share these values.
- We're looking for people who will approach the task of assessing and awarding grants fairly, objectively and consistently.
- We'd like new Trustees to live or work in Lambeth or Southwark or know it well, but it's not essential if the applicant has other valuable and relevant experience.
- Trustees must have access to the internet and be able to receive and send emails.

Specific: we'd like new Trustees to have some of these skills – but not all

- Management or direct knowledge of small or grassroots charities in order to help us understand the challenges of the charities we fund – and to help us ask the right questions as we develop a partnership with these charities
- Ability to contribute knowledgeably to the on-going development of our investment strategy and monitoring our investment managers and performance
- Knowledge of charity governance
- Knowledge of digital and social media



Job Description:

We know there are applicants who have valuable skills but who might not have much experience of governance and legal responsibilities, and so we arrange Trustee Training for you.

Strategic Direction and Oversight

- Trustees make sure Peter Minet Trust is following the charitable aims and objectives of its new approach to funding, building on 50 years of working in Lambeth and Southwark. This approach was agreed by the Trustees in 2018 and is summarised at the start of this document and on our website: www.peterminet.org.uk.
- Contribute actively to Peter Minet's strategy.
- Be collectively responsible for the actions of Peter Minet Trust.

Decision Making

- Approve all grants made by Peter Minet Trust at Trustee meetings, ensuring they meet our criteria.
- Review and approve the annual audited accounts prepared by our book-keeper and audited by our external auditor, having agreed annual budgets and monitored 6 month reports during the year.
- Manage the Peter Minet Trust's investments and assets responsibly including: agreeing on the appropriate investment strategy; monitoring the investment managers' performance; appointing/retaining/dismissing investment managers and other advisers.
- Contribute to management decisions when required by the Chair and Director.

Responsibilities

- Contribute to the Trustee discussions, using your skills, experience and knowledge.
- Make sure Peter Minet Trust is managed efficiently by appointing and supporting the Director and monitoring performance.
- Keep informed about the work of Peter Minet Trust and the voluntary sector, particularly in Lambeth and Southwark, and the issues that affect its work.
- Having agreed the areas of our work you'll be most involved with, to take part in that, for example, visiting prospective charity partners; attending meetings with our fund managers
- Be familiar with and follow Peter Minet Trust's policies including our Conflict of Interest policy. We are also developing a Trustee Code of Conduct that will clarify areas of confidentiality and relationships with charity partners.



Your commitment:

Meetings: We ask you to come to all Trustee meetings. There are 3-4 meetings a year from 4-7pm. We set dates a year in advance, finding out from all our Trustees what dates work best.

Location of meetings: These will either be at our offices in Marshall House, 66 Newcomen Street, SE1 1YT or nearby. The office is on the first floor up three short flights of stairs, but meetings can easily be held nearby on the ground floor or somewhere with a lift.

Trustee Training and Induction: New Trustees will be asked to attend a one-day external Trustee Training Course delivered in central London. The Director will also provide a 2 hour induction.

Other meetings: Depending your interest, you'll be asked to attend other occasional meetings. For example, if you get involved with visiting our shortlisted charity partners with our Director, this will involve minimum of half a day, mid-week once a year to visit two charities. If you get involved with overseeing our investments, this will largely involve reviewing reports by email, but also a couple of meetings a year with our fund managers and attending their annual seminars for charity clients.

Events: once or twice a year, we'll arrange an event for our charity partners, perhaps along with other local funders, and we'll ask for at least two or three Trustees to come.

Trustee Papers: You should make time to review the papers carefully. Papers are posted Trustees at least 10 days before each meeting and are also available electronically.

Other opportunities we offer you:

Charity Partner Events: We'll pass on invitations we receive for events run by our charity partners.

Trustee development: You'll be invited to London-based events including a series of charity Trustee seminars run by one of the Peter Minet Trust's fund managers. We also pay for one Trustee to go to the Association of Charitable Foundation's annual conference.

