

McCARTHY STONE

FOUNDATION

EXTERNAL TRUSTEE – OLDER PEOPLE / GERONTOLOGY BACKGROUND

McCarthy Stone is the UK's leading developer and manager of retirement communities. In November 2020 it established the McCarthy Stone Charitable Foundation ("the Foundation"), a Charitable Incorporated Organisation ("CIO"). It is registered with the Fundraising Regulator ("FR") and a member of the Association of Charitable Foundations ("ACF").

The Foundation's purpose and mission are to support the health and wellbeing of older people and the communities in which they live. Through its grant-making activities it helps local grassroots charitable causes bring generations together and regenerate community spaces, making a real difference to the lives of others.

Further information can be found on our website: <https://mccarthystonefoundation.org/>

Foundation Structure

The Foundation is currently governed by a board of five trustees, comprised of two internal (employed by McCarthy Stone) and three external members. On a day-to-day basis the Foundation is managed by a Foundation Manager. The Independent Trustees and the Foundation's Board provide effective governance for the Foundation, ensuring it operates within its charitable objectives and with a clear strategic direction.

To complement the existing Trustees' skill and experience, the Foundation seeks to appoint a Trustee with experience and expertise in older people/gerontology/social care for older people.

All Trustees have equal responsibility for the charity, and the Foundation is committed to a Board that is inclusive and where all trustees are welcomed, valued, and able to contribute. To further our aim of a board that is equitable, diverse, and inclusive, trustee selection is based solely on the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), sex, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation.

Trustee Responsibilities

Statutory Responsibilities

- Ensure that the Foundations complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that the Foundation pursues its objects as defined in its governing document.
- Ensure that the Foundation uses its resources exclusively in pursuance of its objects and for the public benefit.
- Ensure that the affairs of the Foundation are conducted in a manner that is compliant with accepted standards of good conduct and probity.

- Manage any conflicts of interest if these occur.
- Provide effective governance of the work of the Foundation.
- Contribute actively to the Foundation's Board of Trustees, giving firm strategic direction, setting overall strategy and policy, defining, and setting goals and targets and evaluating performance against agreed targets.
- Ensure the financial stability and effective and efficient administration of the Foundation:
 - Ensure the Foundation's accounts are effectively audited, are publicly available, and meet the relevant regulatory requirements.
 - Review the Foundation's major risks and associated opportunities and be satisfied that robust systems and resources are in place to manage these risks and take advantage of these opportunities.
 - Review the performance and progress of fundraising against agreed financial targets, operational activities and annual objectives.
- Safeguard the good name and values of the Foundation.
- Hold the Foundation Manager and any operating Committees to account.

Other Key Trustee Responsibilities

In addition to the above statutory duties, each Trustee should use their skills, knowledge or experience to help the Board of Trustees reach sound decisions and to ensure that the Foundation achieves fulfils its objects. This will involve:

- Attending Board and other meetings as appropriate.
- Scrutinising Board papers and other communications.
- Working with the Foundation Manager, Chair and other Trustees to approve recommendations for suitable charitable causes for grants, volunteering initiatives, funding applications, partnerships and research projects.
- Contributing to any functional committees and working groups which report to the Board (if applicable), providing guidance and supporting their decision-making processes, particularly in areas where the Trustee has specific skills, knowledge or expertise.
- Support the Foundation at various events and forums relevant to funding and its donors.
- Be an active champion of the Foundation.

Specific Responsibilities

- Work with the Foundation Manager and the Board to provide wider insight and guidance on the issues facing older people, particularly in relation to physical and mental health, wellbeing and isolation.

Terms of Appointment and Time Commitment

The term of appointment will run for three years initially. This role is an unremunerated voluntary position, but reasonable expenses, including domestic travel, will be paid. The time commitment will vary, but an average input of 0.5 days a month should be expected plus preparation time. This includes c. 4 Board meetings per annum, along with other commitments which may include sub-committee meetings, working groups and events. In-person meetings are currently held twice a year in Bournemouth during working hours, and virtual meetings are held twice a year in the evening.

Person Specification

Essential

- Interested in and committed to the purpose of the McCarthy Stone Foundation and its charitable objectives, particularly supporting the wellbeing of older people and helping local grassroots charities bring generations together and regenerate and revitalise communities.
- Demonstrable track record in older people / gerontology, or social care for older adults.
- Understanding of and experience in the challenges facing small charitable causes working with older people.
- Enthusiasm, energy and an aptitude for thinking strategically as well as a willingness and ability to engage in practical work outside meetings.
- Excellent teamworking, networking, influencing and written and oral communication skills with strong attention to detail.
- Able to comply with the eligibility criteria as defined in the Government guidelines (see link below).

Desirable

- Prior experience as a trustee, board member or senior leader of a charity or not-for-profit organisation.
- An understanding of the governance, legislative and regulatory requirements of the UK charity/not-for-profit sector.

Application is via email with a copy of your CV and a brief introduction outlining why you are interested in the role to graeme.marsh@mccarthyandstone-foundation.org.uk

Further Information

- <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>
- www.mccarhystonefoundation.org
- <https://www.mccarthyandstone.co.uk/>