

Charityworks (Charity number 1136964): vacancies for Treasurer and one trustee – recruitment pack

Welcome

Thank you for your interest in joining the Board of Charityworks. We need enthusiastic and committed people on the Board to shape the direction and development of the charity and ensure that it can continue to attract and develop the talent the not-for-profit sector needs now and in the future. The information that follows is designed to help you learn more about what we do and who we are. I hope this encourages you to make an application.

Andrew Hall
Chair, Charityworks Board

What we do; why we are here

Charityworks advances education, in particular, but not exclusively, the provision of training and development programmes for the benefit of the voluntary not-for-profit sector.

Our Vision

An impactful not-for-profit sector that is connected, collaborative and capable, supported by excellent leadership and management, and that is representative of the society it serves.

Our Mission

To support our Vision, our Mission is to -

- attract, grow and retain future leaders and managers for the not-for-profit sector
- ensure that sector leadership is representative of a wide diversity of characteristics and backgrounds
- promote the value of recruiting, developing and retaining talented people
- support the development of cross-sector, supportive networks of current and future leaders

Our Values

In our work, we will prioritise and demonstrate these Values -

Inclusion

We will:

- actively welcome and respect diversity of experience and perspective
- encourage everyone to participate regardless of their background or role

Integrity

We will:

- be open and honest, demonstrating accountability in all our work
- use evidence-based and transparent decision making

Improvement

We will:

- create and take opportunities to advance and deliver on our Vision and Mission
- foster a climate of ambition and excellence drawing on expertise from across the sector
- strive to be a learning organisation, reflecting on both successes and failures

- actively welcome fresh ideas and approaches

Collaboration

We will:

- work collaboratively, both within our organisation and with our partners
- promote the value of collaboration within the sector, with employers and with participants in our programmes

Inspiration

We aim:

- to inspire the next generation of leaders by championing the role of the not-for-profit sector in improving society
- to be inspired by a range of viewpoints and stakeholders

Charityworks currently runs two programmes–

The ***Graduate trainee programme*** has the aim of recruiting, developing and retaining the next generation of social leaders. This programme has run for more than a decade.

The ***2027 programme*** is a paid training programme that prepares people from working class backgrounds for professional, decision-making roles in the grant-giving sector.

Please read more about Charityworks [Charityworks - the UK non-profit sector's graduate scheme \(charity-works.co.uk\)](https://charity-works.co.uk)

Our current strategy can be accessed here [CW-strategy-2022-24-1.pdf \(charity-works.co.uk\)](#). This is an interim strategy implemented in 2022 to rebuild and realign Charityworks following the impact of the Covid-19 pandemic. The Board plans to agree a successor strategy early in 2024.

Who we are

We are a Board of committed individuals who bring a wide range of skills and experience to the charity. We are looking to appoint a Treasurer who will be a trustee and one further trustee. With those roles filled, we will have a total of nine trustees. We wish to draw on a diverse set of backgrounds and skills with a more specific skillset for the role of Treasurer – as described below. See also the note about Board diversity at the end of this pack.

The Board works closely with Koreo [Koreo | Home](#) who have delivered the charity's programmes for many years.

The charity itself has no staff but engages contracted, project-based support from time to time. For that reason, the work of the trustees is more hands-on than might be typical for a charity of our size. Therefore, we need trustees who are willing to get involved but who also have the perspective to stand back, think strategically and take a longer-term view. Our trustees also need to be able to adapt their role and contribution as our work progresses.

Who we are looking for

For both roles

We are open to considering applications from anyone who feels they can fulfil what we are looking for. We are particularly keen to hear from you if you can bring one or more of the following –

- experience in either a paid or voluntary capacity of the world of work and the career and life aspirations of young people

- commercial acumen and business knowledge
- marketing/networking that would be relevant and insightful for our business
- legal skills and experience in areas related to our sphere of operations

You do not need to have been a charity trustee before or have served on a Board. While we have limited resources, we will endeavour to provide induction, orientation and support to help you take up a Board role with us effectively and with confidence.

