

## Trustees

Patrick Kelly (Chairman)  
The Venerable Peter Delaney MBE  
Lawrence Kilshaw  
Mohima Kamaly  
Tim McNally  
Stuart Morganstein  
Clare Murphy  
Clare Payne  
Dawn Plimmer  
Sue Reardon Smith

# Wakefield & Tetley Trust

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[www.wakefieldtrust.org.uk](http://www.wakefieldtrust.org.uk)

Clerks to the Trustees  
Cherry Bushell  
Elaine Crush

May 2022

Thank you for getting in touch about the position of Trustee at our funder charity. This is an exciting opportunity to be involved in making a real difference to the lives of people across Southwark, Tower Hamlets and the City of London, through local grant-making.

We would particularly like to hear from you if you are resident or working in Tower Hamlets or Southwark, possibly active in your local neighbourhood, and you can bring knowledge and understanding of local communities to help inform our grant-giving. We are also interested to learn how your personal or professional perspective can add value to the Board and we can provide training and support for the right candidate. We are open to applications from people who may not have experience of being a Trustee and we encourage applications from people from diverse backgrounds and experiences.

Please find enclosed further information on the Trust and the role. If you would like to know more, you are welcome to email us at [enquiries@wakefieldtrust.org.uk](mailto:enquiries@wakefieldtrust.org.uk); do include your contact number and we will arrange a time to call you for an informal chat.

If you think you would be suitable for this role, **please ensure your application form and CV reaches us by Monday 13 June**. We look forward to hearing from you.

You will find enclosed:

Recruitment Information including Role Description  
Recruitment Application Form  
Monitoring and Diversity Form

## Trustee Recruitment Information 2022

### Introduction

Thank you for your interest in Wakefield and Tetley Trust. We are a small funder looking to increase our impact in Southwark, Tower Hamlets and the City of London. We're looking for two new Trustees to join us. Below you can find some information about our work, our operations and our history, as well as what is expected of Trustees. An impressive CV is not as important as how you demonstrate that your personal or professional perspective will add value to the Board team, and we are able to provide training and support to the right candidate.

This is an exciting time to join the Trust. We are based in a funder 'hub' with eight other funders in London Bridge, we are currently reviewing our investment strategy, as well as our future spend plans and developing our website and branding. We will be reviewing our support to the non-profit sector in the coming years and developing a new funding strategy for this year onwards. We want people with insight who can help develop this strategy and support funding and investment decisions.

If you want to know more, please email us at [enquiries@wakefieldtrust.org.uk](mailto:enquiries@wakefieldtrust.org.uk) and include your contact number; we are very happy to have an informal chat about the work of the Trust and the role of Trustee.

### How we are organised

There are currently 10 Trustees on the board, with two new members appointed in 2021 (we can have a maximum of 12 Trustees). The Board meets once every three months to discuss Trust matters. Additionally, we have two sub-committees which normally meet 2-4 times a year and make recommendations to Trustee meetings. The Grants Sub-Committee makes recommendations on grant matters and the Finance and General Purposes Sub-Committee deals with finance, property, personnel and investment matters.

Trustees are supported by the post of Clerk to Trustees, which is currently staffed by Cherry Bushell and Elaine Crush, who work together as a job-share. Cherry and Elaine are responsible for the overall administration of the Trust, and the effective day-to-day running of its affairs. However, all significant decisions are taken by the Board of Trustees. The staff also provide a service to the Tower Hill Trust ([www.towerhilltrust.org.uk](http://www.towerhilltrust.org.uk)) which represents about one third of all staff activity and is reimbursed by an annual fee.

