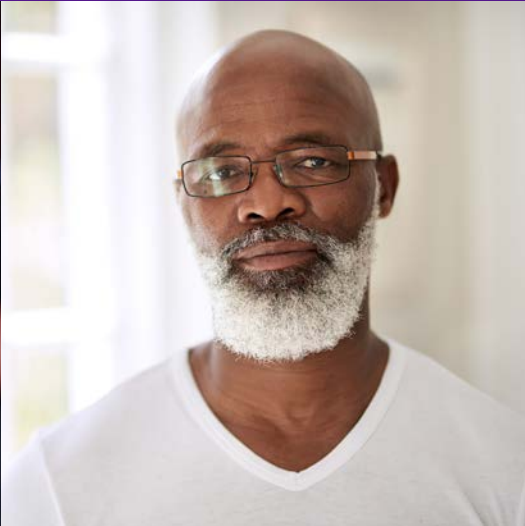


**Clergy  
Support†  
Trust**

**Trustee candidate  
information pack**



May 2020

Dear applicant

**Thank you for your interest in becoming a trustee of Clergy Support Trust.**

We are a charity with a rich heritage, contemporary outlook and highly dedicated team of trustees and staff. Established in 1655 and governed by a Royal Charter from Charles II, we are one of the oldest Anglican clergy support charities, and now certainly the biggest. We provide financial grants and other support to serving and retired Anglican clergy, ordinands and clergy families, where there is particular hardship or need, whether financial or health-related. In 2019 we gave out over 1,600 grants totalling some £3.1 million.

In 2019 we relaunched the charity, previously known as Sons & Friends of the Clergy, with a bold and more inclusive new brand and an ambitious four-year strategy aimed at making our grant-making more focused and doubling the number of clergy families which we help. The re-brand exceeded our expectations, and already we saw a two-thirds increase in the number of beneficiary households helped in 2019.

Having conducted a review of the current skills, expertise and demographic mix within the board, known under our Royal Charter as the Court of Assistants, trustees are particularly keen to improve its diversity. They would therefore be glad to receive applications from candidates from a black, Asian and minority ethnic (BAME) background and from women. They have further agreed to prioritise the recruitment of new trustees with expertise in the area of investment (essential) and law (desirable).

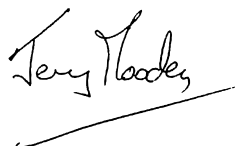
You will be a proven leader within your field, with strategic acumen and an ability to see the bigger picture and challenge the status quo. Excellent communication, interpersonal and influencing skills are a must, as are good independent judgment and the ability to think creatively and to speak openly – and you will be someone who cares deeply about the wellbeing of Anglican clergy families today.

Like all of us from time-to-time, clergy families face challenges and domestic crises. The clergy life is richly rewarding but can also be demanding and stressful. Clergy Support Trust sees its role as supporting clergy in their life of service particularly in times of poverty, hardship and illness – a role as vital now as it has been at any time in our 365-year history.

If you believe you offer the skills and qualities we are seeking, then we very much look forward to hearing from you.



Yours sincerely



**Jeremy Moodey**  
Chief Executive

# Clergy Support Trust in brief

## Beneficiary quote

**‘Life is very tough for all of us in ministry. The charity’s support has made a significant difference in all our lives and I am not sure I would still be in ministry if we hadn’t got the help when we did.’**

**Clergy Support Trust is an Anglican clergy support charity governed by Royal Charter and with origins dating back to 1655. Our Patron is Her Majesty The Queen and we are managed by a board of trustees, known under the Royal Charter as the Court of Assistants, and by a senior leadership team led by a Chief Executive.**

Our purpose is to promote, sustain and renew the wellbeing of Anglican clergy, whether serving or retired, and their dependents, so that they can flourish and be fruitful as they seek to serve God’s people and their wider communities.

Our main focus historically has been the provision of means-tested financial grants to the households of eligible Anglican clergy in times of poverty or other financial hardship. While this will continue to be a priority area for us, we are now looking to do more in the areas of health and wellbeing, both directly and through strategic partnerships with like-minded organisations. In November 2017 the Privy Council agreed to expand our charitable objects, enshrined in our Royal Charter, to include (in relation to Anglican clergy and their families) the promotion of health as well as the relief or prevention of poverty or hardship, and the relief of illness whether physical or mental.

All support is provided by our small team of grants officers and is completely confidential, since we are independent of the Church. Our income comes principally from largely unrestricted investments built up over the years, totalling almost £120 million as at 31 December 2019.

