



Norfolk
Community
Foundation

Trustee Recruitment Pack 2024

Help Norfolk Shine Brighter

Thank you for your interest in the role of Trustee of Norfolk Community Foundation, supporting us to help Norfolk shine brighter.

Norfolk is a place that inspires people to set down strong roots and care deeply about the issues facing their community. Our Trustees play an important part in helping us to achieve our ambitions of making local communities thrive and improve the lives of people who live there.

The continued growth and development of the Norfolk Community Foundation has resulted in the need to identify trustees with specific skills and experience in the areas: health / health research, agricultural partnerships, and strategic communications.

We hope that you will be interested in working with us to help make Norfolk a better place to live today and tomorrow.



Fiona McDiarmid
Chair of Trustees



Who are the Norfolk Community Foundation?

We are a Norfolk based charity with a clear vision of strengthening communities from the ground up, to make Norfolk a vibrant and fairer place to live. We do this in partnership with local charities and community groups, providing them with funding, leadership and guidance. We use stories of our work to inspire local people and those with an interest in Norfolk, to give funds, time and resources to support our work.

In 2023, we delivered more funding and support than ever to local charities to inspire action and make change where they are. In 2024, we will hit the milestone of £50 million invested in local communities and celebrate our 20th year.

By partnering with our local charities and community groups, our programmes are improving lives for people impacted by mental health, being innovative in addressing the cost of living crisis, creating opportunity for those feeling isolated and disconnected and providing practical help for those who struggle.

The Norfolk Community Foundation is also part of a network of 47 Community Foundations working across the UK. This network offers us both opportunities for shared learning and collectively we provide national funders a mechanism to deliver hyper local support.



2023 at a glance

£5.1m
invested in
communities

1,500+
grants awarded

30,000+ people using
a Nourishing
Norfolk food hub

Our values

Passionate: We go the extra mile to tackle the areas of need within our local communities

Dynamic: We work at pace and champion innovative and creative solutions

Collaborative: We partner to achieve more and work together by pooling resources, knowledge and expertise

Trusting: We recognise that communities know what they need to thrive

Responsible: We act with diligence and integrity, knowing that every penny counts

Some of the highlights of our work and partnerships since our inception

2005

- Norfolk Community Foundation becomes registered as a charity. The first CEO is Kate Kingdon
- August – Norfolk Community Foundation registers as a charity
- October – First grants are awarded

2008

NCF awards £1m+ to small groups over 3 years through the Government's Grassroots Grants Programme

2011

First Surviving Winter campaign launched

2014

£15 million awarded since 2005

2017

- Claire Cullens becomes CEO of Norfolk Community Foundation
- UKCF celebrates distributing £1 billion in grants across all 46 Community Foundations

2019

Launch of Thetford Shines Brighter, inspiring giving at a hyper-local level

2021

- £4 million+ invested in communities since the start of the pandemic
- Every Child Online appeal gives 5,000 young people a device to reconnect with education and friends
- The Norfolk Household Support Fund launched – it is now in its 4th round to support those struggling with the cost of living crisis

2007

- 60 grants made to local applicants, totalling over £100,000
- A personal donation and pledged support from Her Majesty the Queen
- UK Community Foundations certification achieved
- Norfolk Community Foundation is gifted office space at St James Mill by Jarrold
- Norfolk 100 established

2009

- Love Norfolk Fund launched to support community groups all over the county
- £800,000 awarded since 2005

2012

- Bursaries scheme focusing on NEET young people launched
- Construction Fund launched on behalf of Norfolk County Council. Our largest ever funding scheme, it provided funds for capital projects across Norfolk

2016

£20 million awarded since 2005

2018

- Norfolk ProHelp becomes part of Norfolk Community Foundation
- Together for Women and Girls action launched

2020

- Covid-19 Community Response Fund rapidly supports Norfolk communities
- Burrell Shop launched, Norfolk's first Community Supermarket and the first member of the Nourishing Norfolk Network
- Sir Norman Lamb Coalition for Young People launched

2022

- £40 million invested since 2005
- 9 more food hubs are launched, providing 14,000 people access to affordable food and other support
- Launched 165+ Community Hot-Spots offering warm spaces to isolated people
- Local businesses supported 70 charities pro bono thanks to our Norfolk ProHelp programme

The role of a Trustee

- It is the responsibility of the Trustees to ensure that the Foundation complies with its own governance documents and relevant laws.
- To manage the Foundation's resources responsibly – you have a 'duty of prudence' to use sound judgement in making sure that the Foundation's resources and assets are only used to support or carry out its purpose. It is your responsibility to put adequate and appropriate procedures and safeguards in place to avoid exposing our assets, people and reputation to undue risk.
- To act with reasonable care and skill – in your governance role you must use reasonable care, making use of your skills and experience and taking appropriate advice. This should include giving enough time, thought and energy to the role alongside your colleagues.
- To ensure that the Foundation is accountable – as a Board, you must comply with statutory accounting and reporting requirements and ensure that there is accountability within the organisation, particularly where you delegate responsibilities to the Foundation's staff, sub-committees or other working groups.



