

May 2021



INTRODUCTION

Thank you for your interest in joining the Trustee Board of Hampshire and Isle of Wight Community Foundation as our new Treasurer. You will be joining an engaged Board and a well-respected organisation, with a passionate and talented staff team.

We hope that through this pack you will come to learn about us as well as our passion for supporting our communities through inspiring philanthropy and place-based giving to our local voluntary, community, faith and enterprise sectors. Our commitment is to address local need and to create a framework whereby other donors such as private individuals, trusts and corporates can also engage in local philanthropy.

We are in a good position strategically, financially and reputationally and you will be joining the Foundation at an exceptionally interesting time as we look ahead to the current challenges Covid-19 poses to our communities and what a post-Covid-19 world will look like.

We know that it will be even more important to prioritise support for those most marginalised and impacted by Covid-19. We are therefore looking for an exceptional leader who will build on our strengths and, realising new opportunities, will build and develop new relationships with stakeholders and donors as well as building and leading the delivery of our new strategic intent for a post-Covid-19 recovery.

Within this pack you will find a whole range of information about Hampshire and Isle of Wight Community Foundation and our work. We hope that you will be as excited as we are about the next stage of our journey and the potential to increase the scale and impact of our work within the communities across Hampshire and the Isle of Wight.

We look forward to hearing from you.

Rebecca Kennelly MBE
Chair of Trustees HIWCF



WHO WE ARE

Hampshire and Isle of Wight Community Foundation (HIWCF) is an independent charitable foundation and the largest grant maker to specialise in awarding grants across Hampshire, the Isle of Wight, Portsmouth and Southampton to smaller, less well-known charities, community groups and voluntary organisations.

We have built endowment funds of over £15m for the long term benefit of our communities and in the last 10 years we have distributed over £10m in grants to support over 3,000 community projects across Hampshire and the Isle of Wight. We are proud to have reached out to nearly 500,000 people living in our local communities.

Working with our partners, the Foundation is well placed to address the challenges presented by the Covid-19 crisis, which has caused enormous hardship in our communities, damaging the health, wellbeing and livelihoods of local people. In response, HIWCF established a 'We're All Together' campaign, which began raising funds in March 2020, to provide emergency grants to those resourceful local charities and community groups that either sprang up to help vulnerable local people affected by the lockdown, or extended their existing services to help those in need. Due to the amazing generosity of our donors, the National Emergency Trust and others, so far we have raised in excess of £2.2 million to help support those crucial groups and services who on a daily basis are working tirelessly to meet the needs of those in our communities.

More about our recent work can be found in our Annual Review 2019-2020:

<https://www.hiwcf.com/about-us/publications/hiwcfannual-review-2019-2020/>



Our Vision

Hampshire & Isle of Wight Community Foundation is all about local giving and local commitment – bringing together local donors to support local communities to meet local needs.

Our Mission

Is about valuing community-led solutions to local issues, building social capital to invest in and empower local communities.

Our Values

- **Professional**
A professional customer-friendly, and consistent service for donors, partner organisations and grant recipients from a well-governed and financially secure Foundation, that is trusted and respected.
- **Bespoke**
A unique donor service with integrity, that is accessible and helps donors to see the impact of their giving.
- **Local**
A focus enabling people to engage in helping to build community resources to meet diverse needs in their area.
- **Knowledgeable**
All about local needs, and developing this through research and listening to local people.
- **Accessible**
A simple grant application process designed to ensure voluntary groups of all sizes can access funding.

- **Innovative**
Developing creative ways to deliver our services, meet local community needs and maximise our impact.
- **Passionate**
About supporting local communities and changing people's lives through the power of philanthropy.

About Hampshire and the Isle of Wight

In Hampshire and the Isle of Wight the effects of poverty and deprivation are not at first glance obvious, as our location in the affluent South East is, after all, home to Hart, which is classified as the least deprived district in the country. However, Government statistics show that in other areas local deprivation is on a par with the highest levels in England.

The 2019 Indices of Deprivation show that across Hampshire and the Isle of Wight, 44 neighbourhoods fell into the 10% most deprived areas in England, and a further 81 areas fell into the next 11-20%. The two cities of Southampton and Portsmouth contain some of the highest levels of deprivation, and overall a further 11 areas in the region have been recognised as deprived since 2015.

About Community Foundations

The 46 UK Community Foundations are a movement of county-based philanthropic Foundations committed to positive social change through community philanthropy. They are usually the largest or only county-based charity, and involve people from all parts of the community working together to harness local financial and other available resources to improve local people's lives. HIWCF is part of the UK Community Foundation network and the CEO benefits from UKCF representation and support, as well as from strong peer relationships.

FINANCES

Hampshire & Isle of Wight Community Foundation (HIWCF) holds total charitable funds of over £15.5m. The funds comprise:

- endowment funds which are invested to generate investment returns for grant making (c. £14m)
- restricted funds (£1.2m) that are in the process of being used for grant making
- unrestricted reserves (c. £377k) which are held as a contingency to cover core costs (c. £350k p.a.) and to underwrite investment in development opportunities.
- Make our communities a better place by increasing philanthropic behaviour and managing our assets efficiently
- Improve our communications so that communities, partners and donors recognize HIWCF as the key grant making and fundraising charity locally
- Target grant making at communities most in need
- Establish HIWCF as the first choice for grant giving, known for its collaborative approach and knowledge of local community needs.

2020 has been an exceptional year responding to the coronavirus pandemic. In 2020, we launched an emergency 'We Are All Together' appeal. By the end of the year, we had raised £2.2m and distributed grants for Covid relief totalling £1.75m to over 400 community groups and charities and reaching over 350,000 people. The remaining funds are scheduled for distribution in 2021.

We also secured funding from the European Social Fund and our local authorities for the Solent Supporting Employment Grants Programme. This programme (worth £1.76m over the period to March 2023) commenced in 2020 to support people, with complex barriers to work, move towards or into employment.

In addition, we attracted capital income for two new endowment funds worth c. £1.5m, have managed our ongoing grant programmes, and are continuously seeking new funding sources to add new areas of interest to our donors.

Strategy and the future

We are coming to the end of our current strategy, which aims to:



ROLE DESCRIPTION: TREASURER

The overall role of a treasurer is to maintain an overview of HIWCF's financial affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

Key responsibilities:

- Overseeing and presenting budgets, management accounts and financial statements.
- Being assured that the financial resources of HIWCF meet its present and future needs.
- Presentation of Treasurer's written and financial reports to the Board of Trustees.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with paid staff and volunteers about financial matters.
- Advising on the financial implications of HIWCF's strategic plans.
- Ensuring that the accounts are prepared and disclosed in the form required by the Charity Commission and the Registrar of Companies.
- Keeping the Board of Trustees informed about its financial duties and responsibilities.
- Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easy to understand way.
- Providing support to the Finance Manager on technical aspects of the role.
- Chairing the Finance & Investment Sub-committee.
- Oversight of the investment strategy investment advisors and auditors.

Person Specification:

In addition to the qualities needed by all trustees, the Treasurer should also possess the following:

- Relevant qualifications and experience e.g. qualified Accountant.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.
- The skills to analyse proposals and examine their financial consequences.

HOW TO APPLY

If you would like to apply please send an up-to-date CV and short cover letter outlining your motivation (not more than one page) to info@hiwcf.com.

If you would like to have an informal discussion with our Chair please email info@hiwcf.com with the subject header – 'Treasurer, enquiry' and we will put you in touch.

Deadline: end of June 2021.