Additionally for the role of Treasurer

We are looking for someone who has charity sector financial skills and experience which may have been acquired in a paid or voluntary role. Our Treasurer will need to work collaboratively with finance colleagues at Koreo and with the charity's accountants as well as reporting to the Board on all financial, financial governance and indemnity matters. The Treasurer compiles a draft charity budget for the Board to consider and reports quarterly against that budget and programme budgets prepared in conjunction with Koreo.

Until now, the role has been undertaken in its entirety by a single individual. The Board is happy to continue that arrangement or consider a shared arrangement such that the duties are split. This could be done in one of several ways e.g., one role-holder is responsible for the budget and forecasting and the other for the accounts and reporting. Please state in your application which arrangement (undertaking the entire role or sharing the role) you would prefer.

Both role descriptions follow.

Trustee, Charityworks Board (one vacancy)

Role description

Location:	Most Board meetings are held by video conference with an annual in-person meeting usually held in central London. Trustees should have a suitable broadband connection and computing equipment for video conferencing and the ability to travel
Time commitment:	Typically, four Board meetings held in January, April, July and October lasting about three hours although the July meeting is held in person over a fuller day. Additional Board meetings (usually held using video conference) are called from time to time. In addition, reading time and action between meetings - most trustees are also involved in leading or contributing to other work. Potentially attending Charityworks events e.g., assessment days, graduation ceremonies. Potentially meeting key stakeholders. Potentially taking forward projects or initiatives on behalf of the Board
Reimbursement:	This is a voluntary role. Travel and other expenses may be claimed in accordance with prevailing arrangements
Accountable to:	Chair of the Board

Overall remit of the Board

The Board has four broad areas for which it is responsible –

- provide strategic direction to Charityworks;
- be a critical friend to staff and suppliers by offering constructive challenge;
- engage actively with and provide feedback from stakeholders;
- ensure that the charity is well governed including the oversight of risk.

The trustees have collective responsibility for the governance, operation and future of the charity. This extends across the whole range of Charityworks activities. Alongside those collective accountabilities trustees bring specific skills and experience.

The Board has continuing regard to the six duties of a trustee –

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/544220/Jigsaw.pdf – and to the essential guidance for trustees - [The essential trustee: what you need to know, what you need to do - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Accountabilities and responsibilities

Strategic direction

1. Contribute to the formulation and review of the charity's strategy and the achievement of strategic objectives ensuring that the charity achieves maximum impact.
2. Contribute specialist knowledge and expertise as agreed on appointment.

Relationship with staff (as and when in post) and key suppliers

3. Establish and build effective and accountable working relationships with staff and suppliers.
4. Raise concerns and challenge constructively.

Stakeholder relations

5. Act as an ambassador for Charityworks; build and maintain effective relationships with stakeholders.
6. Act as a spokesperson when appropriate and authorised.

Governance

7. Ensure that the Board operates within its Articles of Association and provides clear direction.
8. Ensure that governance arrangements are robust, fit for purpose and work effectively to facilitate achievement of Charityworks' aims.
9. Work within the policies adopted by the Board notably as regards risk and financial governance.
10. Participate in development activities to strengthen Board performance.

Person specification

Disposition

- A strong and visible passion and commitment to Charityworks, its strategic objectives and values
- Ability to foster and promote a collaborative team environment
- Ability to commit time to the role, including travel and attending events out of business hours
- Willingness to learn about the charity, the Board and the work
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Demonstrable positive approach to equity, equality, diversity and inclusion
- Exhibit inter-personal and relationship building abilities - comfortable in an ambassadorial role

Experience

- Experience of operating within a not-for-profit environment
- Experience of successful team working

Knowledge and skills

- Broad knowledge and understanding of the not-for-profit sector and of developments in the world of work
- Understanding the principles of a charity

Term of office

Trustees serve a three-year term and are eligible for re-appointment for one further three-year term.

Support, feedback and development

Trustees will be offered an induction to the work of Charityworks and their role and contribution in particular. This may include formal development. Board members are invited to and expected to take advantage of one-to-one feedback sessions with the Chair and to use such opportunities to raise any issues and reflect on their own contribution. Charityworks aims to be a learning organisation and the Board will devote time to review its work and how it works. Participation in such sessions is expected of all Board members.

