

Idlewild Trust

Trustee Recruitment Pack

May – June 2021

Deadline: 11 June 2021



Edinburgh Arts Festival (Idlewild Trust Arts Grant recipient): Rae-Yen Song, Song Dynasty II, Platform: 2018; photo: Sally Jubb Photography

Join us!

The Idlewild Trust is an independent grant-making trust that supports conservation and the arts

Welcome

About The Idlewild Trust

Thank you for interest in The Idlewild Trust. We are an independent grant-making trust that supports conservation and the arts across the UK.

The Trust was founded in 1974 using proceeds of the sale of property owned by Peter Minet in Camberwell and Lambeth in the 1960s. Since then we have been managing an endowment to enable us to distribute grants each year.

We give grants of up to £5,000 to charities working in the following areas:

- 1) Delivering programmes that address the lack of opportunities for professional musicians, dancers, actors, writers, artists and those involved creatively in the arts at an early stage in their career; or
- 2) The conservation of important works of art and historic objects being lost through the lack of funds to look after these works.

You can find out more about the Trust, our history and our work on our website: www.idlewildtrust.org.uk

By being a Trustee you will have the opportunity to make a real difference to the arts across the UK.

Available roles

We are looking for three new Trustees:

- a) 1 x trustee with Deputy Chair responsibilities
- b) 1 x trustee with experience in finance
- c) 1 x trustee with lived experience in the areas that we fund

Who are we looking for?

We believe diversity and inclusion is a key part of good governance and we welcome applications from all ages and backgrounds. Whether this is your first Trustee role or if you have had previous governance experience, we'd love to hear from you.

Person specification for each role:

For all roles

For all positions we are looking to recruit individuals who meet the following essential criteria:

Trustees must:

- Be over the age of 18
- Have an understanding of the legal duties, responsibilities and liabilities of being a Trustee (see useful resources below on page 10).
- Have access to the internet and be willing to attend meetings online.
- Be willing to travel to London for meetings/ activities held in person.
- Demonstrate an interest in and commitment to The Idlewild Trust's work.
- Be able to work collaboratively and work as a team to serve the best interests of The Idlewild Trust.
- Show good independent judgement and share their opinions with others.
- Be able to consider project feasibility, costs and outcomes in relation to funding applications to help make decisions on grant awards.

The following criteria are desirable, but not essential. We welcome applications from candidates who can demonstrate knowledge in some of the following areas:

- A broad understanding and appreciation of/ or direct experience in the visual and performing arts (dance, music, drama, fine and decorative arts, crafts and emerging art forms).
- An awareness or interest in conservation of works of art and objects of historic interest.

Core Trustee responsibilities are detailed under 'Useful information' on page 8 of this document.

A) Deputy Chair:

Our current Chair Tony Ford intends to retire in 2022. Tony has been a Trustee since 2000 and Chair since 2009 and has shaped our strategic direction.

We want to appoint a new Trustee to the role of Deputy Chair, with an intention that following a period of shadowing, that this individual would succeed as our new Chair when the role becomes available in 2022.

Additional responsibilities for the Deputy Chair include:

- Deputise for the Chair as requested
- Shadow the Chair and work with the Director to support the creation of a handover plan.

For the Deputy Chair role we are looking for candidates who can demonstrate the following essential criteria:

- Previous governance experience. This could be demonstrated via experience as a Trustee, school governor, committee or panel member in a not for profit or public sector context or as a non-executive director in a for profit context.
- Leadership of a team (whether as an employee or in a voluntary role)
- Experience of public speaking or representing an organisation externally
- Be able to demonstrate a sound understanding of the statutory requirements of charitable reporting and accountability.

B) Trustee with experience in finance:

We are recruiting a new Trustee with experience in finance who will also sit on our Investment Management meetings (additional to regular Board of Trustee meetings), alongside the Chair, to review performance of the Trust's endowment portfolio which is managed by an external investment management advisor.

For this role we are looking for someone who may have some of the following skills or experiences:

- Accountancy or financial qualifications or relevant commercial experience
- Experience of helping shape financial strategy in relation to an investment portfolio
- An understanding of charity accounting and/or management accounting

C) Trustee with lived experience in the areas that we fund:

We are recruiting a new Trustee with lived experience in the areas that we fund to reflect and represent the interests of the organisations and beneficiaries that we work with.

