

April 2019

Dear Colleague

Thank you for your interest in the role of trustee of The Marr-Munning Trust.

We are an international development grantmaking charity currently supporting education and livelihoods projects in sub-Saharan Africa, Indian Sub-continent and South East Asia.

2019 and 2020 will be an exciting time for the Trust with big changes planned to grow its grant making as well as developing the next three year grants strategy. New Trustees will play a key role in making this happen.

Currently the Board is made up of eight Trustees with one leaving in July. Following a review of the Board's skills and experience, the Trustees are keen to add experience of asset management and monitoring and evaluation to the Board and are therefore advertising for two Trustee positions to start in the summer of this year.

In this document you will find:

- A background note on the Trust, the role and time commitment;
- The Trustee Role Description and Person Specification;
- Details of how to apply.

We are particularly keen to achieve a more diverse board of trustees and we welcome applications from people with the relevant attributes from all sections of the community.

If you would like to discuss the position please contact the Trust's Director, Sebastian Wilson on:

Tel: 020 8998 7747

Email: sebastian.wilson@marrmunningtrust.org.uk

Further information about the Trust and its work can be found online at:

www.marrmunningtrust.org.uk

The deadline for us to receive your application is **27th May 2019** - but you are welcome to submit your application before then.

Best wishes,

Sam Mardell

Chair - Board of Trustees

Trustee Recruitment Pack:

1. Background:

The Marr-Munning Trust is an independent grantmaking charity. We make grants totalling around £390,000 a year to charities/NGOs - currently focusing our support on the education of children and improving people's ability to earn a sustainable income.

2019 and 2020 will see big changes to how the Trust derives its income. As a result of this the Trust will have more time to focus on making grants as well as an increased grants budget. The future direction of the Trust will also be reviewed as we reflect on the last three years of grant making and develop a strategy for 2020 - 2023. If you enjoy thinking creatively about how to achieve the greatest impact and want to learn about innovative and exciting charities working around the world then becoming a Trustee of the Marr-Munning Trust at this exciting time might be just what you are looking for.

2. Structure and Governance:

The charity was established in 1970 by Frank Harcourt-Munning - "for the relief of poverty, suffering and distress" overseas. He placed everything he had into the Trust, including his own home and all his other properties and spare cash, and he then spent the remaining years of his life running the Trust until his death in 1985.

As we are an incorporated charity (ie both a charity and a company limited by guarantee) the people appointed under this recruitment process will become trustees and company directors.

We currently have 8 trustees:

- Samantha Mardell - Chair
- Stewart Hicks - Vice Chair
- Edith Parker - Treasurer
- Glen Barnham
- Hur Hassnain (leaving July 2019)
- Dr Geetha Oommen
- Matthew Sampson
- Wendy Tabuteau

3. What We Are Looking For:

We need people who can help us to achieve our mission and ensure the organisation is effectively managed. You must be able to make a commitment to the Trust and devote the necessary time to the role - as well as have strategic vision, independent judgement, an ability to think creatively and a willingness to speak your mind.

Given the review of our investments and continuing focus on learning and evidence, new trustees are being sought that have skills and experience in one of the following areas:

- Monitoring and evaluation in international development;
- Asset management

We would also welcome applications from suitably qualified people who live or work close to our office near Ealing Broadway, West London.

4. Trustee / Director Responsibilities:

As a registered charity and a company limited by guarantee, Trustees/Directors will have responsibilities under Charity and Company law. These include:

- (a) To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations;
- (b) To ensure that the organisation pursues its objects as defined in its governing document;
- (c) To ensure the organisation uses its resources exclusively in pursuance of its objects;
- (d) To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- (e) To safeguard the good name and values of the organisation;
- (f) To ensure the effective and efficient administration of the organisation;
- (g) To ensure the financial stability of the organisation;
- (h) To protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
- (i) To appoint the chief executive and monitor his/her performance.

5. Role:

The full role description for our trustees is attached. In summary, the role requires trustees:

- (a) To prepare for and attend Board meetings and any sub-committee or working groups as required.
- (b) To play an active role in the business of the Trust, communicating with other trustees, staff and other organisations as required.
- (c) To contribute to the establishment of the priorities and strategic objectives of the Trust.
- (d) To contribute to the financial and operational stability of the Trust.
- (e) To ensure the resources of the Trust are harnessed to best effect including the proper investment of the Trust's funds.
- (f) To be accountable to the Charity Commission and other regulators.
- (g) To represent the Trust at events and meetings as required.
- (h) To assist in promoting the Trust and its work.
- (i) To provide insights and share experiences from roles outside of the Trust. This is particularly important if the Trustee has relevant experience in an area considered useful to the Trust's governance or operations (for example grant making / M&E / finance).

