

Idlewild Trust

Trustee Recruitment Pack

September/October 2024

Application Deadline: 7 October 2024



Valeriia Kravchenko and Ahneta Shashkova examine the portraits in the Huguenot Museum store August 2022 ©Katya Belaia

Volunteer Trustees wanted

The Idlewild Trust is an independent grant-making trust that supports conservation and the arts

Welcome

About The Idlewild Trust

Thank you for interest in The Idlewild Trust - an independent grant-making trust supporting conservation and the arts across the UK.

The Trust was founded in 1974 using proceeds of the sale of property owned by Peter Minet in Camberwell and Lambeth in the 1960s. Income from investments provides income for grantmaking.

The Trust makes one-off grants of up to £7,000 to charities working in the following areas:

- creating opportunities for professionals, working creatively and backstage, within the performing arts and visual arts, post-training, and at an early stage in their career
- the conservation of cultural heritage of recognised national or international importance

You can find out more about the Trust, our history and our work on our website:

www.idlewildtrust.org.uk

By being a Trustee, you will have the opportunity to make a real difference to the arts across the UK.

Available roles

We are looking for two new Trustees with a good understanding of the performing arts and / or conservation of historic works of art.

Who are we looking for?

We welcome applications from all ages and backgrounds, whether this is your first Trustee role or if you have had previous governance experience, we'd love to hear from you.

Person specification for each role:

For both positions we are looking to recruit individuals who meet the following **essential** criteria:

Trustees must:

- Be over the age of 18 and a UK resident
- Understand the legal duties, responsibilities and liabilities of being a Trustee (see useful resources below).
- Be willing to travel to London for meetings at least twice a year.
- Demonstrate an interest in and commitment to Idlewild Trust's area of activity.
- Show good independent judgement and share their opinions with others - working collaboratively to serve the best interests of The Idlewild Trust.
- Be able to consider project feasibility, costs and outcomes in relation to funding applications to help make decisions on grant awards.

The following criteria are **desirable**, but not essential. We welcome applications from candidates who can demonstrate knowledge in some of the following areas:

- A broad understanding and, ideally, direct experience in the visual and performing arts
- An interest in conservation of works of art and objects of historic interest
- Knowledge of charity law

Core Trustee responsibilities are detailed under 'Useful information' below.

Trustees with personal experience in the areas that we fund:

We seek Trustees with personal experience in the areas that we fund to reflect and represent the interests of the organisations and beneficiaries that we work with.

Whilst we welcome people at different career stages, we'd particularly like to hear from those that we'd consider as early – mid career professionals. We want to ensure our grant giving is shaped by a variety of voices, by those active in the performing or visual arts, and conservation of cultural heritage.

We anticipate that new Trustees will attend their first meeting as Observers in November 2024 and as Trustees in May 2025.

Further details

Terms of appointment:

Trustees serve a term of 5 years after which they are eligible for re-appointment - to a maximum tenure of 10 years.

Time commitment needed:

Meetings

Two to three Trustee meetings a year. We expect all Trustees to attend all meetings.

Trustee meeting dates are set in advance and usually take place in London in May and November. We consult with Trustees to identify the most convenient time for the majority.

Preparation for meetings

Papers are circulated to Trustees (hard copy and online) 14 days in advance of the meeting date. Trustees are asked to take the time to review these carefully ahead of the meeting.

Training and induction:

All Trustees will be asked to attend a one-day Trustee course to ensure the governance and legal responsibilities of being a Trustee are well understood. Additionally, the Chair will provide an overview of the Trust's activity and provide a friendly welcome to life at The Idlewild Trust.

Remuneration

These positions are unremunerated but reasonable expenses for costs incurred on Trust business may be paid, covering travel but not overnight stays. If you are based outside of London/the South East and feel this may be a barrier to your application please do feel free to get in touch to discuss.

How to apply

Please provide the following information:

1. CV
2. Covering letter which should set out:
 - How your skills and experience meet the person specification
 - Your interest in The Idlewild Trust's work

The deadline for applications is **Monday 7 October 2024**. Please submit by email to info@idlewildtrust.org.uk using the heading 'Trustee application' in the subject line of the email.

Following your application Gail Devlin-Jones, Director, will be in touch to let you know if you have been shortlisted. If you are unsuccessful and would like feedback, please get in touch.