Whilst we welcome people at different career stages, we'd particularly like to hear from those that we'd consider as early – mid career professionals, so either those embarking on their career in the arts or those who may have had less than 10 years' experience in the sector.

If you are more senior in your career you are also welcome to consider this role, however we have a preference for candidates who can demonstrate experience of working alongside those who are embarking on their careers in the arts, as a large part of our funding programme is focussed on supporting opportunities for early stage professionals in the arts. We want to ensure our grant giving is shaped by those who can bring these voices to our Board.

Our preference would be for somebody with connection to contemporary performing arts (dance, music, theatre, drama or other types of performance) however we also welcome applications from those with broader performing arts backgrounds or experience in the visual arts or art conservation.

Further details

Terms of appointment:

At present, Trustees serve a term of 5 years after which they are eligible for re-appointment.

Time commitment needed:

Meetings

- Two to three Trustee meetings a year. We expect all Trustees to attend all meetings unless there are circumstances beyond their control.
- Trustee meeting dates are set a year in advance and we consult with Trustees to identify the most convenient time for the majority.

Preparation for meetings

- Papers are circulated to Trustees 14 days in advance of the meeting date. Trustees are asked to take the time to review these carefully ahead of the meeting.

Training and induction:

- All Trustees will be asked to attend a one-day Trustee course to ensure the governance and legal responsibilities of being a Trustee are well understood.
- Additionally the Director will arrange a meeting in person, or by video call to give an overview of the Trust's activity and provide a friendly welcome to life at The Idlewild Trust.

Remuneration:

- These positions are unpaid. Reasonable expenses for costs incurred on Trust business may be paid, however this is only where in line with the Trust's expenses policy which covers travel but not overnight stays. If you are based outside of London/ the South East and feel this may be a barrier to your application please do feel free to get in touch to discuss.

How to apply

Please provide the following information:

- CV
- Covering letter which should set out:
 - Which role(s) you are applying for
 - How your experience meets the person specification
 - Your interest in The Idlewild Trust's work

The deadline for applications is 5.30pm on Friday 11th June 2021. Please submit by email to info@idlewildtrust.org.uk using the heading 'Trustee application' in the subject line of the email.

Following your application Eleanor McGrath, The Idlewild Trust Director, will be in touch to let you know if you have been shortlisted. If you are unsuccessful and would like feedback, please get in touch and we will aim to offer feedback where requested.

Recruitment timelines

Recruitment launched	10 May 2021
Deadline for applications	11 June 2021
Initial sift of applications	17 and 18 June 2021
Applicants updated on whether invited to interview	Week commencing 21 June 2021
Interview with current Chair and members of the existing Trustee Board	29 June 2021
Target date for updating candidates on outcome	5 July 2021

We anticipate that new Trustees will attend their first meeting as Trustees in November 2021.

Any questions?

If you have any questions about the roles, or would like to arrange a time for an informal chat about the opportunities, please contact Eleanor McGrath, Director by email: info@idlewildtrust.org.uk

You can also connect with Eleanor via LinkedIn, mentioning the Trustee roles when making contact: <https://www.linkedin.com/in/eleanormcgrathuk/>

If you require this information in a different format, or would like to request any adjustments as part of our recruitment process, please let us know.

Thank you very much for your interest in The Idlewild Trust.

Useful Resources

We have compiled the following information to help you consider if any of the roles are right for you, along with further reading about being a charity Trustee. This might be particularly helpful for first time applicants to Board/ Trustee roles.

Further information about The Idlewild Trust

How The Idlewild Trust works

The Idlewild Trust is an independent charitable trust overseen by a Board of Trustees and a Director. Due to the Covid-19 pandemic Trustees currently hold meetings virtually, however when government guidelines change we anticipate meeting face to face when safe to do so.

Trustees delegate authority to the Director to manage the Trust on a day-to-day basis but work closely with the Director on governance, strategic issues and decision-making on grants. The Director works 2 days a week. We receive outsourced support for our grants management system, website and IT. We employ a freelance book-keeper to keep our accounts.

At present we have five Trustees, but can have up to seven. Sub-committees may be formed to work with the Director on specific areas of our work, for example reviewing our investments.

Our current investment portfolio is valued at £6m and is managed by Rathbones Investment Management Ltd. The Trustees aim to allocate the income generated from this portfolio (net of the running costs of the Trust) each year. We distribute around £150,000 a year, making grants of up to £5,000 to 30-40 charities.