## The impact

In 2019 we gave out grants amounting to over £3.1 million. Some £2.1 million went in grants to serving clergy households, often to address situations where the clergy stipend or other income is not sufficient to cover the family’s outgoings, especially in times of crisis. Additionally, we provided support to the divorced or separated spouses of clergy, trainee clergy (ordinands) and the widows and widowers of clergy. Some 93% of beneficiaries surveyed at the end of 2019 said that our support had helped them a little or a lot in continuing to flourish in their ministry.



## Clergy Support Trust in brief (continued)



### The people

Clergy Support Trust is heavily reliant on the hard work and commitment of its trustee body and small staff team. The Court of Assistants currently consists of fifteen trustee members, a mixture of lay and ordained with a wide variety of professional and ecclesiastical backgrounds.

The staff number eight, headed by our Chief Executive Jeremy Moodey, and include a grants team under a Director of Charitable Services and a finance department under a Director of Central Services.

There are also external advisers who advise the trustees and staff on investments and medical and educational matters. The charity appointed a Marketing & Communications Manager in 2018 who is working with the CEO to use the new branding to widen the reach of the charity into its beneficiary community.

### The challenge

These are exciting times for the charity. With our strong balance sheet and excellent reputation, we are uniquely placed to consolidate and strengthen our position as the leading independent charity committed to and working for the wellbeing of Anglican clergy families.

Although we now have a new name and multi-annual strategy, and an updated Royal Charter (approved by HM The Queen by Order in Council in February 2020), we are keen to develop new strategic partnerships and widen our range of services, particularly in the areas of health and wellbeing. We are also keen to improve how we monitor and report on our charitable impact.



Find out more at [www.clergysupport.org.uk](http://www.clergysupport.org.uk)

# Role description

## Role title

**Trustee**

## Accountable to

**Board of Trustees**

(Court of Assistants)

## Main responsibilities

- To formulate and regularly review the strategic aims of the Charity in accordance with its legal objects and to ensure that the policy and practices of the organisation are in keeping with its aims.
- To monitor the performance of the Charity against the agreed strategic aims.
- To ensure that the organisation functions within the legal and regulatory requirements of a charitable organisation and strives to achieve best practice.
- To act as guardians of the Charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

## Main duties and tasks

### Formulating and reviewing strategic aims

- Ensure the Charity has a clear vision, mission and strategic plan, and that there is a common understanding of these by trustees and management.
- Work with management to formulate the business, operational and other plans necessary to support the vision, mission and strategic priorities.
- Agree and review the Chief Executive's annual and longer-term objectives and targets, to ensure that these support the achievement of the vision, mission and strategic priorities.
- Agree policies which support the vision, mission and strategic priorities of the Charity, and monitor their implementation.
- Follow the Charity's Governance Guidelines at all times.

### Monitoring performance

- Appoint the Chief Executive and ensure that there is appropriate investment in his/her ongoing professional development.
- Agree the method for measuring objectively the progress of the Charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regular reports from the Chief Executive on the performance of the Charity.
- Ensure that views of beneficiaries on the performance of the Charity are regularly gathered and considered by the Court of Assistants.
- Hold the Chief Executive to account for the management and administration of the Charity.
- Ensure that the Chief Executive receives regular, constructive feedback on his/her performance in managing the Charity and in meeting his/her annual and longer term targets and objectives.



## Role description (continued)

### Role title

**Trustee**

### Accountable to

**Board of Trustees**

(Court of Assistants)

#### Legal and regulatory compliance

- Ensure the Charity complies with all legal and regulatory requirements.
- Understand the rules and constitution that govern the Charity, ensure that the Charity complies with its governing documents and review the effectiveness of such governing documents periodically.
- Agree the levels of delegated authority, whether to officers of the Charity, board committees or management, and to ensure that these are appropriately recorded and implemented.

#### Guardians of the Charity's assets

- Ensure that the Charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets.
- Ensure that monies which are invested on behalf of the Charity are well managed, within the constraints of the law and ethical and other policies laid down by the Court.
- Ensure that the major strategic and operational risks to which the Charity is exposed are reviewed annually and that systems have been established to mitigate these risks.
- Ensure that the income and property of the Charity are applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
- Ensure that intangible assets such as organisational knowledge and expertise, intellectual property and the Charity's good name and reputation are properly safeguarded.