6. Required Skills, Qualities & Experience for Trustees:

- (a) A commitment to the aims and values of the Trust.
- (b) Understanding of the concept of governance.
- (c) Experience of sitting on committees/attending and contributing to meetings.
- (d) Good team working skills.
- (e) Good communication skills.
- (f) To demonstrate a commitment to the Nolan Principles for public life - particularly Impartiality, integrity and objectivity.
- (g) Experience in handling confidential information.
- (h) A commitment to attending and contributing to Board meetings.
- (i) Willingness to undertake induction and training offered to Board members.
- (j) Be over 18 years at time of selection.
- (k) An awareness and understanding of equal opportunities issues and a commitment to putting equality of opportunity into practice.

and, ideally (but not essentially):

- Understanding of current issues in International Development; or
- Understanding of Grantmaking.

7. Time Commitment:

Board meetings are held six times a year (quarterly meetings in April, July, October and January and grant meetings in February and September) in Ealing, West London. There are also some duties (such as reading Board papers) which occur between meetings.

Trustees may also be asked to take on additional responsibilities associated with particular aspects of the Trust's governance. A Trustee with asset management experience will have a permanent position on the Investments Sub-Committee. This meets as needed in central London.

The total amount of time required is equivalent to 1 day per month.

8. Term of Office:

Trustees are asked to commit to a term of office of four years. Trustees can serve for a maximum of two terms before a break of at least 12 months.

9. Expenses:

The position of trustee is unpaid. Trustees will be entitled to claim for expenses connected with their duties on behalf of the Charity. Expenses will be paid on the basis of proof of expenditure being provided.

10. Application Process:

If you would like to apply to join us as a Trustee please email a copy of your CV and a covering letter explaining how you fulfil the requirements of our Trustee Role Description - specifically the attributes listed in paragraph 6 above - and stating why you would like to join our charity as a Trustee to:

Sebastian.wilson@marrmunningtrust.org.uk

The deadline for us to receive completed applications is 27th May 2019 - but you are welcome to apply before then.

10. More information:

To discuss the position please contact the Trust's Director:

Sebastian Wilson - Director

Tel: 020 8998 7747

Email: Sebastian.wilson@marrmunningtrust.org.uk

Further information about the Trust and its work can be found online at:

www.marrmunningtrust.org.uk

The Marr-Munning Trust is a charity and company registered in England and Wales (Charity No: 1153007 - Company No: 08561488)

ROLE DESCRIPTIONS AND PERSON SPECIFICATIONS FOR TRUSTEES OF THE MARR-MUNNING TRUST

1. Trustees role description:

The duties of The Marr-Munning Trust's trustees are:

1. To ensure that the Trust complies with its governing document, company and charity law, and any other relevant legislation or regulations;
2. To ensure the Trust applies its resources exclusively in pursuance of its objects;
3. To contribute actively to the Board of Trustees' role in giving firm strategic direction to the Trust, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
4. To protect and ensure the proper management of MMT's property portfolio and any other assets, and to ensure the proper investment of the Trust's funds;
5. To safeguard the good name and values of the Trust;
6. To represent the Trust at functions and meetings as appropriate;
7. To declare any conflict of interest while carrying out the duties of a trustee;
8. To be collectively responsible for the actions of the Trust;
9. To ensure the effective and efficient administration of the Trust;
10. To ensure the financial stability of the Trust;
11. To make sure the Trust is properly insured against all reasonable liabilities;
12. To appoint and support the Director and monitor her/his performance;
13. In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the Trust's work in which the trustee has special expertise;
14. To attend meetings, and to read papers in advance of meetings;
15. To attend sub-committee meetings as appropriate;
16. To participate in other tasks as arise from time to time, such as interviewing new staff or trustees, mentoring new trustees, helping with beneficiary liaison and monitoring etc;
17. To keep informed about the activities of the Trust and wider issues which affect its work.

2. Trustees person specification:

1. Eligible to serve as a trustee;
2. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
3. A commitment to the Trust and willingness to devote the necessary time and effort;
4. Strategic perspective;
5. Good communication and interpersonal skills;
6. Good, independent judgement;
7. An ability to think creatively;
8. A willingness to speak his or her mind;
9. An ability to work effectively as a member of a team;
10. Adherence to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
11. Such other specialist skills or experience as the Board may identify from time to time. Currently the Board is seeking to appoint members with experience and expertise in asset management or monitoring and evaluation.