Networking locally: we'll pass on invitations to a range of local events run by other funders, charities and Lambeth and Southwark Councils' partners, *Community Southwark* and *Integrate* that support the voluntary sector locally.

Idlewild Trust: We hold an annual Christmas social with Trustees of Idlewild Trust, involving lunch and a visit to a relevant charity. Trustees can make a contribution to cover the costs of lunch if they want, but this is confidential and completely voluntary.



Trustee Terms, Expenses, Safeguarding, Accessibility:

Trustees serve a term of 5 years after which you're eligible for re-appointment.

The Trustee role is unpaid but we cover reasonable travel expenses for meetings and events related to Peter Minet Trust.

We take out Trustee Indemnity Insurance as part of our annual insurance policy.

We have a Lone Working Policy and are currently developing our overall Safeguarding Policy that will include setting out what we do to keep our staff and Trustees safe.

A small number of people are barred from serving as Trustees eg: people with unspent convictions or people on the Sex Offenders Register. Information is on the Charity Commission website

All applicants will be asked to confirm their eligibility and all Trustees need to complete an Enhance DBS check (Disclosure and Barring Service) as part of our Safeguarding Policy, if they don't have one already. We will pay for this.

Our offices are up one flight of stairs, but meetings can easily be arranged close by on the ground floor or where there's a lift. Please let us know if you have any special requirements.

Process & timescale for recruiting new Trustees	2019
Come and Meet Us Session: Our Director, Rachel, and one of our Trustees will introduce Peter Minet Trust and answer questions. Please try and come. This will be at Team London Bridge1 Melior Pl, SE1 3SZ (ground floor). Please let us know if you can come: rachel.oglethorpe@peterminet.org.uk	<u>Mon 23 Sep 2019 6pm</u>
Application Deadline: We have a short Application Form for you to fill in and send with a CV (2 pages) by email to rachel.oglethorpe@peterminet.org.uk . We also have a confidential Equality and Diversity Monitoring Form (optional and doesn't form part of the application)	8 Oct 2019 (midnight)
Meeting you: A shortlist of applicants will be invited to meet our Director and another Trustee.	15 Oct 2019
Appointment: Successful candidates will be invited to the first Trustee meeting in November when their appointment will be confirmed.	Nov 2019
Induction: Our Director will meet new Trustees for a first induction meeting ahead of the first Trustees' meeting and then we'll work out other briefings needed.	



Contact information:

Director: Rachel Oglethorpe, Marshall House, 66 Newcomen Street, London, SE1 1YT Tel: 0208 037 0300; rachel.oglethorpe@peterminet.org.uk. **Please email if you can't reach me by phone.**

Key information:

www.peterminet.org.uk

Our website includes information about our new funding programmes, as well as Trustee biographies, links to accounts and our partners and key policies.

www.charity-commission.gov.uk – see our record (charity no: 259963)

Research published by Peter Minet Trust and United St Saviour's Charity March 2018 is available on our websites (www.peterminet.org.uk)

Governing Deed: Peter Minet Trust's original documentation from 1969 (the Deed) is very general: *'establish a charitable trust ...known as The Peter Minet Trust.....apply (income and capital) in such proportions and such manner as the Trusteesshall from time to time think fitfor such one or more charitable purposes or objects as the Trustees shall from time to time in the exercise of their absolute and controlled discretion think fit.* Following our 2017-2018 review, the Trustees agreed a new approach to funding, drawing on Peter Minet's long-standing commitment to supporting local communities in Lambeth and Southwark. A summary of this is on p.1 of this document and full details can be found on our www.peterminet.org.uk.

For more detailed information on being a charity Trustee, see the Charity Commission's site below and in particular the publication CC3 *The Essential Trustee*:

<http://www.charitycommission.gov.uk/detailed-guidance/trustees-staff-and-volunteers/the-essential-trustee-what-you-need-to-know-cc3/>

Anything we've missed?

Email Rachel on rachel.oglethorpe@peterminet.org.uk

We look forward to hearing from you