



The
Greatham
Foundation

TRUSTEE INFORMATION PACK

www.thegreathamfoundation.org.uk





Join Our Board of Trustees

Could you help shape the next chapter of The Greatham Foundation?



The Greatham Foundation is seeking new Trustees to join our Board and help lead one of England's oldest charities through an exciting period of development and transformation.

Founded in 1273, The Greatham Foundation has supported people and communities for more than 750 years.

Today, we provide residential care, community-based dementia support services, Almshouses and charitable grants. Our services aim to improve the lives of older people, those affected by dementia and communities across the North East.

The charitable work of the organisation is financially supported by The Greatham Foundation endowment, which consists of an endowment fund and a diverse portfolio of investment properties.

As we continue to develop our services and deliver our ambitious strategy, we are looking for individuals who share our values and can help shape our future.





Why Become a Trustee?

As a Trustee and Director of the charitable company, you will play a vital voluntary role in shaping the future of The Greatham Foundation.

- Help shape the future direction of an ambitious charity
- Influence strategic decisions that improve the lives of beneficiaries
- Work alongside an engaged, experienced and supportive Board of Trustees and Senior Leadership Team
- Use your professional expertise, lived experience and networks to create lasting social impact
- Develop your own governance and leadership experience while contributing to a charity with a remarkable 750-year history.

While this is an unpaid position, it offers a unique opportunity to make a lasting difference to people's lives. Reasonable expenses incurred in carrying out Trustee duties will be reimbursed in accordance with the charity's Trustee Expenses Policy.

We are committed to creating a positive, inclusive and collaborative Board environment where Trustees are supported to contribute, learn and make a meaningful difference.





Who We're Looking For

We welcome applications from people of all backgrounds and experiences.

You do not need previous Trustee experience—we will provide a comprehensive induction and ongoing support.

We are particularly interested in hearing from individuals with strategic knowledge or experience in one or more of the following areas:

- **Technology, Digital Transformation, Information Governance and Cyber Security**
- **Commissioning, Contract Management and Health & Social Care Services**
- **Finance, Audit, Risk Management, Investments and Property**

We also recognise the importance of lived experience and welcome applications from people who can bring diverse perspectives to our Board discussions.

Above all, we are looking for people who:

- **Share our values**
 - **Think strategically**
 - **Are committed to good governance**
 - **Can work collaboratively while providing constructive challenge**
 - **Want to make a positive difference in our communities**
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Time Commitment



We recognise that many Trustees balance their Board responsibilities with professional and personal commitments.

The expected commitment is approximately one to two days per month, including:

- **Four Board meetings each year** – including two extended Board meetings, dedicated to reviewing the charity's strategic direction, performance and long-term priorities
- Attendance at the meetings of at least one **Board Committee** (typically three to four meetings per year)
- Participation in planned **Trustee visits** to services and stakeholder events to gain insight into the charity's work, meet staff and beneficiaries and champion our charity externally
- Approximately 2–3 hours before each Board or Committee meeting to review papers and prepare for discussion
- Attendance at induction, mandatory training and ongoing Board development sessions as required

Trustee & Committee Meetings are typically held on **Tuesday mornings** (or all day Tuesday for an extended meeting).





Equality, Diversity and Inclusion

The Greatham Foundation is committed to building a Board that reflects the diversity of the communities we serve. We believe that bringing together people with different backgrounds, perspectives, experiences and ways of thinking leads to stronger governance and better decision-making. We welcome applications from people of all backgrounds.

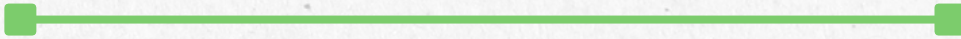
We recognise that talented people may not always see themselves as potential Trustees, particularly if they have not previously served on a Board. If you can demonstrate the skills, values and commitment we are looking for, we encourage you to apply. A comprehensive induction, training and ongoing support will be provided.

As part of our commitment to broadening the diversity of our Board, we are particularly keen to hear from people who are earlier in their careers, younger professionals, and individuals from groups that are currently under-represented in charity governance.

We are committed to making reasonable adjustments throughout the recruitment process and during your time as a Trustee to ensure everyone has an equal opportunity to contribute.



Join Us



If you are passionate about making a difference and would like to contribute to the future success of The Greatham Foundation, we would love to hear from you.

