

# Trustee Recruitment Pack

June 2024

# About The Talbot Trusts

The Talbot Trusts provides grant funding to local charities and projects which are dedicated to supporting the health and wellbeing of people in and around Sheffield. We are particularly interested in work which aims to address health inequalities and specifically support people from disadvantaged and marginalised communities. You can read more about our funding strategy and priorities on our [website](#).

Over the last few years we have done a lot of work to transform the Trusts, with three key goals:

- To broaden our reach and support a more diverse range of organisations (and beneficiaries)
- To be more open, accessible and flexible in response to the needs of local charities
- To ensure that everything we do is aligned to our values and objectives

We have made significant changes to our application processes, improved feedback both to and from our grant recipients, developed a new ethical investing framework and introduced an explicit focus on equity, diversity and inclusion in our decision making, which you can read more about [here](#).

We are proud of all that we have done, but we know there is lots more to do and we're looking for people to join us as Trustees and help us on that journey.

# About The Role

The main role of the Trustees is to decide which projects should be awarded funding each year, based on the applications we have received from local charities and community organisations.

However, we are a small charity with no employees, so the Trustees are also responsible for setting our strategy, policies and annual funding priorities, managing our investments and monitoring the impact our funding is having on the lives of local people. If you're thinking this sounds like a lot then don't worry, we have Trustee Champions who lead on each of these major areas, so you don't need to be an expert in all of them, there is plenty of opportunity to learn on the job!

If it's something you want to do, you will also have the chance to take on additional responsibility, by becoming a Trustee Champion or putting yourself forward for the role of Chair or Vice Chair. The Champion roles are agreed informally as needed and the others are elected each year, so there are lots of opportunities to step up if and when you're ready.

# About The Role

As a Trustee you will need to attend and contribute to as many of our meetings as possible. We currently meet online (via Teams) around 6 to 8 times each year, usually between 4pm and 6pm on a weekday, though we review this regularly to make sure it suits everyone as well as possible. We have:

- 2 grant meetings per year (each lasting 2 hours) where we decide which applications we will fund - you will need to also factor in preparation time for these meetings as you may have around 30 to 35 applications to review each time
- 4 - 6 meetings per year (lasting between 1 and 2 hours) to consider specific issues (e.g. investment strategy, funding priorities, EDI)

Although we don't expect that any of our Trustees will incur significant costs in carrying out their role, we will, of course, reimburse any expenses as appropriate (e.g. travel).

Our Trustee terms are 4 years and we are looking for people who can, in principle, commit to the role until 2028, although we do, of course, understand that circumstances change over time, and you are absolutely not 'locked in' for the full term if the role really doesn't work for you any more.

# About You



For this role, we don't have any specific idea of what your professional background should be or what experience you should have and we're more interested in who you are than what you've done. The most important thing we want you to have is a real understanding of the health issues faced by local people and a commitment to doing something about them.

We're also looking for people who aren't afraid to voice their opinions and are comfortable with disagreement and debate. We know that by genuinely considering and challenging each other's views, we will ultimately make better decisions that are more beneficial for the communities we serve.

On the next page, you'll find a list of skills and experience which we're aiming to add to our team through this recruitment, but please rest assured that we don't expect any one person to have all of these! We have space to recruit up to three Trustees at the current time and we hope that between them they will bring most of the things from the list.

# About You

Between them, we would like our new Trustees to have:

- Knowledge and understanding of health and social care services in Sheffield and the surrounding areas (we would particularly welcome applications from people who are currently working or have recently worked in relevant roles within the NHS or a local authority e.g. GPs, social workers, commissioners, community nurses)
- Knowledge and understanding of the charity sector in Sheffield and the surrounding areas
- Experience of community development and engagement
- Experience of working on equity, diversity and inclusion initiatives
- Digital marketing skills (including website management) - we want to grow our online presence to help us reach a wider and more diverse audience of charities and community groups
- Understanding and/or experience of managing investments (and particularly around ethical investing)
- Ability to read and understand charity accounts
- Understanding of how the outcomes and impact of charity services are measured

# Equity, Diversity & Inclusion



The communities we serve are diverse and some groups of people within them face significant and unfair disadvantages when it comes to their health. We want to help with finding solutions to this problem and to do that we know it's important for our Trustees to reflect the diversity of our communities. Because of this, we particularly encourage applications from groups who are under represented amongst our Trustees. This includes people from black and minoritised communities, people with disabilities and those who identify as trans or non-binary.

We also want to ensure that this vacancy reaches as large and diverse an audience as possible, so whether you decide it's right for you or not, we would really appreciate your help in spreading the word. Please share this information with anyone you think might possibly be interested or who may have connections and networks which allow them to distribute it further. Thank you!

# What's In It For You?

Aside from knowing that you are making a real difference to local people who are struggling with their health and wellbeing, there are lots of benefits to being a Trustee and it can really help your career and personal development. You will have the opportunity to:

- Learn about charity governance and the law
- Gain leadership skills and experience of working at Board level
- Build your skills in strategic planning, evaluation and decision making
- Learn about charity finances and investing, including ethical investing
- Increase your understanding of current practices in equity, diversity and inclusion
- Build your personal and professional network
- Increase your knowledge of the charity sector, health and social care in Sheffield



# How to Apply

We hope that by now you're excited about joining The Talbot Trusts and if you are, then the first step is to contact Gill Newman, Clerk to the Trustees, by emailing [admin@thetalbottrusts.com](mailto:admin@thetalbottrusts.com). In your message, please tell us a little bit about yourself, why you're interested and what you feel you would bring to the role.

Once we've got your email, we'll set up an online meeting with Gill and also with Mike Sawkins, our Chair. This is about getting to know you, understanding what's important to you and how you would approach being a Trustee. We will have a few specific questions to ask you at this stage, but we will share them with you before we meet so that you can think about your answers and we are really keen for this to be a relaxed conversation rather than a formal interview.

If you have any questions, please feel free to email [admin@thetalbottrusts.com](mailto:admin@thetalbottrusts.com) or call 0777 366 0552 and we will be happy to chat to you to help you decide if the role is right for you.

Thank you for your interest and we look forward to hearing from you.