



Candidate Information Pack

The Chair of Trustees



UK COMMUNITY
FOUNDATIONS
GIVING FOR LOCAL GOOD



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An Introduction from the Chair of Trustees, The Countess Howe D.L CSt.J

Thank you for your interest in our position of Chair of Trustees for Heart of Bucks.

This is a rewarding and fulfilling voluntary role positioned at the very centre of our Buckinghamshire communities. We aim to support the voluntary sector through targeted grant making, raising the funds from generous philanthropists, businesses and other diverse funding streams. We relish our position as leaders within the community and are committed to developing a sustainable voluntary sector in Bucks. COVID-19 has given rise to increased need and levels of disadvantage, which Heart of Bucks is working hard to alleviate, alongside other voluntary sector organisations in the county.



We are looking for an energetic, committed and capable person to take the Charity forward to a new level of engagement in the county. The Board of Trustees, working proactively with the Chair of Trustees, have an excellent rapport with the office team, and we all appreciate the opportunity to give something back to the beautiful county in which we live.

I hope you enjoy reading our recruitment pack, and if you have any questions please do contact me at [**chairman@heartofbucks.org**](mailto:chairman@heartofbucks.org)



Elizabeth hosting a 'Seeing is Believing' tour, where Heart of Bucks staff visit sites of our funding beneficiaries with those interested in supporting our work



Elizabeth speaking at a Buckinghamshire Business First event

A Message from the Chief Executive, Henry Allmand



Thank you for your interest in the role of Chair of Trustees for Heart of Bucks. As the Community Foundation for Buckinghamshire, our organisation has a unique role in the county. We play an important role in terms of both grassroots activity and in local strategic partnerships.

Our staff team are extremely committed to their work, and will continue to strive to support the Chair in this prominent and important role for the communities in Bucks. As someone with an interest in making a difference for your local community, your passion for all things Buckinghamshire will be your most valuable asset. The staff team and I are looking forward to meeting you during the process and we wish you the very best of luck with your application.

About Us

Heart of Bucks is an independent charity and company limited by guarantee.

Originally founded in 2000 as the Buckinghamshire Foundation, we serve a population of about 540,000 people and around 4000 community and not-for-profit groups in the unitary authority area of Buckinghamshire.



Black Park Shed, who received funding to create a communal garden

We are the community foundation for Buckinghamshire; a funding organisation awarding grants and loans to local charities and community groups. We are part of a network of 46 separately constituted community foundations across the UK, all striving to help people and organisations invest in their communities. As a network we have distributed well over £1 billion in grant funding since our inception.

Community foundations are dedicated to improving the lives of people in a defined local geographical area. We do this by working

closely with a wide variety of donors to harness their passion for helping others and match it to vital projects that meet community aspirations and make a profound difference to people's lives.

One of the strengths of Heart of Bucks is our unique understanding of the needs of Buckinghamshire. Through research and outreach work we ensure that funding reaches those who need it most and can use it effectively.

We are one of the largest non-statutory funders in the county and, together with our donors, we have supported more than 3,500 community organisations since our first grant payment in 2000, and have distributed over £9m in grants and loans.



A sports camp for disabled children and young people hosted by Wheelpower, who benefitted from our funding



A fitness class with the community group 'Meet and Mingle', who used our funding to run activities for their cancer support groups

Our Vision

To create a culture of giving that strengthens and supports communities throughout Buckinghamshire.

Mission Statement

Heart of Bucks will be a catalyst for social change, simplifying, encouraging & enabling local giving & community philanthropy.

We will enable donors of all kinds to engage with local causes.

We will provide a professional customer-friendly, and consistent service for donors, partner organisations and grant recipients from a well-governed and financially secure charitable organisation that is trusted and respected.

Buckinghamshire Uncovered

On the surface Buckinghamshire is perceived positively, and we certainly have many strengths. Over a quarter of the county is within the Chilterns Area of Outstanding Natural Beauty, there are low levels of unemployment, and education attainment is high.

However, when we dig a little deeper we discover families living in poverty, large differences in life expectancy between those living in an affluent area compared to those living in a deprived area, and a high risk of isolation and loneliness amongst the growing elderly population.