Please contact hr@thegreathamfoundation.org.uk to arrange an informal discussion with Deborah Lewis-Bynoe, Chief Executive Officer.

Join us in shaping the future of The Greatham Foundation and helping older people and those affected by dementia to live well within supportive communities.





Further Information

As a Trustee, you will provide strategic leadership and oversight, helping to ensure the charity:

- Delivers its charitable objectives and public benefit
- Remains financially sustainable
- Protects and maximises the value of its assets for future generations
- Maintains the highest standards of governance and accountability
- Continues to innovate, grow and deliver outstanding services

Role Description

Trustees are responsible for the overall governance and strategic direction of The Greatham Foundation.

Working collectively as the Board of Trustees, they:

- Set the charity's strategic direction and long-term vision
- Ensure the charity fulfils its charitable purposes and delivers public benefit
- Safeguard the charity's assets, reputation and long-term sustainability
- Ensure appropriate systems of governance, financial management and internal control are in place
- Appoint, support and hold the Chief Executive Officer to account
- Promote a culture of integrity, inclusion, learning and continuous improvement
- Ensure decisions are made in the best interests of the charity and its beneficiaries.

While Trustees provide strategic leadership, responsibility for the day-to-day management of the charity is delegated to the Chief Executive Officer through the Scheme of Delegation.

Trustees of The Greatham Foundation hold two legal roles:

- **Charity Trustee** – responsible for ensuring the charity delivers its charitable purposes, provides public benefit and complies with charity law
- **Company Director** – responsible for ensuring the charitable company complies with the Companies Act 2006 and fulfils the legal duties of a company director



Trustees are committed to:

- Pursuing the Charity's Objectives in the context of our Mission and Values, and our forward rolling Strategy
- Ensuring that the Charity's activities are conducted within the appropriate legal boundaries
- Acting as responsible custodians of the Charity's wealth
- Seeking the advice of others when necessary, including experts and those with lived experiences
- Conducting our business in a timely and fair way with honesty, trust and appropriate transparency
- Appreciating the distinct and separate role of the Chief Executive Officer of the Charity and the need to be mutually supportive and challenging

Responsibilities

- To attend trustee Board meetings and other meetings as required.
- To act within the terms of the Memorandum and Articles and the Scheme of the charity.
- To sign the trustee declaration and carry out the duties of trustee disregarding personal interest or the interests of any other organisation and where this is not possible to declare any conflict of interests.
- To take part in the development of charity's strategy in order to ensure a viable future for the charity.
- To provide advice and support to the charity by using personal/professional experiences and knowledge.
- To use best endeavours to promote the work of the charity.
- To act with other trustees to ensure the financial viability of the charity including receiving financial monitoring reports and approving the annual budget of the charity.
- To carry out the duties of a trustee within relevant legislation in relation to the charity's investments.
- To join a committee of the Board as needed.
- To carry out, as part of a rota, Trustee visits to The Greatham Foundation care home and other provision.
- To elect other co-opted trustees.
- To recognise that responsibility for the day to day operational management of the charity is vested with the Chief Executive Officer
- To monitor, appraise and support the work of the Chief Executive Officer and take remedial action where there is any shortfall in performance.

Person Specification

Essential

Our Values	• Have a commitment to our underlying values and have a passion for and a belief in our provision • Have an appreciation of the Christian Foundation of the Charity • Have respect and a willingness to work with all beliefs and none
Commitment	• Have the ability and willingness to give time and effort to the Charity through attendance and participation in the operation of the Board, its Committees and the annual schedule of other activities • Willingness to undertake training relevant to the role of a Trustee
Personal Interest	• Have an interest in older people and those in need across the north east, and in Hartlepool and east Durham area in particular
Communication Skills	• Possess effective listening and communication skills, both verbal and written
Interpersonal Skills	• Possess and utilise appropriate interpersonal skills according to the context of the interaction
Relationships	• Have the ability to build and maintain productive relationships
Decision-Making	• Have the ability to exercise objective judgement
Creativity	• Have the ability to think creatively
Team-work	• Have the ability to work effectively as part of a team
Equality of Opportunity	• Have a demonstrable commitment to inclusivity and diversity

Person Specification

Desirable

Knowledge and understanding

- Have an understanding of the charity sector, and charity governance and compliance requirements, even if limited, is an advantage

Lived Experience

- Able to utilise one's lived experiences in the formulation of rounded views and conclusions, is an advantage