



# TRUSTEE RECRUITMENT PACK

MAY 2021

**Longleigh**  
Foundation

---

Funding that enables lives to be transformed

## WELCOME

Thank you for your interest in Longleigh and exploring whether a trustee role with us might be an exciting opportunity for you.

Longleigh is committed to best practice in Equality, Diversity and Inclusion and, as such, we embrace receiving a wide range of applications for this role.

In this document there is information about Longleigh, the role description and person specification, the application process and the timetable of activities.

We would encourage you to visit our website ([www.longleigh.org](http://www.longleigh.org)) to find out more about us, read some of our news stories and watch video case studies about some of the projects we have funded. You can also view and download a copy of our latest Annual Accounts and Annual Review (<https://longleigh.org/sharing-celebrating-stories-of-progress-lives-being-transformed/>).

We hope that you find our information both helpful and inspiring in making your decision about seeking to move into the application process with us.

Thank you again for your interest in Longleigh and we look forward to meeting you along the way.

Warm regards

**David Emerson CBE**  
**Chair**  
**Longleigh Foundation**



## ABOUT LONGLEIGH

Longleigh was set up as a grant-making foundation in 2015 by the social housing provider, Stonewater, who had recognised the increasing gap between the needs of their residents and the availability and accessibility of services to provide the support required.

Due to our origins, we focus our grant-making and support on the issues that adversely affect the quality of life and aspirations of the individuals and communities served by the social housing sector.

Our social mission is: **to support transformation in the lives of residents and communities, becoming the charity partner to the social housing sector.**

Our values are to be **compassionate, collaborative, agile, insightful** and **ethical**.

We are in the minority of funders in that we provide grants to both individuals and organisations. Through our Individual Grants programme, we can enable transformation a life at a time. Our Project Grants mean we can support transformation a community at a time. And, through our Research Grants, we can seek transformational change at wider, societal level.

We are more than just a funder, combining financial resources with ongoing support. We are a small team with extensive experience of leadership and service delivery within charities and social enterprises and we bring this experience to our grant-making. We are relational in our approach and recognise that for our funding to deliver greatest social impact we need to work in partnership with those we provide funding to.

Due to the considerable growth and development of our work, we have developed a new five-year plan where our vision is: **to enable more lives to be transformed across more communities by continuously improving the difference we make and the value we bring to our partnerships with the social housing sector.**

The four key aims in our new five-year plan are:

- Be a valued and integral long-term partner to our donors in how they enable transformation in the lives of their residents and communities.
- Partner with more social housing providers, and their supply chain, so our model can reach more individuals and communities.
- Embed a learning culture within Longleigh so we can understand, improve and demonstrate the difference we make and share this with others.
- Improve the effectiveness and efficiency of our work through continual development and integration of systems.



## WHY WE NEED A NEW TRUSTEE

We have small but highly experienced Board of Trustees and are on a journey to enhance the team by making it more diverse and inclusive. Initially, we are seeking to appoint one new trustee. Once they are assimilated in to the team, our aim is to then invite one other person to join us.

The challenges faced by the residents and communities we support are ever-changing, fuelled in no small part by the impact of the COVID-19 pandemic. We know that the longer-term impact of the pandemic on those already experiencing vulnerabilities, multiple disadvantage and inequality has not yet been fully revealed and we need to be ready for meeting the challenges ahead.

We know that we need people on our Board who can genuinely relate to the challenges and complexities in the lives of the individuals and communities we are here to support if we are to respond to and work with them with integrity, empathy and understanding. Our commitment to having a more diverse and inclusive Board is based on our appreciation of how this will lead to better informed decisions and more effective grant-making and support.

**As such, we are seeking to recruit a trustee who will bring diversity and credible experience of leadership and service delivery from within the social sector, with an enthusiasm to apply this to the grant-making context.**

## ABOUT OUR TRUSTEES

Our trustees are motivated by seeing how our funding can work in those spaces where transformational change has the potential to occur for residents and communities served by the social housing sector. They are also committed to the long-term financial health of Longleigh so we can continue to rise to the challenges we face in society and provide our grants for many years to come.