We have recently published our research report, Buckinghamshire Uncovered which is our most detailed study of the county in our twenty years as the Community Foundation for Buckinghamshire.

You can view the full report and our 15-page graphic report [here](#).

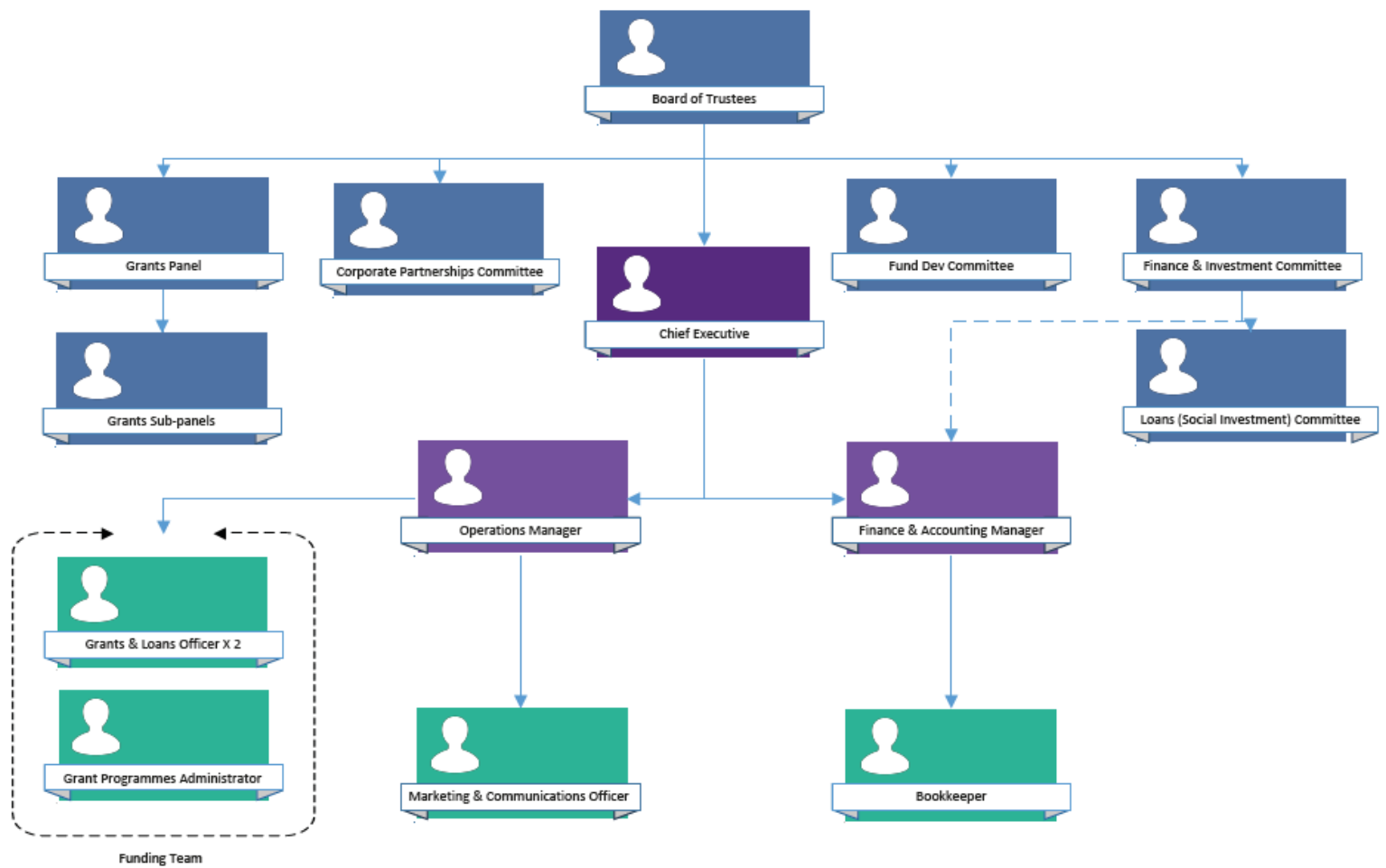
With this report, we aim to show a balance of aspects to Buckinghamshire: the areas that are thriving and where help is needed most. Our twenty years' experience of working locally tells us that Buckinghamshire is a tale of two counties and we should embrace all aspects of our community to make progress.

