

TRUSTEE INFORMATION PACK

Thank you for your interest in the Trustee opportunities with the Foundation. We hope you find the following information helpful.

Our vision

The Hymans Robertson Foundation wants every young person to have the opportunity to achieve a secure financial future, by being able to access employability and financial skills training at key stages in their lives, and we want to help make positive change in our communities through volunteering and fund raising.

Our mission

The Foundation works with charitable and community organisations across the United Kingdom, and employees and partners at Hymans Robertson LLP, to deliver our two core programmes.

Our mission is to help young people towards secure financial futures through access to financial education and skills training, education or employment opportunities, and to support individuals and teams at Hymans Robertson in their efforts to help local communities through fundraising and volunteering.

Our values

We are Friendly, Partnering, Impactful, Connectors.

Our values are key to our approach to our work, our partners, communities and each other.

Our Objectives

The Foundation has broad charitable objectives (as defined in our registration). These are:

- The advancement of education;
- The relief of those in need, by reason of youth, age, ill health, disability, financial hardship or other disadvantage;
- The advancement of health or the saving of lives.

In practice, charitable activity is organised into two core programmes:

Secure Financial Futures - Partnering with a small number of charities, we support the delivery of financial and employability skills training programmes, with the goal of helping young people (particularly those with less advantages) to build confidence and enhance their opportunities for the future.

Local Community Support – Hymans Robertson offices actively support their local communities through volunteering and fundraising projects. Much of this work is co-ordinated by Hymans Robertson 'Helping Hands' groups in partnership with local charities. Hymans Robertson employees may also apply for matched funding for their fundraising efforts for charities of importance to them.

Background

The Hymans Robertson Foundation was established in 2016 to provide oversight and direction to Hymans Robertson's charitable work in the field of financial literacy. The Foundation was registered as a charity in England & Wales (1168951) and Scotland (SC046931) the following year, marking the beginning of an exciting new era in Hymans Robertson's commitment to the greater good of society.

The original idea behind setting up the Foundation was to make a real difference to the lives of disadvantaged young people, by helping to improve their financial literacy. The financial literacy ambition remains a key component of the Foundation's objectives and work in this area is very active through our Secure Financial Futures programme.

The Foundation's remit evolved to encompass full oversight of all charitable donations and activities at Hyman Robertson, and to extend our scope to include employability alongside financial literacy. The key reason for making these changes was to ensure the most effective use of our funds for the benefit of our target groups in society.

The Foundation has developed partnerships with Barnardo's, FARE Scotland, the Prince's Trust, SportInspired and Works+, with funding directed towards supporting their employability skills training programmes. Financial capability training is now delivered by our partner and specialist provider, MyBnk. We have recently expanded our target age group range, to encompass children and young people from age 11 years old, up to 25 years old.

We are in year 2 of our 2019-2022 strategic plan, and there is still much to do, in particular to realise our ambitious 10-year [goal](#) of helping 10,000 young people to achieve secure financial futures. To help us towards this we are looking to bring on board Trustees with knowledge or experience of young people policy in Scotland, and in England & Wales. As the majority our work is directed towards projects supporting young people, we would love to see that experience represented on our board.

New Trustees will be welcomed with a formal induction and an existing member of the board will be available to mentor new members through their first board meetings if required.

Role and Personal specification

As a board member you will work with the Chairman, other board members and Chief Executive to drive the strategic direction of the Foundation. The main responsibilities of our Trustees are as follows:

- To ensure the Foundation complies with its governing document, charity law, and any other relevant legislation or regulations
- To ensure the Foundation pursues its objects as defined in its governing document
- To ensure proper financial control is maintained and ensure the Foundation applies its resources exclusively in pursuance of its objectives
- To help develop strategy and provide strategic leadership, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To ensure accountability
- To support the operational management of the organisation
- To act as a critical friend, challenging where appropriate
- To use skills, knowledge, expertise and experience to assist in shaping the development of the Foundation
- To contribute new ideas to Board meetings
- To act as an Ambassador for the Foundation and always act in the best interests of the charity, never in the interests of yourself or another organisation.

- To scrutinise Board papers and lead discussions and focus on key issues
- To regularly attend Board meetings, and any Strategy/development days.
- To attend the Annual General Meeting in January and Charity Partners Conference in June
- To uphold the core values of the Foundation

In preparing your application, we would encourage you to refer to the following useful links:-

- Information on who we are, our strategy and impact and who we support is available on our [website](#)
- A summary of our annual accounts are available from the [Charity Commission](#) for England & Wales
- 'Guidance for Charity Trustees' is available from the [Charity Commission](#) (England & Wales) and the Office of the Scottish Charity Regulator ([OSCR](#)). These documents set out in detail the duties and responsibilities of charity Trustees in England & Wales, and in Scotland.

Reason for Recruitment

We are seeking to recruit up to 2 new Trustees to help our Board achieve its ambitious strategic priorities agreed in our 2019-2021 plan. We intend to make all new appointments by January 2021 to complement our existing Board members.

We would particularly welcome applications in one or more of the following areas:

- under 30 years
- Black, Asian and minority ethnic
- experience or understanding of young people policy in Scotland, and/or England & Wales

Person Specification

- Strongly motivated by the aims of the Foundation
- An understanding of, and commitment to the charitable sector
- A natural collaborative style, with a willingness to speak your mind and challenge
- Flexibility in rising to new challenges
- Able to work autonomously and within a team

Our Trustees will uphold and represent our purpose, vision, values and mission in a personal and professional capacity and will come from a range of backgrounds and relevant experience.

All Trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Charity Trustee.

Trustee posts are unpaid although reasonable expenses related to your duties as a Trustee will be reimbursed.

Board meetings are held every 2 months.

Trustees will serve an initial 3-year term.

Time commitment

On average, a board member would be expected to attend the following:

- Up to 6 Trustee Board meetings of approximately 1 ½ hours duration, held per annum (remotely (online) at present, in future Trustees may choose to attend in person at Birmingham, Edinburgh, Glasgow or London meeting rooms)
- 1 x Trustee Board full day strategy session
- 1 x Annual General Meeting

Remuneration

This is a voluntary (unremunerated) position, however, reasonable expenses for travel and other expenses incurred whilst carrying out Trustee duties will be reimbursed in line with policy.

The appointment will be for a fixed term of 3 years. Trustees are required to agree to abide by the Trustees' Code of Conduct and to declare as appropriate their business interests.

Data Protection Act 1998

Trustees should be aware that we are required to share your personal information (if appointed to the Board) with the Charity Commission England & Wales and OSCR.

How to Apply

We hope that you have found the Trustee Pack informative and useful. If you are interested in applying, we would love to hear from you. Please submit your application (CV and one page supporting statement) to HRFoundation@hymans.co.uk

Please use your supporting statement (one page maximum), to let us know:

- Why you would like to be a Trustee of the Hymans Robertson Foundation
- What you would bring to the Board
- How you feel you could help us to achieve our mission, vision and goals.

Recruitment Timetable

We have provided below a note of all the critical dates within this recruitment campaign which we hope will help you plan your diary:

Closing date for applications	Monday 30 th November, 1pm
Candidates advised of their application outcome	By Friday 4 th December
Interviews with our selection panel	Week commencing Monday 7 th December
Candidates advised on appointment process	Week commencing Monday 21 st December
Board induction process begins	January 2021 (first Board Meeting February 2021)