The varied backgrounds and professional skills of the existing trustees have created an interesting group, who bring a range of perspectives and approaches. Together we have considerable experience of being responsible for the good governance of a grant making foundation. The trustees share a commitment to the social mission, values and work of the Foundation and we work effectively and collaboratively, both together and with the staff team. We are ready to share our experience, supporting the new trustee to get to grips with our way of working and approach to grant making. We are also keen to learn from the new trustee and hope that you enrich the team with your experience, knowledge and approach for us to grow and develop as a group.

We will provide you with an induction programme and also offer mentoring to help you settle in. You don't need to have experience of being a trustee or a background in grant making; these are skills which can be developed, so please don't let a lack of experience in these areas put you off from applying.

*"I would like to thank the Longleigh team that I have been in direct communication with. I have greatly appreciated the positivity and encouragement from the very beginning. One of the most refreshing things I have found is the genuine care for those we're supporting. I would also like to thank those behind the scenes making sure the essentials happen.*

*I have been blown away by the values and culture of the Longleigh Foundation, which have been so evident throughout this pioneering process. It has been a real joy to be part of this new approach, which I believe is a far better way of telling the stories of, and giving voice to, the lives of the young people we work with."*

**Longleigh Project Grant recipient**

## BEING A TRUSTEE

Trustees bring their backgrounds, experiences and skills to the role: we work hard and are a committed and supportive group. Trustee satisfaction derives from being able to see the difference our funding and support makes to residents and projects. It also comes from having a sustained role, seeing incremental success in the journey to being a best-practice and financially-healthy Foundation. We like to listen and help with openness and understanding. There is plenty of space for laughter and camaraderie too.

We are genuinely encouraging a wide range of people to come forward and cannot emphasise enough about how your background, life experience, approach and values are more important than any knowledge or experience of grant making, or of being a trustee elsewhere. What follows should give you an idea of the kinds of responsibilities you can expect to be engaged with, alongside your fellow trustees and with the support of the staff team.

### Strategy and Planning

- Ensuring that Longleigh delivers the best possible outcomes for the people and groups with which it works. This means being responsible (with the support of the staff team) for the direction the organisation takes. This can involve being in discussions and decisions around strategy, setting aims and targets, and holding the team to account for delivery.
- Ensuring the organisation is meeting requirements around charity law and best practice, with support from the staff team and professional advisers.

### Decision Making

- Approving the grants we make and ensuring that the resources are used appropriately and effectively.
- Being collectively responsible for the organisation's resources: financial, human and IT.

### Relationship Building

- Being an ambassador and champion for Longleigh and our mission and values.
- Building collaborative and collegiate working relationships with other trustees; members of the staff team; key people within our founding and major donor organisation, Stonewater; and, with a range of other key partners and stakeholders.
- Visiting the communities and groups we fund, or may potentially fund.



## ABOUT YOU

We believe that to enjoy our way of working you will need integrity, empathy for and understanding of our grantees, both individuals and groups. You will feel a connection and passion for the kind of work we do.

We aim to work towards having a trustee board that reflects the diversity of our grantees, so we especially want to hear from people of a wide range of ages, identities, geographical locations, backgrounds and ethnic groups; people who have experienced poverty and disadvantage first hand, or who have a disability, or who have close experience of others with disabilities.

In addition, these are some of the qualities, abilities and skills we are looking for in our new trustee:

- Passion for our work and mission
- Demonstration of our values across all internal and external interactions
- Emotional intelligence
- The confidence to constructively convey your views and speak your mind
- Strategic insight in relation to our work, vision and creativity
- Integrity and commitment
- Ability to be a team player
- Willingness to learn about and take responsibility for the legal duties, responsibilities and liabilities of being a trustee

If you feel that we are describing you in any of the above, then we'd love to hear from you. Your interest would be greatly valued and appreciated.

