



Trustee/Treasurer Information Pack

Welcome from our Co-Chairs

Thank you very much for your interest in becoming our new Trustee/Treasurer. The successful candidate will join our governing body, the 10-strong Board of Trustees.

Founded in 1919 by businessman and philanthropist, Sir Richard Stapley (1843-1920), our endowed trust is an independent grantmaking charity exclusively dedicated to improving access to postgraduate education. Currently, we do this by supporting academically excellent students experiencing financial or other barriers to pursuing their studies. For more information about the Trust and the difference our grants make please see our website, www.stapleytrust.org

We are a small, unincorporated charitable trust with a UK-wide remit. Legal advice about the extent of the risk of being unincorporated was obtained, and the governance of other trusts explored. In 2021, the Trustee Board took a well-informed and well-deliberated decision not to incorporate. Being unincorporated means our trustees are potentially personally liable for any liabilities of the Trust that cannot be met from the Trust's assets. As most of the Trust's assets are investments and its main activity is grant-making, the legal advice we received was that the risk of the trustees incurring personal liability is low. Many grant-making trusts remain unincorporated for this reason.

Currently, we have nine trustees, and the successful candidate will be the tenth. We do not have an office, but employ one part-time, home-based Administrator who manages the day-to-day running of the charity in line with trustees' decisions. Our Board meets three times a year, either in London or by video conference call. We have one annual grant round starting each January and distribute approximately £160,000 in grants to individual students each year. Assessing and scoring grant applications each spring is one of the core responsibilities of all of our trustees.

This is an exciting time to be joining the Trust. We celebrated our 100th anniversary in 2019 and we are well regarded within our grant-making niche. We have a strategic plan covering the period to the end of 2026. We have an excellent Trustee Board and staff support, a strong asset base, well developed policies and procedures, and an achievable but ambitious strategic plan.

This is an unremunerated, non-executive role. All of our Trustees are unpaid, but we cover travel and other expenses.

The new Trustee/Treasurer will help us to build on our success and bring fresh thinking and experience to our Board so that we can achieve even greater impact. We hope you will consider putting yourself forward. Below in this pack you will find the role description, person specification and how to apply.

*We look forward very much to receiving your application! The closing date for CVs with covering letters is **12 noon on Monday 26 February**. Interviews for shortlisted candidates will be held by video conference call on **Wednesday 6 March**. Thanks again!*

Dr Manali Chitre and Dr Debbie Marsden
Co-Chairs of The Sir Richard Stapley Educational Trust

CONTENTS:

- A: BACKGROUND INFORMATION ABOUT SIR RICHARD STAPLEY EDUCATIONAL TRUST
- B BACKGROUND INFORMATION ABOUT ACTING AS A TRUSTEE
- C: DATES OF TRUSTEE BOARD AND FINANCE COMMITTEE MEETINGS IN 2024
- D: TRUSTEE/TREASURER ROLE DESCRIPTION
- E: TRUSTEE/TREASURER PERSON SPECIFICATION
- F: HOW TO APPLY

A: BACKGROUND INFORMATION ABOUT SIR RICHARD STAPLEY EDUCATIONAL TRUST

Sir Richard Stapley was a British businessman, politician and philanthropist active in the late 1800s - early 1900s. Not having had a university education himself, he was keen to enable others to do so, and more generally to promote educational achievement.

The endowment and other assets were valued at £3.99m in our last published accounts. We do not spend the endowment but use the income from it to cover our grant-making and running costs. We also receive income each year from individual donors. We keep our running costs low.

In November 2019, we celebrated our centenary. The Trust has helped countless students over the last hundred years. It remains today an expression of Sir Richard's lifelong concern to advance educational and philanthropic causes.

The Trust exist to promote education and currently provides small grants to support postgraduate students in any subject, as well as courses in medicine, veterinary sciences and dentistry taken as a second degree. The Trust is governed by a Board of Trustees:

Dr Manali Chitre (Co-Chair)
Dr Debra Ann Marsden (Co-Chair)
Mr William Glover
Dr James Jones
Dr John Kirkland OBE
Dr Claire Mera-Nelson
Dr Sarah Othner
Mr Hugh Smith
Mr Paul Trimmer.

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Grant-making:

The award of a grant depends on the independent assessment of three trustees, based on the applicant's previous academic record, statements and academic reference. The criteria for awarding grants are academic achievement and the relevance of the proposed course of study to the applicant's career goals and/or personal development. The amount of the grant is based on the applicant's financial need.

In 2023, the Trust awarded 173 grants, totaling nearly £160,000. A wide variety of different subject areas was supported, with medicine attracting the greatest number of grants. Each year, the Trust conducts a survey to help us evaluate our effectiveness as a grant maker.

