

Trustee Vacancy – voluntary position

Hertfordshire Community Foundation is a charity that strengthens local communities, tackles need and deprivation and helps to transform people's lives across Hertfordshire.

Since 1988 HCF has distributed over £11 million in grant aid to 1,000 small charities and organisations whilst providing high level philanthropy services to engage donors with HCF's mission.

If you would like to use your skills and experience at Board level to help HCF tackle need and deprivation in Hertfordshire, we would be delighted to hear from you.

Trustee vacancy

HCF is looking for a committed individual to join a highly skilled, friendly and engaged Board of Trustees. We are seeking a dynamic and motivated individual who is sympathetic to the aims and objectives of HCF.

We expect Trustees to play an active role on the Board by giving strategic direction and contributing to the successful and efficient governance of HCF.

As part of its commitment to equality and diversity HCF is keen that its Board should be diverse and reflect the county's population. There is no need to have trustee experience to apply but a passion for Hertfordshire, and ideally the voluntary sector and its residents.

Although we would welcome applications from a board range of backgrounds, on the basis of HCF's trustee skill's matrix, we are ideally seeking someone with either strong community voluntary sector (CVS) experience, a professional services background, a digital marketing background or governance expertise.

Trustees are expected to:

- attend up to four Board meetings per year, an annual strategy planning day. Meetings typically take place at Foundation House, Hatfield which is wheelchair accessible;
- contribute advice and support through Committee meeting attendance and on an ad hoc basis;
- attend HCF's events (approx three per year); and
- proactively identify and foster new donors and supporters

All travel and out of pocket expenses will be paid and a full induction provided.

For further information: If you would like to find out more and for an informal discussion please contact Helen Gray, Foundation Director on 01707 280339.

How to apply: Please visit www.hertscf.org.uk/vacancies for further information. To apply please email a covering letter (outlining why you are interested in this position and what you feel you could bring to the Board) along with your CV to Helen Gray, Foundation Direction at helen.gray@hertscf.org.uk

Closing date: Applications should be received by 5pm on Tuesday 30th April 2019.

Interview meetings: Shortlisted applicants will be invited to meet the HCF team and to attend a short interview in May 2018.

Start date: The successful applicant will commence Trustee duties from September 2019 (following successful completion of a Trustees Declaration of Eligibility form).