



Candidate Information Pack Trustee Roles



In this candidate information pack you will find further information on our search for two Trustees, together with details on the application process with Moon Executive Search.

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A message from the Chair of Trustees

Dear applicant,

Thank you for your interest in becoming a Hammersmith United Charities Trustee.

Hammersmith United Charities is a thriving local charity which has been serving the people of Hammersmith for more than 400 years.

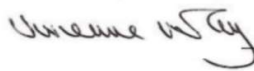
Hammersmith is a vibrant, diverse and changing community which is rich with cultural assets, global businesses, academic powerhouses and great transport links. However, poverty still persists, and the area is characterised by extreme levels of inequality with London's busiest foodbank located side by side with luxury developments. Our role is to tackle this inequality.

Our Almshouses provide high quality sheltered housing in an active and welcoming community to just under 100 local older people priced out of the local housing market.

The area is blessed with a committed and dynamic voluntary sector who work hard to create a more fair and equal society, help people feel connected and support people in need. We support this good work through a grants programme which provides £400,000 of funding to around 50 local charities each year, reaching more than 5,000 people in need.

We are looking for Trustees to join our Housing and Property Committee or Finance and Investment Committee. Please don't be put off if you haven't been a Trustee before, we would be happy to have an informal conversation to explore whether this might be a good role for you and we provide help and support for all new Trustees regardless of experience.

We look forward to hearing from you.



Vivienne Lukey, Chair of Trustees



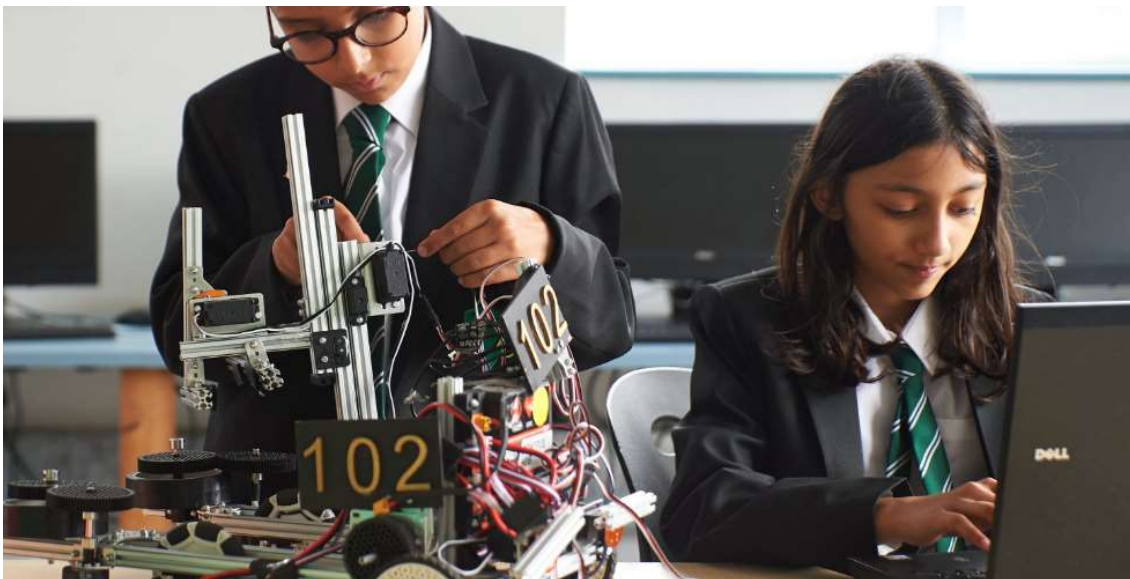
What we do

We support the 95,000 people living in the northern part of Hammersmith and Fulham through three areas of activity.

Almshouses: We provide homes for life for local older people in our beautiful and affordable Almshouses. "Every day I wake up and think how lucky I am. It's so nice to be comfortable – I love it here. After years of bedlam, it's so quiet and peaceful" – resident, John Betts House.



Grant-giving: We invest in the future through our grants programme for local organisations. We give £400,000 each year through our grants programme. We fund small, community led organisations delivering services or creating change for good in Hammersmith.



Community action: We help raise the voice of our community to make it stronger. We help bring together partnerships for the benefit of the local community, advocate on behalf of the organisations we support, and run our own community action projects.