Treasurer and trustee (one vacancy)

Role description

Location:	Most Board meetings are held by video conference with an annual in-person meeting usually held in central London. Trustees should have a suitable broadband connection and computing equipment for video conferencing and the ability to travel
Time commitment:	Typically, four Board meetings held in January, April, July and October lasting about three hours although the July meeting is held in person over a fuller day. Additional Board meetings (usually held using video conference) are called from time to time. In addition, reading time and action between meetings - most trustees are also involved in leading or contributing to other work. Potentially attending Charityworks events e.g., assessment days, graduation ceremonies. Potentially meeting key stakeholders. Potentially taking forward projects or initiatives on behalf of the Board
Reimbursement:	This is a voluntary role. Travel and other expenses may be claimed in accordance with prevailing arrangements
Accountable to:	Chair of the Board

Overall remit of the Board

The Board has four broad areas for which it is responsible –

- provide strategic direction to Charityworks;
- be a critical friend to staff and suppliers by offering constructive challenge;
- engage actively with and provide feedback from stakeholders;
- ensure that the charity is well governed including the oversight of risk.

The trustees have collective responsibility for the governance, operation and future of the charity. This extends across the whole range of Charityworks activities including the charity's finances and financial governance. While this is a collective responsibility, the Treasurer takes the lead on these matters. Alongside those collective accountabilities trustees bring specific skills and experience.

The Board has continuing regard to the six duties of a trustee –

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/544220/Jigsaw.pdf – and to the essential guidance for trustees -

[The essential trustee: what you need to know, what you need to do - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Accountabilities and responsibilities

The Treasurer is a full trustee of the Board and is expected to contribute on all matters. This extends to the role and responsibilities of a trustee as described in the trustee role description above. Specifically in regard to finance and financial governance, the Treasurer has the duties and responsibilities set out below. The majority of expenditure is planned and agreed through the Board by means of the annual budget and operating plan. The charity has appointed a firm of accountants to produce quarterly management accounts which are reported against the budget and to produce the annual, statutory accounts.

Financial governance

1. Ensure that the charity has in place appropriate financial policies and procedures to comply with charity and company law and best practice.
2. Ensure that financial records are kept consistently, fairly and accurately and that all returns are made to the Charity Commission and Companies House in a timely and compliant manner.
3. Review financial policies and procedures to ensure they remain up-to-date and fit for purpose making any recommendations to the Board for amendments required, including after any breaches or unexpected risks.
4. Ensure the charity's activities are appropriately indemnified by arranging and reviewing annually professional indemnity insurance and trustee liability insurance making recommendations to the Board.
5. In respect of 1-4 above, the Treasurer should consult and involve other trustees appropriately so that there is collective engagement and ownership.
6. Exercise delegated authority as described in the appendix to this role description.

Budget

7. Compile an annual budget for the charity's operations.
8. Work with Koreo to develop budgets for the charity's programmes and recommend these to the board. Liaise with the contracted accountants over budgets.

Management accounts and statutory accounts

9. Work with the accountants to structure the quarterly management accounts so as to be fully informed for the Board, review each quarter, resolve queries and report accordingly to the Board, identifying variances and reasons for them.
10. Ensure that the accountants produce for the Board the annual statutory accounts in a timely and accurate manner.
11. Ensure the annual independent examination and filing of statutory accounts are undertaken by the accountants.
12. Generally, oversee on behalf of the charity the performance of the accountants, resolving any issues and making any recommendations for change from time to time.

Reserves

13. Ensure the charity is complying with its reserves policy as agreed each year.
14. Review the operation and calculation of the reserves policy annually and make any recommendations to the Board for change.

Expenses

15. Approve for reimbursement travel and subsistence expenses incurred by Board members or any staff/contractors in accordance with agreed policy. In the case of expenses incurred by the Treasurer, these would usually be approved by the Chair.