Norfolk Community Foundation is invaluable supporting small grassroots charities like ourselves. This support is so vital to the communities we serve. We are forever grateful for their support, help and professionalism. We often turn to the Foundation when new issues and needs arise, and the Foundation meets new programmes with support on a quick basis before situations worsen.

- Julie Alford BEM, Holt Youth Project



It is clear that the Norfolk Community Foundation is not only working, and working exceptionally well, but that it is really meeting the needs of our people and literally changing lives on a daily basis.

- Lady Pippa Dannatt MBE,
HM Lord Lieutenant



They've brought knowhow, they've brought enthusiasm... and they're a constant repository of great practice, good ideas, and thoughts of where we can go next.

- Andrew Forsey,
Feeding Britain



Person specifications

We continue to grow and deepen the scope of our work and as such recognise there are three particular areas where we would benefit from developing professional experience on our Board. These are:

Health / health research

Communities play a critical role in public health through support, education, access to resources and building resilience to achieve better health outcomes for individuals. We would welcome trustee guidance on how we demonstrate and discuss the impact of our work in this area to enable us to continue to strengthen our health partnerships.

Agricultural partnerships

The continued success of our Nourishing Norfolk food programme has led to some exciting and new agricultural partnerships. To fully realise the potential of this programme, we would welcome further insight into the demand and challenges within farming.

Strategic Communications

The Community Foundation is a trusted convenor across all sectors and communities. Critical to this role is being an effective communicator ensuring our messaging is pertinent to each audience whilst remaining consistent and authentic. Do you have experience in strategic communications and could you support our executive team in this area as a critical friend?



We are keen to hear from applicants who can demonstrate our values in their work, alongside having the following specific personal skills:

- A personal drive and ambition to want to make a difference.
- Desire for continuous improvement.
- Work constructively within a team.
- Enthusiasm and the ability to inspire others.
- Innovative, with an interest in piloting change.
- Interest to learn and understand the issues facing our communities.
- Keen to share professional experience to support executive team learning.

We feel passionate that our Board should be representative of Norfolk communities and so are especially keen to broaden the diversity of the Board and add more voices with lived experience.



What commitment is involved?

- You will be expected to attend our quarterly Board meetings and an awayday in Norfolk. The Board meetings are chaired by our Chair of Trustees, Fiona McDiarmid, and are attended by all Trustees as well as the Chief Executive and Senior Executive Management Team. Board papers are circulated a week in advance of the meeting and it is expected that you will have had the opportunity to read and digest these in advance.
- You join sub committees where appropriate and as required. This is unlikely to be more than 4 additional meetings per year.
- The Foundation hosts an annual programme of events and where possible we hope that you would be able to attend some of these events and invite others you think may want to engage with the work of the Foundation.
- On occasion we ask Trustees to act as Ambassadors and represent the Foundation locally and occasionally nationally.
- Maintain an up to date understanding of the Foundation's activities through discussions with the executive team and digesting the regular bulletins and updates.



What can the Foundation offer you?

- The opportunity to be part of a team that is making a tangible difference to lives across Norfolk.
- Confidence to know that you are working with a charity whose governance and operations have been independently quality assured and achieved the highest possible rating.
- Opportunities to attend local and national forums through our network of Community Foundations.
- Visits to see the impact of the difference the Foundation is helping to make happen.
- Full induction and continual learning and Trustee development opportunities.
- Although this role is voluntary, the Foundation will cover any reasonable expenses incurred whilst undertaking your role as Trustee.



Find out more and apply

If you would like to make a formal application please send us:

- Your CV (no more than 3 pages) including details of 2 referees.
- A covering statement explaining your interest in the role and highlighting your relevant experience.

Please send your CV and cover letter by email to Karenhutchinson@norfolkfoundation.com by **Friday 7th June**. Shortlisted candidates will be invited to meet with the Chair of Trustees and the CEO for an informal interview in July.

Thank you again for your interest in this role.

Want to know more about us? Head to our [website](#) to see our work in action.





Norfolk Community Foundation

Together, Norfolk shines brighter

Find out more or get in touch

-  www.norfolkfoundation.com
-  01603 623958
-  Shinebrighter@norfolkfoundation.com
-  1st Floor, Carmelite House, 2 St James Court, Norwich, NR3 1SL



Follow us on social media

-  @NorfolkCF
-  @NorfolkCF
-  @NorfolkCF
-  @NorfolkCommunityFoundation



FUNDRAISING
REGULATOR



UKCF
MEMBER



Registered Charity Number 1110817 | Company Registration Number 05234236