

The Community Foundation

Connecting people who care
with causes that matter

Joining our board



We are seeking four new Trustees who can support the work and future direction of the Community Foundation for Northern Ireland.

In this exciting opportunity, we hope that you will assist us in maintaining our mission to connect people who care with causes that matter.



What you will do

As we embark upon a new strategy post covid, you'll have an opportunity to influence and guide us and with your experience, we'll build on our achievements over the past 42 years and achieve further impact towards a peaceful, prosperous, shared and just society.

We're an independent, grant making trust, inspiring generosity and achieving impact.

In a society where everyone can prosper and live in peace, we encourage and support those who want to give and empower the local community to effect change.



You'll use your expertise and experience to guide decisions on our grant making as well as maintaining oversight of our different programmes. You will also support and inform on our broader policy and campaigns, advocate for our work during visits and events, and help us to reach under-served communities.

You will gain experience in grant-giving and decision-making and contribute to and encourage philanthropy within NI

Over the past year the Foundation awarded £8.8m benefiting over 1.5m people in Northern Ireland and you can see here in our annual report further details of our impact and achievements.

Our values of Generosity, Thriving and Together are important to us and we use our expertise to support bespoke giving, provide philanthropic advice and be a trusted secure means through which donors can choose, how, where and when to give.



Who we are looking for

We are looking for people who are committed to community development and enthusiastic about the difference it can make for people and the future of Northern Ireland.

Appointments are made based on an individual's skills and experience, but we will consider how each applicant would complement the skills and knowledge of current committee members.



For these roles, we are especially seeking members with experience in:

- Community Development and Advocacy
- Human Resources
- Public Policy and Affairs
- Communications and PR

The Board already has a diverse mix of backgrounds and experience. However, we are keen to strengthen diversity to better reflect the experiences of the communities we serve, cultivating a culture that values all individuals and their wide array of contributions.

Therefore we encourage applications from currently underrepresented groups. This includes:

- Young people
- People of black, Asian and diverse ethnic backgrounds
- People who identify as disabled or with long-term health conditions
- People who identify as LGBTQ+
- People from lower socio-economic backgrounds

Find out more and apply

We are holding two virtual drop-in sessions for interested applicants on **9th and 11th March, 10am – 11am**. Join the session to ask questions and find out more about the role within CFNI. The session is hosted by Roisin Wood (CEO of the Foundation) and Adrian Johnston (Chair of the Foundation).

To attend the virtual drop-in session please contact Hannah Rob at hrob@communityfoundationni.org. It is possible to submit questions in advance.



How to Apply

The deadline for applications is **14th March 2022**. To apply submit an up to date CV, monitoring form ([download here](#)) and an accompanying letter outlining why you think you would like to undertake this role.

Shortlisting will take place on the 28th of March and interviews in early April 2022.

Please return all documents to hrob@communityfoundationni.org

Trustee role description

Introduction

Trustees play a crucial role in the governance of the Community Foundation. Their key role is to promote and guard the mission, purpose, and ethos of the organisation by:

- Setting the strategic direction of the Community Foundation
- Overseeing and maintaining an effective governance framework
- Ensuring accountability to stakeholders through open and transparent monitoring & reporting of performance.

Charity Trustees' Responsibilities

Trustees have a number of legal responsibilities under charity law. Charity Trustees must:-

- ensure the charity complies with charity law and with the requirements of the Commission as regulator;
- make sure the charity acts in accordance with the requirements imposed by other relevant legislation or regulators, for example company law, trustee law, health and safety law, employment law, the Bribery Act and data protection law;
- ensure that the charity is registered with the Commission when called forward to do so;
- prepare annual returns, reports and accounts as required by law;
- ensure the charity does not breach any of the requirements or rules set out in its governing document and remains true to its charitable purposes;
- act with integrity and avoid any misuse of charity funds or assets;
- avoid potential conflicts of interest and handle any that do arise in such a way as to promote accountability and transparency.



In addition, charity trustees must act with care and diligence. Trustees must:-

- be familiar with the charity's governing document and ensure it remains effective;
- ensure the charity is and will remain solvent;
- use charitable funds and assets properly and only in furtherance of the charity's purposes;
- avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk;
- take special care when investing the funds of the charity or borrowing funds for the charity to use;
- use reasonable care and skill in their work as charity trustees, including using their personal skills and experience to ensure the charity is well-run and efficient;
- consider getting external professional advice on all matters where there may be risk to the charity or where the charity trustees may be in breach of their duties.

Trustees must also act in the best interests of the charity and only within the purposes of the charity. When they do not act in this way a breach of trust or breach of duty of care may occur. Breaches of trust or duty of care can take various forms and in serious cases it may mean that the charity trustees are personally liable for any debts or losses sustained by the charity as a result of their actions.

More detailed guidance on Trustees' responsibilities is included in Charity Commission for NI Guidance EG024 – Running your Charity. This can be accessed on the Charity Commission's website (www.charitycommissionni.org.uk).

Specific Responsibilities for Community Foundation for NI Trustees:

Trustees are expected to:

1. Contribute to and participate in the effective functioning of the Board and its committees.
2. Be alert to the environment in which the Foundation operates and participate in the development and setting of the strategic direction of the organisation.
3. Contribute their skills and abilities to the furtherance of the Foundation's goals.
4. Work to support the Chair and CEO to ensure that Board resolutions are carried forward.
5. Work with fellow Trustees and the CEO to raise the profile of the Community Foundation.
6. Participate in an annual assessment of their own and the Board's performance.
7. Participate in fund development activities by supporting the Foundation in its efforts to increase the number and value of philanthropic investments under management.
8. Support the performance management framework which underpins the effective management of the organization and includes monitoring performance against the organisation's strategic aims, objectives & targets.

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10. Not promote political or religious goals within their role as a trustee and should be familiar with, and abide by, the Trust deed. They should not do anything which would risk bringing the organisation into disrepute.

11. Act in good faith and in the best interests of the Foundation; not misuse information gained for personal or political interest; honour and support Board decisions; and comply with any rules on acceptance of gifts & hospitality.

12. Observe and comply with our values of Generous, Thriving and together.

13. Undertake on-going personal development and training to ensure they are continually learning in their role as a trustee. This may take the form of attendance at relevant training sessions for trustees provided by organisations like the Charity Commission for NI, UKCF, NICVA and CO3 or participation in the CO3 trustee network.

Appropriate liability insurance is in place provided Trustees act honestly, reasonably, in good faith, and without negligence.

The Board of Trustees meets for an afternoon once every 3 months. Board Committees meet additionally for 2/3 hours every 3 months and on an 'as need' basis.

Trustees are expected to have reviewed Board / Committee papers in advance of the relevant meeting.

Trustees are not remunerated although reasonable expenses are paid. Trustees are appointed initially for a term of 3 years, which can be renewed for a further term.

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