Our Trustees are actively involved in making funding decisions and this is the core part of their work. Trustees are supported by the Director to work to assess grants fairly, objectively and consistently.

Given the size of our grants we are normally one of a number of co-funders supporting specific organisations, however we can sometimes be the sole funder. We evaluate our grant giving but ensure our expectations of those we fund is proportionate to the size of our grants as a smaller funder. Feedback from our applicants and those we fund help us ensure our funding can be used in the most helpful ways for those working in the areas we support.

Trustee responsibilities at The Idlewild Trust:

- To make sure that Idlewild Trust fulfils the charitable aims and objectives of its Trust Deed, in accordance with the strategy adopted in July 2016, which is reflected on our website: <https://www.idlewildtrust.org.uk/>
- To contribute actively to discussions regarding the further evolution of its grant-awarding strategy.
- To be collectively responsible for the actions of the Idlewild Trust.
- To review and approve the annual audited accounts, having agreed annual budgets and monitored 2 reports during the year.
- To manage the Idlewild Trust's investments and assets responsibly, including: agreeing on the appropriate investment policy; monitoring the investment managers' performance; appointing/retaining/dismissing investment managers and other advisers.
- To contribute to management decisions when required by the Chair and Director.
- To keep informed of the funding challenges within the arts and heritage sectors in the UK and of government strategy and policies.
- To be familiar with and comply with Idlewild's policies including our Trustee Code of Conduct and Conflict of Interest policies.
- To keep informed about charity governance and be willing to attend relevant Trustee training courses in this area.

Additional considerations on joining The Idlewild Trust as a Trustee:

Employees, trustees or volunteers of another charity that might apply for a grant from the Idlewild Trust can become a Trustee, but if appointed they will need to declare an interest and not participate in any discussions about their charity's application.

All applicants will be asked to confirm their eligibility and all Trustees need to complete an Enhanced DBS check (Disclosure and Barring Service) as part of our Safeguarding Policy, if they don't have one already. We will pay for this.

A small number of people are disqualified from serving as Trustees. Information regarding this is available on the [Charity Commission website](#).

The Trust has a Lone Working Policy and is currently reviewing our Safeguarding Policy.

Other opportunities we can offer you:

We receive invitations from the organisations we support to visit and see first-hand some of the activity we fund. This can include online and in person visits. When received these are shared with the Board of Trustees. We try to encourage Trustee engagement with the sector so we can expand understanding of the areas that we fund and help inform our future grant-giving strategy.

Dependent on current restrictions connected to the Covid-19 pandemic, where possible, we try to provide two group visits for the Board of Trustees and Director per year. These visits provide an opportunity to build relationships and connect with the areas of work we support. Past examples might include a visit to a conservation studio or attendance at a performance we have funded.

Where training opportunities, seminars and other events are offered via our partners, fund managers or professional memberships the Trust subscribes to, these are shared with Trustees to support personal development and learning.

Key information:

Website:

<https://www.idlewildtrust.org.uk/>

Our website includes information about our funding programmes, as well as Trustee biographies, links to accounts, case studies and key policies.

Government registration:

The Idlewild Trust is a registered charity: Charity No. 268124. Our accounts and registration information can be accessed on the Charity Commission website below:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/268124>

Governing Deed and Charitable Objects:

Our charitable objects are detailed in Idlewild Trust's 1974 Deed:

1. 'The advancement of education and learning and the encouragement of music, drama and the fine arts'
2. 'The preservation for the benefit of the public of lands, buildings and other objects of beauty or historic interest.'

Further information about being a Trustee and charity governance

Trustee responsibilities:

For more detailed information on being a charity Trustee, see the Charity Commission's site below and in particular the publication CC3 *The Essential Trustee*:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

Getting on Board guidance:

Find out more about the benefits and opportunities that come with being a Trustee along with some of the practical questions you might want to ask about taking on a Trustee role with the great website Getting on Board

<https://www.gettingonboard.org/be-a-trustee>

Trustee and governance jargon buster:

Becoming a Trustee shouldn't feel mysterious, but many find the language and terms used can be unclear or brand new. This can be a barrier to people putting themselves forward so we wanted to share this great jargon buster from Girl Dreamer and Trustees Unlimited which helps provide some easy to understand definitions around some of the language used.

https://www.girldreamer.co.uk/wp-content/uploads/2020/11/Governance_Jargon_Buster.pdf