## Trust History

Wakefield and Tetley Trust is a registered charity which came into being in January 2008 through the amalgamation of two previous trusts dating from the 1930's and named after their respective founders, Charles (later Lord) Wakefield and Charlotte Tetley. (There is no connection with Wakefield, Yorkshire.) The objects of the Trust are to help people in the London Boroughs of Tower Hamlets, Southwark and the City of London who are "in need through age, financial hardship or sickness, and to assist the charitable work of the Anglican church of All Hallows by the Tower". The Trust seeks to do these things by making grants to registered charities, not-for-profit companies, and to All Hallows by the Tower Church, for activities and projects which will help to advance the objects. The Trust does not give grants to individuals or deliver services of its own. Further information on the history of the Trust can be found here: <https://www.wakefieldtrust.org.uk/about-history.php>

## Grant-making

The Trust aims to support projects that will '*make a positive difference to the lives of people who face significant disadvantage and have limited choices and opportunities*', for example because they lack skills, have difficulty in accessing resources or face discrimination.

Funding is targeted at small charities and community groups with incomes of less than £500,000. Most charities working in our area of benefit are small and local and are experts at knowing what local people need and how to help them. The Trust aims to support their vitally important work. Most grant applications are for projects or activities which address disadvantage in a targeted way. From 2020 we adapted to respond to new and emerging issues in light of the Covid-19 pandemic. For the first time, we pivoted our funding to support applications to joint emergency funding programmes coordinated by London Funders and the East End Community Foundation. In 2021 we awarded £276,423 in grants to 26 charities across the three boroughs and some examples of those grants are listed below:

**Friends of Tower Hamlets Cemetery Park (Fast Track Grant)** £3,000 for core funding so the charity could continue its vital therapeutic gardening sessions to help the wellbeing of people with mental ill health in Tower Hamlets. Up to 215 people, primarily local residents who were furloughed or working from home and had time to spare, joined staff led volunteer sessions in the Cemetery Park. So many people still had little to no human contact with others, and volunteering allowed people to mix with like-minded individual, socialise, chat and get active.

**Ocean Women's Association (Fast Track Grant)** £4,610 to support core costs and to re-launch women's coffee mornings at Stepney City Farm, benefitting local elderly and vulnerable Bangladeshi women. Up to 55 women took part, averaging 12 each week at the sessions. Pre-pandemic, their clients were vulnerable women, aged 50-80 years, from around Stepney and Limehouse; a

proportion of those clients returned in person and others were offered help via telephone. The pandemic had taken its toll on the women, physically, mentally and emotionally, and this project helped alleviate people's isolation and provided much needed space for support and companionship.

**East End Citizens Advice (Main Grant)** £50,000 over one year to extend the social welfare advice pilot in Mulberry School for Girls, Manorfield and Marners schools in Tower Hamlets, providing social welfare advice direct to families to resolve their benefit, debt, housing, employment and immigration problems and to increase family incomes. This pilot aims to meet the huge and increasing demand for advice and support as a result of the impact of the Covid-19 pandemic. The pilot tests several approaches to make advice more accessible for parents, with input from school safeguarding leads.

**East London Cares (Main Grant)** £12,500 over one year to support a service connecting older neighbours (65+) and younger volunteers (18-35) to reduce isolation and loneliness, supporting individual needs and bridging divides. The service is delivered through group social clubs, a one to one friendship matching programme and proactive outreach work. The grant matches funding of £12,500 committed by London Borough of Hackney.

**Island Advice Centre (Main Grant)** £37,500 over one year to support a new full-time adviser to act as first point of contact for clients and referrers accessing services by telephone or online. The Centre needed to increase capacity in response to a 150% increase in referrals and a loss of volunteer time as a result of the pandemic. The new adviser helps clients with emergency fund applications, makes referrals to food bank banks and other emergency support, carries out income maximisation assessments and identifies underlying issues such as benefit entitlements, indebtedness and risk to housing, making referrals to appropriate specialist advisers.

