

Part 1: Summary job details

Job title:	Trustee (Member of the Court of Assistants)
Contract basis:	Trustees are nominated by the Court of Assistants to the charity's Annual Assembly (AGM) in November, where they are formally elected by the charity's Governors (effectively its members). This is for an initial three-year term, with the possibility of extension up to a total of nine years.
Reporting to:	Court of Assistants (Board of Trustees) and the charity's Governors
Direct reports:	None
Based:	Home-working, with some meetings in London
Annual salary:	This is a voluntary, unremunerated role, but reasonable travel and other expenses incurred as part of the role will be reimbursed.

Part 2: Job description

Job purpose

Clergy Support Trust is the largest and oldest benevolent charity for Anglican clergy and their dependants. Founded in 1655 and with assets of over £120m, the charity provides financial grants and other forms of support to serving and retired ministers, ordinands, and clergy families. In 2020 we supported more than 1,300 individuals to the tune of over £2.6m. With a new brand and strategy in place, and a newly-appointed Chief Executive, the Trust is at a hugely exciting juncture, as it seeks to develop more and better programmes and partnerships, serving and supporting those who are, in their daily ministry, called to serve and support others.

The charity has a unique and much-valued place within the Churches of England, Wales, Ireland and the Scottish Episcopal Church. Although the charity's relationships with the Churches are important, the Trust is proudly independent, and offers a confidential service to those seeking its help. Our regular impact surveys prove the significant value of that service to serving and retired clergy, and their dependants; however, we are keen to do more, and to do it better, particularly after the challenges of the last sixteen months and the impact of those on clergy families. Our 2022-25 strategy, which we plan to launch early next year, will outline new and essential programmes as part of our expanding offer, and set out an ambitious direction of travel.

The Court of Assistants, so-called in our Royal Charter but with the functions of a modern-day Board of Trustees, is responsible for directing the charity's strategy and vision, for overseeing the work of its Chief Executive and staff, and for representing it externally. The Court currently consists of sixteen members, representing a range of skills, backgrounds and roles; five members are ordained Anglican ministers, as is the current Chief Executive. With four Trustees retiring in November 2021, we are eager to recruit outstanding successors who will serve and represent the Trust with distinction.

At this time, we are particularly looking to recruit serving or retired clergy with experience of rural ministry to the Court. Having striven in recent years to increase the diversity of the Court, we are also very keen to hear from candidates with experience of disability, female candidates, and those who live in Wales, Scotland, Ireland, and the North of England.

The Court meets six times per year, and Trustees are also asked to serve on (at least) one of the Court's four committees (Grants & Partnerships; Governance; Risk, Audit & Finance; Investment), which meet quarterly. At present, all meetings are virtual; from September 2021, we plan to move to a hybrid model involving both physical and online options.

Part 2: Job description (continued)

Key responsibilities

Trustees are expected to:

- formulate and review regularly 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;
- monitor the performance of the charity against the agreed strategic aims;
- ensure that the organisation functions within the legal and regulatory requirements of a charitable organisation and strives to achieve best practice; and
- act as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

Within that broad responsibility, shared with fellow members of the Court, Trustees' main tasks and accountabilities include:

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 performance in managing the charity and in meeting his annual and longer term targets and objectives.

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.

Part 3: Person specification

As part of a regular process of self-audit, the Court has identified a particular need to recruit serving or retired clergy with experience of rural ministry to the Court. Having striven in recent years to increase the diversity of the Court, we are also very keen to hear from candidates with personal or professional experience of disability, female candidates, and those who live in Wales, Scotland, Ireland, and the North of England, all of which are currently under-represented on our Board.

Candidates are asked, in their written application, to give evidence of examples of proven experience in each of the criteria below.

- A commitment to Clergy Support Trust and its charitable objectives.
- Sympathy with the Christian ethos and values of the Trust.
- 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 Trust'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.

Part 4: How to apply

To apply, please email the following to the Chief Executive, The Revd Ben Cahill-Nicholls, on ben.cahill-nicholls@clergysupport.org.uk:

- Curriculum Vitae.
- Covering letter (no more than two sides of A4) explaining why you are interested in the role and how you meet the person specification (please provide specific examples in your supporting statement).
- Completed copy of the attached Criminal Record Declaration form.

Closing date for receipt of applications: 1pm, Tuesday 31 August 2021

Interviews with members of the Court of Assistants will be held in September.