



## TRUSTEE RECRUITMENT 2024

Samworth Foundation, Chetwode House, 1 Samworth Way, Melton Mowbray LE13 1GA  
Registered Charity Number 265647



## Introduction

Would you like to play a key role in a charitable foundation committed to tackling social and environmental issues? If so, we are looking for trustees to join the Samworth Foundation, a grant-making charity, to help us invest our resources in organisations working to bring about positive change.

We are a small team of four trustees and three employees. You can find out more [here](#).

## The Samworth Foundation

Established in 1973, the [Samworth Foundation](#) is a family grant-making charitable trust. As a funder, we aim to bring lasting change to issues that impact on people, communities, and the environment, in the UK and internationally.

Our core grant making focuses on two themes:

- Building lives free from modern slavery and exploitation.
- Better agricultural systems that enhance nature and address climate change.

We are a proactive grant-maker, identifying potential grant holders and inviting them to submit applications.

## The Trustee role

Trustees share responsibility for governing the Foundation and directing how it is managed and run. You will help us effectively distribute our resources to organisations working to address issues of social and environmental concern in the UK and overseas.

## About you

We are looking for someone with a commitment to the vision of the Samworth Foundation, who have good strategic thinking skills, sound judgement, and the ability to work effectively as part of a small team.

We are particularly interested in hearing from people who are working or have worked within the private sector, and those with strong financial management experience.

We are looking for people who may be considering taking their first step into a trustee role or who have been involved with trusteeships previously.

## To apply

Please send a CV and covering letter (each document should be no longer than two sides of A4) to our Chair, Mark Samworth, stating why you are interested in becoming a trustee and what knowledge, skills and experience you would bring to the Foundation. Please email these documents to [nathalie@samworthfoundation.org.uk](mailto:nathalie@samworthfoundation.org.uk) by 5pm on Monday, 25 March 2024.



If you would like an informal discussion about the role, please contact Nathalie Walters, Director: [nathalie@samworthfoundation.org.uk](mailto:nathalie@samworthfoundation.org.uk) or 07984 317808.

The Samworth Foundation is committed to promoting diversity, equity, and inclusion, and we actively encourage applications from people of all backgrounds.



## Trustee role profile

- Salary: Unpaid. Reimbursement for expenses incurred while travelling to meetings / events on Foundation business.
- Hours: Four meetings a year. Additionally, trustees are invited to other events and activities relevant to the role. Estimated time commitment, four hours per month.
- Other: Four trustee meetings are held each year. Three in Melton Mowbray, Leicestershire, and one in London, all during office hours.

### Main purpose of the role

Trustees are responsible for the overall governance and strategic direction of the Samworth Foundation, its financial health, probity of its activities, and for setting and overseeing the delivery of the organisation's aims and objectives.

Under the Charities Act 2011, trustees are responsible for:

1. Ensuring the charity is carrying out its purposes for the public benefit.
2. Complying with their charity's governing document and the law.
3. Acting in the charity's best interests.
4. Managing the charity's resources responsibly.
5. Acting with reasonable care and skill.
6. Ensuring the charity is accountable.

Further information can be found in Appendix 1, Samworth Foundation Trustee Terms of Reference.

### Person specification

The following skills, knowledge, and experience, would be helpful for the role of Trustee:

- A commitment to the aims and objectives of the Foundation.
- An understanding of the charity sector.
- Financial management experience.
- Highly developed interpersonal and communication skills.
- Good, independent judgement and strategic vision.
- The confidence to constructively express your views.
- Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties.
- An ability to work effectively as a member of a team.
- Willingness to learn about and take responsibility for the legal duties, responsibilities and liabilities of being a trustee.

## Appendix 1

### Trustee Terms of Reference

**The Samworth Foundation commits its primary resources to tackle issues of modern slavery and exploitation and climate change and environmental recovery by supporting organisations which respond to and address their root causes.**

This document sets out what is expected of trustees of the Samworth Foundation, so that you are clear about your duties and responsibilities.

#### 1. Key responsibilities

As Board members, all trustees will:

- Ensure that the Foundation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Give adequate time and energy to the duties of being a trustee, using your skills and experience to the benefit of the Samworth Foundation.
- Develop the strategic direction of the Foundation, ensuring it has the resources to deliver its mission and objectives.
- Work in partnership with the Director, Grants Managers, and the Samworth Family Office, responding promptly to communication.
- Attend and contribute to trustee meetings, and review papers in preparation for discussion, decisions, and meetings.
- Make an important contribution to the Foundation's grant making, governance, investment management, and maintain an awareness of the Foundation's priorities and objectives.
- Act with integrity and avoid any activities that would be contrary to the interests of the Samworth Foundation, or create a conflict of interest.
- Have an interest in the Foundation's strategic core themes and commit to uphold the Samworth Family Philanthropic Charter.
- Act as ambassadors for the organisation in the wider community, taking every opportunity to promote the Foundation's key messages and values.
- Review their own, the trustee body and the Foundation's effectiveness, and take any necessary steps to ensure that all continue to work well.

On joining the Foundation, all trustees make a commitment to the Samworth Family Charter and to the Samworth Foundation Grant Making Policy. Trustees will demonstrate and possess:

- Informed, in-depth understanding of what is required if charitable grants are to have effective impact.
- Interpersonal skills, integrity, and calibre to inspire confidence among different stakeholders including the family, the trustees, and employees of the Foundation.

- Understanding of, and willingness to engage with, the Christian faith-based motivation behind aspects of the Foundation's work.

## **2. Responsible Investment**

As signatories to the Funder Commitment on Climate Change, the trustees expect investment managers to consider the Environmental, Social and Governance (ESG) aspects of any new or existing investments within the investment portfolio.

## **3. Length of appointment**

Every trustee will be appointed for a term of three years. After this time, they may remain in post for a further three years, with a maximum term of nine years, after which they must stand down. The role of Chair is subject to the same term of office.

## **4. Expenses**

The position of trustee is unpaid. Trustees will be entitled to claim for expenses connected with their duties on behalf of the Foundation. Expenses will be paid on the basis of proof of expenditure being provided.

## **5. Attendance at meetings**

- Trustees are expected to attend four trustee meetings a year (quarterly meetings usually held in March, June, September and December), which are currently hosted in Melton Mowbray, and to ensure they are fully prepared by reading the papers provided.
- Trustees should not be absent from two consecutive Board meetings, except in exceptional circumstances.

## **6. Trustee support**

To ensure that trustees carry out their duties effectively, the Foundation undertakes to:

- Offer an induction to the Samworth Foundation, which will include a copy of all relevant documentation, the opportunity to attend individual meetings with the Chair and staff team.
- Ensure that Board papers are circulated electronically one week in advance of meetings so that Trustees can prepare accordingly.
- Ensure that trustees are kept up to date on matters relating to the Foundation.
- Provide occasional papers of relevance or interest to the role of the trustee.
- Identify relevant personal development seminars/training events/networking opportunities and provide suggestions for attendance to support the ongoing training of Trustees.
- Organise and accompany trustees on visits to grantholders.