## THE ANNUAL PATTERN OF MEETINGS

Trustee meetings take place four times a year and there is also an annual away-day. These will take place in various locations around the country and in a post-Covid world we will use a mix of in person and online meetings, which will enable people from a wide geographical spread to apply. Presence at some of the meetings will be required, so you need to be willing to travel occasionally. Expenses such as travel costs and childcare cover will be covered.



“I just wanted to inform you I have received my bunk bed and sofa. I also wanted to take this opportunity to thank you and the team for this such amazing scheme that you do and working with vulnerable families. I’m really grateful for the items I’ve received and I have no words to express how deeply overwhelmed I am that I have been awarded a Longleigh grant.

I wish you and your team all the very best and thank you so much for the amazing service you’ve given me. So, a massive thank you from me and my children.”

### **Longleigh Individual Grant recipient**

## **NEXT STEPS**

If you would like an initial, informal conversation about becoming a trustee of Longleigh please contact Allyson Davies, who is working with us. You can email Allyson at [\*\*Longleigh@allysondavies-consultant.com\*\*](mailto:Longleigh@allysondavies-consultant.com) or call her on **020 7828 3855** or **07968 556164**.

To express your interest in becoming a trustee, please write a letter, addressed to David Emerson, Longleigh’s Chair, explaining why you are interested and outlining what you would bring to the role. Please also supply a copy of your CV and the Equal Opportunities Monitoring Form (download from this link). **Expressions of interest and your CV should be emailed to [\*\*Longleigh@allysondavies-consultant.com\*\*](mailto:Longleigh@allysondavies-consultant.com)**

If you have a connection to Longleigh or Stonewater, you are very welcome to apply, but please explain this connection in your covering letter.

Please see the timetable below which covers the process. Once we have reviewed your expression of interest Allyson will let you know the outcome and if you are selected, the first step will be an informal meeting (held via zoom) with Allyson, which will provide you with an opportunity to find out more about Longleigh and being a trustee.

Following this, we will invite some people to an Open Afternoon, where you would get to meet some trustees, staff and some organisations that we fund.

There would then be a meeting with David (Chair), Liz (Trustee) and Andy (Chief Executive). It might be possible to hold these in person but if not, they will be held via online video call.

This may seem like a long process but it will give you the opportunity to find out lots about being a trustee of Longleigh. We think it’s important that both potential trustees and the team at Longleigh feel that there is a positive match of values, a complementary skills-set and a sense that we can all work well together.

## TIMETABLE AND HOW TO APPLY

Send a CV and letter to David Emerson (Chair)	21 June
Informal meeting with our advisor, Allyson	1 – 8 July
Open Afternoon	15 July
Meeting with David, Liz (trustee) and Andy (Director)	20 or 21 July
Decision made	August

To apply express your interest, **please send your CV and covering letter** to Allyson Davies, at **[Longleigh@allysondavies-consultant.com](mailto:Longleigh@allysondavies-consultant.com)** by **21 June 2021**.

## DATA PROTECTION

The personal information that you provide will be used to process your expression of interest. Personal information from unsuccessful candidates will be held securely for six months after the process, it will then be deleted. If your application is successful and you take up the role, the information will be used in the administration of your appointment. It will be kept secure and will only be used for purposes directly relevant to your appointment.

## ANY QUESTIONS?

If you need any further information then please contact Allyson at **[Longleigh@allysondavies-consultant.com](mailto:Longleigh@allysondavies-consultant.com)** or call **020 7828 3855** or **07968 556164**.

**We value and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background.**



The Longleigh Foundation is a company limited by guarantee with charitable status, registered in England & Wales.  
Company number: 9923402  
Charity number: 1169016

Registered office: Longleigh Foundation, Suite C, Grange Business Park, Enderby Road, Whetstone, Leicester, LE8 6EP

Email: [contact@longleigh.org](mailto:contact@longleigh.org)  
Website: [www.longleigh.org](http://www.longleigh.org)  
Twitter: [@longleighfound](https://twitter.com/longleighfound)