Disposition

- A strong and visible passion and commitment to Charityworks, its strategic objectives and values
- Ability to foster and promote a collaborative team environment
- Ability to commit time to the role, including travel and attending events out of business hours
- Willingness to learn about the charity, the Board and the work
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Demonstrable positive approach to equity, equality, diversity and inclusion
- Exhibit inter-personal and relationship building abilities - comfortable in an ambassadorial role

Experience

- Experience of charity finances and charity financial governance requirements and processes
- Experience of operating within a not-for-profit environment
- Experience of successful team working (experience managing contractors desirable)

Knowledge and skills

- Financial knowledge that enables effective oversight of the charity's finances, of accounts and accounting procedures so as to oversee the accountants and provide constructive challenge
- Ability to present and explain the charity's finances, budgets, accounts and issues to and engage non-financially qualified or experienced trustees

Term of office

All trustees serve a three-year term and are eligible for re-appointment for one further three-year term.

Support, feedback and development

Trustees will be offered an induction to the work of Charityworks and their role and contribution in particular. This may include formal development. Board members are invited to and expected to take advantage of one-to-one feedback sessions with the Chair and to use such opportunities to raise any issues and reflect on their own contribution. Charityworks aims to be a learning organisation and the Board will devote time to review its work and how it works. Participation in such sessions is expected of all Board members.

Appendix

Authorisation limits

- a. The Treasurer has authority to approve expenditure within budget. This extends to prior approval of expenditure where required and authorising payment of invoices.
- b. The Treasurer may approve without reference to another Board member or the Board collectively expenditure within the approved budget which exceeds the approved sum by 10% of the budget or £5,000 whichever is the lower.
- c. For expenditure within the approved budget which exceeds the approved sum by 10% but under 30% or by £10,000 but under £20,000, the Treasurer may authorise with the prior approval of the Chair.
- d. Any sums above the limits set out in paragraph c will need to be referred to the Board for approval.
- e. For incidental sums not in the budget, the Treasurer may authorise up to £500 without reference to another trustee or the Board collectively; for sums between £501 and £1000, the Treasurer must seek the prior approval of the Chair, for sums above £1000, the decision must be referred to the Board.
- f. The Treasurer will have authority to operate the charity's bank account(s) in accordance with the schedule of delegation approved by the Board from time to time.
- g. Wherever the Treasurer exercises an authority under this section, they should make a report in writing to the next available Board meeting so that there is a record in the Board minutes of such delegated action.

The appointment process and how to apply

- We have limited resources to field calls, but if you require further information or an informal conversation, please email chair@charity-works.co.uk
- Please apply with a CV of maximum three sides A4 and a succinct covering letter to chair@charity-works.co.uk
- Please provide the names and email and phone contact details of two individuals relevant to this application who would be willing and are available to offer a reference. References will only be taken up once an appointment has been offered.
- Please remember in the case of applications to serve as Treasurer to indicate if you wish to undertake the role in its entirety or if you would prefer to share it with another trustee.
- Please complete our diversity monitoring form using this link <https://forms.gle/BdV5fqf5eFq7VzDB8> If you have any queries about this, please contact our Board member for HR HR@charity-works.co.uk

Recruitment timetable

- Applications close at **midnight, 23 January 2024**
- Shortlisted applicants will be invited to an interview conducted by video-conference [see also *Board diversity* below] -
 - Trustee interviews will be offered on Monday, 29 January (one interview slot at about 0900) and on Thursday, 1 February between 0900-1200 or 1400-1600
 - Treasurer interviews will be offered on Monday, 29 January between 1700 and 1900 and Thursday, 1 February between 1700 and 1900
- When an offer of appointment is made and accepted, it will be subject to confirmation of eligibility to serve and satisfactory references. Other pre-confirmation checks may be undertaken in respect of the Treasurer
- It is hoped to offer an in-person induction session for the new appointees with the Chair and possibly other trustees in Central London in mid-March 2024
- New appointees invited to attend the Board meeting on 10 April (held by video-conference) starting at 1400 and likely to last three or so hours

Note: the dates of other Board meetings in 2024 are as follows:

- 10 July 2024 – in-person in Central London from about 1000-1600
- 2 October 2024 - by video-conference from 1400-1700/1800

Board diversity

We have recently completed a Board diversity audit. We particularly welcome applications from those who are disabled, Black, Asian or from other minoritised communities, who identify within the LGBTQIA+ community, or identify as from a lower or disadvantaged socio-economic background.

Please let us know if you require any adjustments to our procedures to support your application.