It is a time of great change for Buckinghamshire. A new unitary authority gives hope to an even more distinct identity for our county and we are encouraged by the formation of new Community Boards that will establish truly local links between the authority and the community.

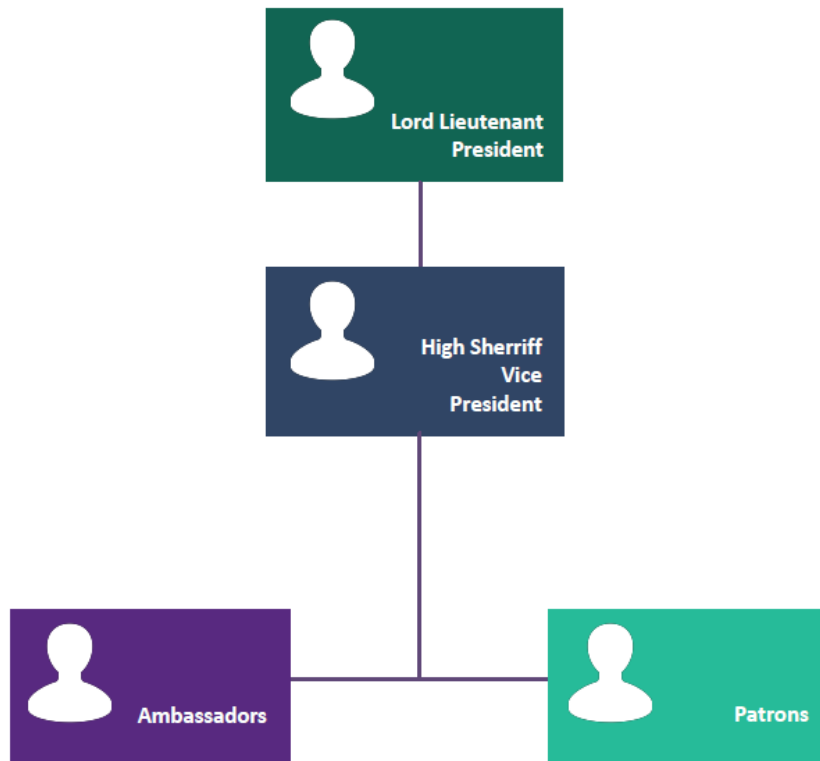
Our county's response to the impact and disruption of the Coronavirus pandemic has been exceptional. Now more than ever, a deep understanding of the needs and requirements of our county is needed. Looking to the future, Heart of Bucks will strive to continue to provide detailed research and analysis that our whole community can access.



Our Organisational Structure



Our Honorary Structure



Our Trustees

Our Board comprises a maximum of 13 trustees, who meet as a full Board four times per year, with other committee meetings held between four and eight times per year.

Candidates are invited to **find out more about our trustees.**

Role Description

Our Chair of Trustees will be a Trustee/Director of Heart of Bucks and a Director of our subsidiary company Kop Hill Climb Ltd. You can find the Role Description for our Trustees [here](#).

The specific role of the Chair of Trustees is described below:

Primary Objective

The Chair of Trustees will hold the Board and Management Team to account for the charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity.

The Chair will also support, and where appropriate, challenge the Chief Executive. They will ensure that the Board functions as a cohesive body and works closely with the Management Team to achieve agreed objectives. They will act as an ambassador and the public face of our charity in partnership with the Chief Executive.

Principal Responsibilities

Strategic Leadership

The Chair of Trustees will lead the organisation in partnership with the Chief Executive and Board of Trustees, ensuring that the charity achieves maximum impact for its beneficiaries through the following actions:

Clarity of Purpose

Ensure the board discusses, agrees and behaves in accordance with the purpose and core values of the organisation.

Ensure that the Board operates within its charitable objectives and that decisions made advance the purpose and values of the organisation and provide a clear strategic direction for the charity.

Cohesive and Effective Board

Develop and nurture productive relationships with and amongst individual board members.

Create the environment for a high performing team, developing the knowledge and capability of the Board of Trustees including induction, training, appraisal and succession planning.

Steer the board in identifying the key decisions to be made.