Our 2021 accounts are still in production, but other examples of grants can be found in our published 2020 accounts:

[https://apps.charitycommission.gov.uk/Accounts/Ends79/0001121779 AC 20181231 E C.pdf](https://apps.charitycommission.gov.uk/Accounts/Ends79/0001121779_AC_20181231_E_C.pdf)

The Trust gives an annual support grant to All Hallows by the Tower Church which conducts excellent local outreach around Tower Hill. Support for the Church is written into the Trust's Objects. The Trust also owns a Grade II listed Parish House on Tower Hill and rents it to All Hallows at a peppercorn rent for use as a vicarage.

## Trust Finances

The Trust's income comes from financial investment returns and rent from commercial properties based on Tower Hill. Our financial position is relatively strong. The total level of reserves as at 31 December 2021 (including cash) was £11,592,711. Partly for historic reasons, most of our assets are held in properties which are let on long leases to commercial tenants. Those commercial rents provide approximately 80% of our annual income.

Trustees aim to maintain their grant-giving at the highest level possible, without sharp variations from one year to the next, while ensuring that there is proper provision for future years. Trustees also need to ensure that Trust investments and assets are maximised for the benefit of the Trust and the Trust is effectively administered by the staff. The grant budget is normally set over multi-year period, and any surplus income is used to maintain grant-giving in years when income from rents is anticipated to fall however, in recent years, Trust income has been less predictable, and the grant budget has been set annually.

## Trustee Role Description

Trustees seek to ensure that the Board contains a suitable balance of experience, expertise, and knowledge of the Trust's area of benefit and the issues facing local residents. New Trustees are appointed by the existing Board of Trustees and are invited to serve for at least three years.

We are open to applications from people who may not have previous experience of being a Trustee but can bring knowledge and understanding of local communities. You are likely to be resident in Tower Hamlets or Southwark and possibly active in your local neighbourhood or a local initiative. Your practical insight and perspective will be welcomed by our Trustees and staff.

**There are no minimum qualifications to apply.** However, Trustees are encouraged to attend relevant courses and seminars to improve their knowledge of charity law and best practice in the sector. The Trust is a member of the Association of Charitable Foundations and London Funders, both of which provide training and networking opportunities.

### Job Description

**Location:** Trustee meetings are held either at Trinity Square EC3 or the Trust office at London Bridge SE1, meetings take place during office hours, and can be accessed virtually

**Position:** Part-time

**Salary:** Voluntary position - reasonable expenses reimbursed

**Application deadline:** Monday 13 June 2022

Trustees of Wakefield and Tetley Trust are responsible for overseeing the management and administration of the organisation, for ensuring that it is solvent and well-run, that it acts within its objects, and provides the best possible support to assist people within its area of benefit. Trustees are responsible for their decisions and actions to the Trust's own governance framework, and to the Charity Commission and the public.

### **The specific duties of Trustees are:**

1. Be able and willing to commit time and energy to the Trust's work, regularly attend quarterly meetings of the Board of Trustees, and be active in **one or both** of the two quarterly Sub-Committees (the Grants Committee and the Finance & General Purposes Committee).
2. Work as part of the Board to ensure the Trust functions within the legal and financial requirements of a UK registered charity and within its own objects, and that it strives to achieve best practice.
3. To contribute to the setting and shaping of the Trust's strategic direction and ensure that it pursues its objectives.
4. To ensure the solvency and financial stability of the Trust and the proper investment of funds, taking account of the Objects and relevant legislation.
5. To appoint independent auditors, approve the audited accounts and the Trustees' annual report.

6. To maintain a robust overview of the principal risks facing the Trust, and to exercise scrutiny over the Trust's risk management systems.
7. To monitor and assess the Trust's performance in relation to the agreed strategy and budget.
8. To fulfil legal responsibilities for the employment of staff (at present two, both part-time), and to monitor their performance.
9. On occasion, to represent the Trust in meetings with other bodies, including meetings with grant beneficiaries, and in visits to projects supported by the Trust, and to potential projects.
10. Always to seek to act in the overall interests of the Trust and of people in the area of benefit.
11. Be interested and willing to undertake appropriate training and development, funded by the Trust, to fulfil the responsibilities of Trustees (if relevant).