#### Promotion of the Charity and engagement with stakeholders

- Be prepared to act as an ambassador for the Charity when asked by the Senior Treasurer or Chief Executive, and to work within an agreed brief.
- Attend events as an ambassador for the Charity, to network and promote the work of the organisation.
- Seek at all times to raise awareness of the work of the Charity to its potential beneficiaries, in line with the Charity's grant-making policy.
- Assist with fundraising and awareness-raising through appropriate speaking and networking events, with support and training as appropriate.



# Person specification

## Recruitment timetable

An indicative recruitment timetable for candidates is provided below.

As dates are confirmed, these will be made available to candidates via the Starfish Search website.

### Closing date

31 August 2020

### Interviews (London)

September 2020 (tbc)

### Nominations agreed

Tuesday 13 October 2020

### AGM (Guildhall)

Thursday 12 November 2020

### First Court meeting

Tuesday 1 December 2020  
(11am, followed by lunch)

It is essential that in your written application you give evidence of examples of proven experience in each of the criteria of the person specification. The successful candidate will have the following skills, experience and attributes:

## Essential requirements

- A commitment to Clergy Support Trust and its charitable objectives.
- Sympathy with the Christian ethos and values of the Charity.
- Basic knowledge of the structures and workings of the Church of England.
- A clear understanding of the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of charity trusteeship.
- A willingness to devote the necessary time and effort to their duties as a trustee.
- A willingness to support the Charity's programmes and events and to encourage the participation of colleagues and other contacts.
- The ability to read, understand and identify key points in a range of documents, including board and committee papers, accounts and reports.
- Strategic vision and good independent judgment, an ability to think creatively and to speak openly.
- An ability to work effectively as a member of a team.
- IT literacy with access to a PC and the internet.

The Court of Assistants is keen to improve its diversity and would encourage applications from all backgrounds, whether lay or ordained, but especially from women and candidates from ethnic minority backgrounds, both of which are currently under-represented.

The Court would also welcome applications from candidates with connections with Livery Companies and business generally, given the charity's historic connections with the City.



# Additional information

## How to apply

To apply for this post, please submit to our CEO:

- A comprehensive CV.
- A supporting statement that addresses the criteria set out in Part One of the person specification (maximum 2 sides of A4) and tells us why you are particularly interested in this role.
- Details of two referees to whom we would be able to speak at shortlist stage.
- Please also tell us about any dates provided in this pack on which you would not be available to participate in the selection process.

## Terms and conditions of appointment

### Remuneration

The role of Trustee is a voluntary position and is therefore not remunerated, but reasonable travel and other expenses incurred as part of the role will be reimbursed.

### Location

The charity is based in central London, and ability to travel to London for trustee meetings is essential.

### Term of appointment

Upon nomination by the Court of Assistants, trustees are elected by the Governors of the Charity, effectively its members, who meet in an Annual Assembly (AGM) meeting each November. The appointment of trustee is for an initial three year period, which may be extended up to a maximum of nine years.

### Time commitment

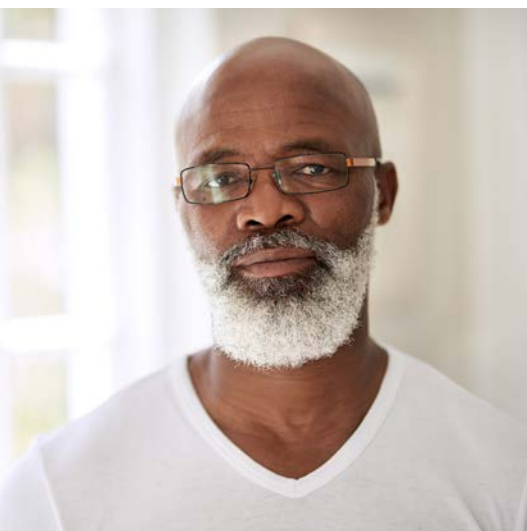
The Court of Assistants meets for a substantive two-hour meeting every two months. In addition trustees are asked to join and be actively involved in at least one of four board committees, currently Governance, Grants & Partnerships, Investment and Risk, Audit & Finance. The total time commitment probably equates to a day a month.

### Application submission and queries

Please submit your application to our CEO Jeremy Moodey on [jeremy.moodey@clergysupport.org.uk](mailto:jeremy.moodey@clergysupport.org.uk)

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, then please contact Jeremy Moodey.

The closing date for applications is **31 August 2020**.



Clergy Support Trust, 1 Dean Trench Street, London SW1P 3HB  
Charity registered in England and Wales no. 207736