Challenge, where appropriate, to ensure well-founded decision making in the best, long-term interests of the charity and ensure that the Board takes collective ownership.

Manage potential conflicts of interest to ensure probity is maintained and there is appropriate transparency.

Evaluate the contribution of the Trustees and the performance of the Board on an annual basis, offering challenge where appropriate.

Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population.

Constructive Relationships

Ensure high quality relationships with key partners, donors and others that enable the work of the organisation to be delivered.

Act as an ambassador, representing Heart of Bucks at external functions, meetings and events where appropriate.

Develop and maintain a productive working relationship with the Chief Executive.

Finance & Governance

Ensure that the Board is able to regularly review major risks and associated opportunities and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks.

Ensure that the Board fulfils its duty to protect and promote the sound financial health of the charity, with systems in place to ensure financial accountability.

Person Specification

We have identified the following personal qualities and behaviours that we believe will support the Chair of Trustees in the effective delivery of the role:

Leadership qualities and skills

- Enthusiasm for, and belief in, the value of the community foundation network, coupled with the ability to inspire others
- Ability to advance the organisation
- Possessing connection and influence with key people
- Willing to use connections to advance the organisation
- Open to new ideas, innovative
- Committed to the organisation, devoting enough time to deliver the role requirements fully
- Capable of seeing the 'big picture' and of clarifying issues
- Capable of collaborative working, empowering people and of handling contentious issues

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement throughout their career
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events
- Ideally, experience of charity governance and working with or as part of a Board of Trustees

Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it in our area
- Demonstrable understanding of the issues facing communities in Buckinghamshire and ideally a track record of wider involvement with the voluntary sector and other networks

Personal attributes

- Confident, calm personality with the gravitas and ability to engage others
- Good communication and interpersonal skills. Tactful and diplomatic and at ease with people from diverse backgrounds
- Sincere and motivated by a desire to benefit others
- Sense of humour
- Friendly, approachable and accessible
- Reflective

Terms

Remuneration

The role of the Chair of Trustees is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location

Nearly all activity will be Buckinghamshire based; our office is currently located in Aylesbury. There will also be opportunities to participate in regional or national events with the UK Community Foundations (UKCF) network.

Time commitment

Four full Board meetings per year. The Chair of Trustees will be a member of the Finance and Investment and Fund Development Sub-committees (in the region of a further eight meetings per year) and may join other committees if desired. They will also have regular meetings with the Chief Executive and an annual review meeting with all trustees. They will represent the charity at events, at meetings with key stakeholders and may attend national activities of the UK Community Foundations network.

Term of service

Following appointment, the position of the Chair of Trustees is held for three years, with the opportunity to stand for a second three-year term if desired.

Trustees are subject to an overall nine year maximum term.

Recruitment Process

You can find out more about Heart of Bucks on our website, heartofbucks.org.

If you would like to have an informal chat about the role to see whether it might be right for you, please contact our Operations Manager, Carolyn Clarke on carolyn@heartofbucks.org.

When you are ready to apply, please send your CV or biography, together with a supporting statement, to carolyn@heartofbucks.org.

Your supporting statement should explain your motivation for applying for the role, how your skills, knowledge and experience match the requirements sought and what you can additionally bring to the role.

To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely on the information that you supply on your CV/biography and supporting statement.

Heart of Bucks is committed to equality of opportunity for all and applications are encouraged regardless of an individual's age, disability, sex, gender identity, sexual orientation, pregnancy or maternity status, race, religion or belief, marital or civil partnership status.

Timetable

Closing Date: 31st August 2020 at midnight

Interviews: will be held in week commencing 14th September 2020

The interview panel will include our current Chair of Trustees, three other trustees and an external panel member.

Heart of Bucks aims to ratify the appointment of the new Chair of Trustees at our Board meeting on 24th September 2020. Following this, there will be a period of induction and handover with the outgoing Chair from late-September to mid-November 2020. The new Chair of Trustees will take over the position formally at our Board meeting and AGM on 11th December 2020.

Thank you for your interest in our Chair of Trustees position.

**Heart of Bucks, 4th Floor Sunley House, Oxford Road, Aylesbury HP19
8FQ**

Registered Charity no. 1073861

**Company limited by guarantee, registered in England & Wales,
Company No. 03662246.**