## Person Specification

### Essential

All our Trustees must be over 18 years old and have

1. A strong commitment to the aims and objectives of the Trust and be willing to commit sufficient time to the role (at least 6 hours every three months).
2. Good independent judgement, and an ability to think creatively and strategically.
3. An understanding of charity governance and the legal duties and responsibilities of trusteeship (or willingness to develop an understanding through appropriate training and support).
4. Good interpersonal skills, a willingness to work as part of a team and possibly represent the Trust at local meetings on occasion.
5. A good knowledge of, and interest in, the problems and needs of the area of benefit, and a willingness to keep informed about issues relevant to the Trust's work.
6. A good understanding of the importance and value of equality and diversity in the Trust's work.
7. An understanding of the voluntary sector and of charity governance (or willingness to develop through training and support).
8. A commitment to the seven principles of public service – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
9. An ability to work effectively as a member of a team while contributing an independent perspective.
10. Access to the internet and ability to receive and send emails.

### Desirable

1. We welcome applications from individuals regardless of age, gender, disability, sexuality, social background, religion and/or religious belief. We want to create a more diverse board, and we welcome applications from people from a Black, Asian and minority ethnic backgrounds and people with disabilities.
2. We would prefer you to be resident or working in Tower Hamlets, Southwark or the City of London, and possibly active in your local neighbourhood or a local initiative.
3. We particularly welcome applications from candidates who have experience in financial management and strategy and/or charity governance.

## Terms of Appointment

- Currently, the Board meets every three months, usually office hours in Trinity Square, London EC3 or London Bridge SE1. As far as possible, the dates and times of meetings are arranged to meet the convenience of all Trustees. As far as possible, meetings may also be accessed virtually via Zoom.
- The Sub-Committees normally meet every three months during office hours, in advance of each meeting of the Board, and there is normally an annual meeting with beneficiaries (currently suspended because of the pandemic). Staff visits to projects are arranged on an ad hoc basis, and sometimes individual Trustees join in.
- Communication between meetings takes place by email or telephone, or occasionally letter when lengthy documents are involved. Meeting papers are sent to Trustees at least 7 days before each meeting (electronically). You will need to make time to review them in full.
- Newly appointed Trustees should expect to serve for a minimum term of three years (renewable) and should be willing and able to devote the necessary amount of time and energy to the affairs of the Trust for at least that period.
- Trustees are expected to attend all meetings of the Board of Trustees unless they are unavoidably prevented from attending, in which case they should send apologies in advance. They should also, attend the meetings of at least one of the two Sub-Committees. As far as possible, remote attendance at meetings will be available except when held at one of the Trust's properties.
- Trustees are encouraged to attend relevant courses and seminars to improve their knowledge of charity law, of good practice, and of matters relevant to the Trust's area, and the Trust will pay costs incurred for training.
- The role of Trustee is unpaid, but reasonable expenses (e.g. the costs of travel to attend Trustees' meetings) are payable in accordance with the Trust's expenses policy.
- We hold Trustee indemnity insurance as part of our annual insurance policy.
- More information about the role and responsibilities of Trustees can be found at:  
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

## **Disqualifications**

Some people are disqualified by law from acting as Trustees, including:

1. Anyone who has an unspent conviction for an offence involving deception or dishonesty.
2. Anyone who is an undischarged bankrupt.
3. Anyone who has been removed from trusteeship of a charity by the Courts or by the Charity Commission for misconduct or mismanagement.
4. Anyone who is disqualified from being a company director under the Company Directors Disqualification Act 1986.

Wakefield and Tetley Trust may conduct checks on prospective Trustees to ensure eligibility, e.g. CRB checks. Trustees are required to sign a declaration that they are not disqualified. Trustees are required also to declare any conflicts of interest.