

Candidate Information Pack



**Trustee and Member
of the Grants and
Community Committee**

May 2026

In this candidate information pack you will find further information on our search for a new Trustee, together with details on the application process with Moon Charity Practice.

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A message from the Chair of Trustees

by Guy Vincent, Chair of Trustees, Hammersmith United Charities

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. Yet poverty and inequality remain stark, with London's busiest foodbank located alongside luxury developments. Tackling this inequality is at the heart of our work.

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.

Hammersmith is fortunate to have a dynamic and committed voluntary and community sector. Through our grants programme, we support around 50 organisations each year, distributing approximately £350,000 and reaching more than 5,000 people.

We are looking to appoint a new Trustee who will also join our Grants and Community Committee. This is a unique opportunity to contribute to a long-established charity that combines housing, grant-making and community leadership to make a tangible difference locally.



If you have a strong connection to Hammersmith, or lived experience of the challenges faced by our community, we would particularly welcome your application.

You do not need to have been a Trustee before. If you are unsure whether this role is right for you, we would be very happy to have an informal conversation. We provide support and training to all new Trustees, regardless of experience.

We look forward to hearing from you.

About Hammersmith United Charities

Our Vision

We believe in a Hammersmith where everyone feels valued, supported, and empowered—a community where everyone has the opportunity to thrive.

Our Values

We are guided by values that reflect the heart of our community: Respect. Tolerance. Kindness. Inclusion.

What we do

We are an independent, place-based charity supporting people in Hammersmith through three core activities:

Almshouses: We provide safe and secure homes for local older people in our two almshouses, Sycamore House and John Betts House.

Grant-giving: We invest in the future of our community by awarding around £350,000 each year to organisations delivering services and creating positive change in Hammersmith.

We prioritise local groups with strong community connections, because they are often best placed to understand local needs, spot opportunities and design practical solutions. We also look for community leaders who make a wider contribution beyond the day-to-day running of their organisation.

Because we are close to the community and committed to Hammersmith for the long term, we can take informed risks – supporting new organisations, new ideas and new initiatives, alongside essential core services.

Community action: We amplify the voice of our community, bring partners together, advocate for local organisations, and deliver our own initiatives where we can add value.

We provide practical support to community groups through workshops on priority needs such as fundraising and setting up or running a Community Interest Company (CIC). We also help grant holders reach new audiences by showcasing their work through articles, events and films.

Role description and terms of appointment

This is a voluntary role with the opportunity to make a **meaningful** difference in Hammersmith.

Appointments will be for a four-year term with the possibility of renewal for a **maximum of twelve years**.

We are **aiming to appoint in September 2026** and will provide a **full induction and training programme**.

Approximate time commitment

- 4 Board meetings per year (typically 90 minutes, starting at 5.30pm)
- 4 Grants and Community Committee meetings per year (typically 90 minutes, starting at 5.30pm)
- Attendance at least one almshouse resident event and one community or grant-holder event each year
- Preparation time for meetings and ongoing engagement
- Remote attendance to meetings is possible though we strongly encourage attendance in person where possible

Responsibilities:

As a Trustee, you will:

- Set and uphold the charity's vision, mission and values
- Contribute to strategy development and policy setting
- Ensure compliance with the governing document and relevant legislation
- Maintain proper financial oversight
- Ensure effective governance, risk management and decision-making
- Act in the best interests of the charity at all times
- Maintain confidentiality and exercise independent judgement
- Follow the Trustee code of conduct

As a member of the Grants and Community Committee, you will:

- Review grant applications and make funding decisions
- Help shape funding priorities and approaches
- Contribute to decisions about how resources are used to support the community

Training and support

To support you to get to know Hammersmith United Charities and your duties in the role of Trustee we will:

- Arrange introductory meetings with Trustees and staff
- Provide background information on the Charity
- Provide training on key topics such as Governance, Safeguarding or EDI
- Share key governance documents
- Reimburse reasonable travel expenses where required

Who we are looking for

We are looking for individuals who will bring energy, commitment and fresh perspectives to our Board, and who will help broaden the diversity of thought and experience.

We are particularly interested in people who:

- Have a strong connection to Hammersmith, for example through living or working here
- Understand or relate to the challenges faced by the communities we support

All Trustees must:

- Be able to commit the time and energy required
- Be good listeners and team players, willing to ask questions and contribute views
- Be committed to tackling inequality
- Be willing to understand and accept the responsibilities of trusteeship
- Think strategically and exercise sound, independent judgement
- Be committed to the Nolan 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 building a Board that reflects the communities we serve.

We particularly encourage applications from under-represented groups.

We welcome applications from individuals who have not been a Trustee before and are happy to arrange any training or support you may need to fulfil the requirements of the role.



Recruitment Process

Moon Charity Practice has been appointed to manage the recruitment process on behalf of Hammersmith United Charities. Any applications made directly to Hammersmith United Charities will also be forwarded to Moon Charity Practice

How to apply

To apply, please submit:

- A current CV
- A supporting statement (no more than one side of A4) outlining
 - » Your motivations for applying for the role
 - » Your connection to Hammersmith
 - » How your skills, knowledge and experience match the role
 - » What you would bring to the Board

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

To ensure fairness to all candidates, any decision to shortlist you for initial screening will be based solely on the information that you supply on your CV and supporting statement.

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

Selection process

- Initial screening interviews will be conducted by Moon Charity Practice (virtual)
- Shortlisted candidates will be invited to a panel interview in the weeks commencing the 6th or 13th July
- A second round may be held if required

Applications should be sent to:

recruit@moonexecsearch.com

For the attention of:

SANDY HINKS,
Head of Charity Practice

Please quote reference: MC2713

Closing date for applications:

17 June 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

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

MOON Charity Practice



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Hammersmith United Charities Registered Charity No: 205856