For further information about the Trust, please see our website, www.stapleytrust.org

B: BACKGROUND INFORMATION ABOUT ACTING AS A TRUSTEE

Please see the Charity Commission's guide CC3: [The Essential Trustee](#): what you need to know, what you need to do.

C: DATES OF TRUSTEE BOARD AND FINANCE COMMITTEE MEETINGS IN 2024

Trustee Board:

Monday 20 May (in person at NCVO)	9.30 am – 2.00 pm (Grants meeting)
Monday 15 July (video conferencing)	10.00 am – 1.30 pm
Monday 18 November (in person; venue TBA)	10.00 am – 2.00 pm, followed by lunch together.

Finance Committee:

All to be held by video conference call.

Monday 13 May	17.30 pm – 19.00 pm
Wednesday 3 July	17.30 pm – 19.00 pm
Monday 11 November	17.30 pm – 19.00 pm.

D: TRUSTEE/TREASURER ROLE DESCRIPTION

We anticipate that the time commitment required would be roughly 2 days per quarter year.

i. The responsibilities of all of our trustees are:

- To ensure good governance of the Trust, ensuring that it complies with its governing document charity law, and any other relevant legislation or regulations.
- To ensure that the Trust pursues its charitable Objects as defined in its governing document.
- To ensure that the Trust applies its resources exclusively in pursuance of its Objects.
- To contribute actively to the Board's role of giving firm strategic direction to the Trust, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the Trust.
- To ensure the financial stability of the Trust.
- To protect and manage the assets of the Trust and to ensure the proper investment of its funds.
- To appoint the Administrator and ensure that his/her performance is monitored – supporting, motivating and constructively challenging as appropriate.
- In addition to the above statutory duties, each trustee should use any specific knowledge or experience s/he may have to help the Board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.
- To participate in the assessment and scoring of grant applications each spring.
- To participate in winning support for the Trust, including financial support.

ii. The additional responsibilities of the Trustee/Treasurer are:

In addition to the general responsibilities of our trustees, the duties of our Treasurer include the following.

- Monitoring the overarching strategic management of the organisation's financial resources and reporting to the Finance Committee and the Trustee Board.
- Overseeing the appointment of and communications with the independent examiner of our annual accounts.
- Working closely with the Administrator to oversee the preparation and scrutiny of the annual budget, cashflow analysis, financial reports and annual accounts, ensuring the accounts are produced in the form and manner required by the Charity Commission.
- Overseeing and monitoring financial record keeping, bank reconciliations and controls.
- Chairing the Finance Committee in line with its terms of reference.
- Keeping all trustees properly informed about the state of the organisation's finances; providing assurances that the financial resources of the organisation meet its present and future needs.

- Ensuring that financial reports to the trustees are comprehensible and properly discussed, that trustees are aware of their responsibilities, and providing advice to cope with changing circumstances.
- Advising trustees on the content and implementation of appropriate Reserves and Investment policies, and such other financial policies and procedures as may be required in future.
- Liaising with professional advisors such as our accountant, payroll manager, bank, and investment managers.
- Monitoring our investment performance and highlighting any conflict with the aims, policies, and legal responsibilities of the charity.
- Oversee the charity's financial risk-management process.
- Act as a mandated signatory with respect to our bank, and primary trustee signatory for online payments.

E: TRUSTEE/TREASURER PERSON SPECIFICATION

The person specification is a picture of the skills, knowledge and experience needed to carry out the role. It is used in both short listing and interview processes.

Essential:

1. A commitment to the Trust's mission of improving access to postgraduate education for talented students experiencing financial or other barriers to pursuing their studies.
2. Eligible to serve as a trustee, and able and willing to devote the necessary time.
3. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
4. Strategic vision and experience of strategic planning.
5. Good, independent judgement.
6. An ability to think creatively.
7. A willingness to speak his or her mind.
8. An ability to work effectively as a member of a team.
9. Adherence to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
10. Knowledge of postgraduate education in the UK.

In addition to the person specification for a trustee, the Treasurer should have the following qualities:

11. Be a UK-qualified accountant.
12. Senior experience of charity finance, fundraising and pension schemes.
13. The skills to analyse proposals and examine their financial consequences.
14. A willingness to be available to the Administrator for advice and enquiries on an ad hoc basis and for the approval of payments.

F: HOW TO APPLY

Please apply by emailing us your **tailored CV** (max. 3 sides of A4) along with a **covering letter** (max. 3 sides A4) summarising how you fulfil the person specification in Section E above. In your letter, please tell us how you became aware of the vacancy.

Please note that CVs alone will not be considered.

The closing date is 12 noon on Monday 26 February 2024. Applications must reach admin@stapleytrust.org by email by the closing date and time.

A shortlist of candidates will be invited for online interview on **Wednesday 6 March**.

***We welcome applications from all sections of the community
and seek to maintain a diverse Board.***

If you have any questions about the role, please email admin@stapleytrust.org

Thanks again for your interest!