Recruitment timelines

Deadline for applications	Mon 7 October 2024
Interview with Chair and members of the Trustee Board	Friday 25 October 2024

Any questions?

If you require this information in a different format or would like to request any adjustments as part of our recruitment process, please let us know.

If you have any questions about the roles, or would like to arrange a time for an informal chat about the opportunities, please contact Nancy Bell, Chair by email: info@idlewildtrust.org.uk

Useful Information

The following information will help you consider if the roles are right for you, along with further reading about being a charity Trustee. This might be particularly helpful for first time applicants to Board/ Trustee roles.

The Idlewild Trust is an independent charitable trust overseen by a Board of Trustees. The Trust has one employee - the Director. Trustees delegate authority to the Director to manage the Trust on a day-to-day basis but work closely with the Director on governance, strategic issues and decision-making on grants. The Director works 2 days a week. We receive outsourced support for our grants management system, website and IT. We employ a freelance bookkeeper to keep our accounts.

At present we have six Trustees but can have up to seven. Sub-committees may be formed to work with the Director on specific areas of our work, for example reviewing our investments.

Our investment portfolio is valued at just over £6.5m and is managed by Waverton Investment Management. From 2024 we will distribute around £360,000 a year (6% of assets). Trustees make funding decisions supported by the Director.

Trustee responsibilities at The Idlewild Trust:

- To make sure that Idlewild Trust fulfils the charitable aims and objectives of its Trust Deed, in accordance with the strategy adopted in July 2023, which is reflected on our website: <https://www.idlewildtrust.org.uk/>
- To contribute actively to discussions regarding the further evolution of its grant-awarding strategy and to be collectively responsible for the actions of the Idlewild Trust.
- To review and approve the annual audited accounts, agree the annual budget and review quarterly financial reports and manage the Trust's investments.
- To keep informed of the funding challenges within the arts and heritage sectors in the UK and of government strategy and policies.
- To be familiar with and comply with Idlewild's policies including our Trustee Code of Conduct and Conflict of Interest policies.
- To keep informed about charity governance and be willing to attend relevant Trustee training courses in this area.

Additional considerations on joining The Idlewild Trust as a Trustee:

Employees, trustees or volunteers of another charity that might apply for a grant from the Idlewild Trust can become a Trustee, but if appointed they will need to declare an interest and not participate in any discussions about their charity's application.

All applicants will be asked to confirm their eligibility, and all Trustees need to complete an Enhanced DBS check (Disclosure and Barring Service) as part of our Safeguarding Policy, if they don't have one already. We will pay for this.

A small number of people are disqualified from serving as Trustees. Information regarding this is available on the [Charity Commission website](#).

Other opportunities:

We receive invitations from the organisations we support to visit and see first-hand some of the activity we fund. These are shared with the Board of Trustees, and we encourage Trustee engagement with the sector so we can expand understanding of the areas that we fund and help inform our future grant-giving strategy.

Where training opportunities, seminars and other events are offered via our partners, fund managers or professional memberships the Trust subscribes to, these are shared with Trustees to support personal development and learning.

Resources:

<https://www.idlewildtrust.org.uk/>

Our website includes information about our funding programmes, as well as Trustee biographies, links to accounts, case studies and key policies.

Government registration:

The Idlewild Trust is a registered charity: Charity No. 268124. Our accounts and registration information can be accessed on the Charity Commission website below:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/268124>

Governing Deed and Charitable Objects:

Our charitable objects are detailed in Idlewild Trust's 1974 Deed:

1. 'The advancement of education and learning and the encouragement of music, drama and the fine arts'
2. 'The preservation for the benefit of the public of lands, buildings and other objects of beauty or historic interest.'

External Trustee Guidance:

For more information on being a charity Trustee, see the Charity Commission's site below and the publication CC3 *The Essential Trustee* and the Charity Commission's *5 Minute Guides for Charity Trustees* and accompanying videos:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>
[5-minute guides for charity trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/5-minute-guides-for-charity-trustees)

Find out more about the benefits and opportunities that come with being a Trustee along with some of the practical questions you might want to ask about taking on a Trustee role with the great website Getting on Board

<https://www.gettingonboard.org/be-a-trustee>