Where we work

We work with people living in these wards:

- Addison
- Avonmore
- Brook Green
- College Park & Old Oak
- Coningham
- Grove
- Hammersmith Broadway
- Ravenscourt
- Shepherd's Bush Green
- Wendell Park
- White City
- Wormholt



Role Description

Title:	Trustee
Time commitment:	We hold 4 Board meetings a year which last for approximately 2 hours plus an annual strategic planning/board development meeting. Trustees are also asked to join a board sub-committee which meets 4 times per year. Meetings are usually held at 5.30 with the option to join remotely.
Location:	Hammersmith/Remote
Remuneration:	Voluntary, with reasonable out of pocket expenses reimbursed
Term of Office:	Four-year term with the possibility of renewal
Reporting to:	Chair of Trustees

Who we are looking for

We are looking for people willing to bring energy, enthusiasm, and commitment to the role, and who will broaden the diversity of thought and experience on our board.

Specifically, we are looking for people to contribute to our Housing and Property Committee or Finance and Investment Committee and so will prioritise applicants with recent Senior Management experience of social housing, care for older people, or who have strong financial skills and who are:

- Able to commit the time and energy to be an active Trustee and apply their experience of life, their network, skills, and professional knowledge to the Charity's work
- Good listeners and team players, curious, willing to ask questions and to express a view
- Committed to tackling inequality and poverty
- Willing and able to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation
- Able to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Communicate effectively and willing to participate actively in discussion
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Hammersmith is one of the most diverse areas of London and we are committed to developing a Board which is representative of the communities we work with. If you have not been a Trustee before, please do not be put off getting in touch. We will make sure you have a good induction and access to ongoing training opportunities and support.

We would love to hear from people who have a strong connection to Hammersmith and Fulham but welcome applications from anyone in the Greater London area.



The duties of the trustees – either collectively or individually – are to:

- set and maintain vision, mission and values
- develop strategy and set policy
- ensure that the Charity complies with its governing document and relevant legislation
- maintain proper financial control
- support the operational management of the organisation
- promote the Charity
- ensure the effective and efficient administration of the organisation
- ensure that key risks are being identified, monitored and controlled effectively
- keep abreast of changes in Hammersmith United Charities' operating environment
- attend Board and Committee meetings, adequately prepared to contribute to discussions
- use independent judgment, acting legally and in good faith to promote and protect Hammersmith United Charities' interests, to the exclusion of their own personal and/or any third-party interests.



Recruitment Process

How to apply

Moon Executive Search has been appointed as chosen Search Partner to Hammersmith United Charities and will manage the recruitment process.

NB: All direct applications will be forwarded to Moon Executive Search

To apply, please send a copy of your latest CV together with a supporting statement (no more than one side of A4) explaining your motivations for applying for the role, how your skills, knowledge and experience match the role outline and what you can additionally bring to the role. Please be clear on your application whether you are best able to contribute to our Housing and Property Committee or the Finance and Investment Committee.

We can arrange an informal conversation with the Chair or Chief of Executive prior to applying if you would find that helpful.

To ensure fairness to all Candidates, any decision to shortlist you for initial telephone screening will be based solely on the information that you supply on your CV and supporting statement. Therefore, it is important you give as much information as possible regarding why you wish to apply and what you think makes you a suitable applicant.

Completed applications should be sent by email to: recruit@moonexecsearch.com

FAO: SANDY HINKS, Head of Charity Practice, quoting ref: MC2429

Closing date for applications 7th APRIL,

We reserve the right to close this vacancy early if we receive sufficient applications for the roles. Therefore, if you are interested, please submit your application as early as possible.

Preliminary interviews will be with Moon Executive Search virtually. We anticipate that only one round of panel interviews will be required but Hammersmith United Charities may invite candidates back for a second round, depending on the candidate pool.

Hammersmith United Charities has retained Moon Executive Search to manage this campaign and are therefore unable to accept CVs from third party agencies. All CVs and expression of interest received will be forwarded directly to Moon Executive Search for consideration.

Moon Executive Search and Hammersmith United Charities are equal opportunities employers and welcome applications from all areas of society and recognises the strength in diversity.

Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

On behalf of Hammersmith United Charities, Moon Executive Search would like to thank you for your initial interest in their Trustee Roles

Hammersmith United Charities Registered Charity No: 205856 END OF DOCUMENT