



Millfield House Foundation

Trust Management Role Description

Introduction

Millfield House Foundation (MHF) is a grant-making charitable trust based in the North East of England. Its aim is to promote social change by funding work that informs discussion and influences public policy, with the aim of reducing inequality.

MHF's Trustees make the key decisions concerning how the organisation should meet its aim. The Trustees devolve the day to day running of the organisation to a Trust Manager. Previously, the trust manager role has been undertaken by a single person; however we are open to the idea that it could be undertaken by a small team of people working together.

The job is offered on a freelance basis, for which we are seeking tenders. The successful tender will be offered a fixed term contract from June 2018 for a period which will be subject to negotiation.

Interviews will be held on 12th March

About Millfield House Foundation

Millfield House Foundation (MHF) was founded in 1976 with shares in Laws Stores Ltd, a Tyneside-based food retailing firm founded in Byker in 1907 by Arthur McClelland (1884-1966). The Foundation had significant income only after the firm was sold in 1985.

Most of MHF's grants between 1985 and 1996 were to relatively small local projects seeking to improve the conditions of the most deprived people in Tyne and Wear. In 1996 the Trustees decided to concentrate resources on objects which most other funding bodies cannot or will not support, with a focus on policy change.

The emphasis of the grant programme is on tackling the causes of poverty and other social ills rather than alleviating the symptoms, and on doing so where possible by empowering the most disadvantaged. In the first instance, the priority is the Foundation's own home conurbation and region, but grants may be allocated for work which has national reach but is based on activities carried out within the North East.

We recognise that policy change is a complex, often long-term process, which is brought about through a combination of forces. We describe the interconnection of forces required for policy change as the "mosaic of change" (see <http://mhfdn.org.uk/grants>)

MHF has nine Trustees, all of whom live in the North East. The Trustees meet three times a year, usually in February, June and November, in Newcastle.

Review of grant programme 2015

Following a review of the grant programme carried out in 2015, the Trustees adopted a new grant policy. There are now three strands to our funding:

- Investing in longer-term partnerships with policy-focused organisations which we **invite** to apply to us from time to time. There are currently six of these strategic partners. We seek to support them to build working relationships with one another, and continuously develop their policy-change practice.
- Developing capacity and skills in the policy field through **projects** we initiate or work on with others, to support policy change in the North East. Currently we have a programme with IPPR North to help policy workers/organisations develop their skills.
- Awarding grants to support work on policy change related to inequality as identified by the Trustees or recommended by the Trust Manager

More information can be found on the Foundation's website: <http://www.mhfdn.org.uk/>

How to apply

Please send your tender to fiona.ellis@mhfdn.org.uk marking the email: **Trust Management service tender**.

Your bid should take the form of:

- a letter outlining why you wish to apply and why you think you are capable of offering the required service
- a CV
- the names and contact details of two referees.

If you are applying as a consortium or group we would like to see the CVs of all those intending to work on the role and a statement explaining how you would divide the tasks.

Tenders must be received by February 18th at midnight. No applications can be accepted after that date.

Role description for Trust Management of the Millfield House Foundation Trust

This is a varied, interesting, and at times demanding role. The Trust Manager will require a range of knowledge, experience, technical and interpersonal skills, applied ethically, to run the Trust on a day-to-day basis. She/he/they will work closely with Trustees, especially in developing and defining the grants programme to meet MHF's objectives. The role currently takes around 70 days each year, supporting three Board meetings a year and two Investment Committee Meetings, along with a number of other meetings and occasional events. It requires some flexibility, with more hours needed in the lead-up to the Board meetings and the year end.

The role

The Trust Manager will be self-employed, or able to offer contracted services from another business, and will not be employed by Millfield House Foundation. They will need to work from their own home or office base, using their own equipment.

The appointment of the service provider(s) will be for a fixed term.

Fees

The payment for the service is currently c. £22,220 per year and is reviewed annually. This fee must be inclusive of VAT. Travel expenses are provided on top of this fee.

Payment will be made on receipt of an invoice every two months.

Key Responsibilities

- To administer the MHF on behalf of its Trustees according to charitable law, to implement Trust policies to the highest standards, and be accountable to the Board of Trustees.
- To manage the finances of MHF, working with the MHF financial advisers.
- To work with Trustees to develop, deliver and monitor a grants programme for relevant policy and campaigning work in the NE region.
- To develop and manage relationships with current and potential Strategic Partners.
- To develop positive working relationships with a range of partners who can help MHF to tackle inequality in the NE region.
- To act as the main point of contact for the Foundation and to manage our communication, including managing the website.
- To support the Trustees to continue to review and develop MHF's role in tackling inequality.

Main Tasks

1. Managing the grant programme

MHF's current grant programme is largely managed on a relational basis, meaning we actively seek to maintain high quality relationships with the organisations we support, and gain a deep understanding of their work.

The Trust Manager will therefore be required to be the primary mechanism for developing and maintaining these relationships, through interpersonal connection, running effective meetings, and high quality administration.

The key tasks are:

- To develop and maintain strong relationships with current and potential Strategic Partners, maintaining an in-depth understanding of the personnel and activities of Strategic Partners
- To support Trustees in grant-making by collecting further information as necessary and assisting applicants to prepare bids.
- To prepare papers for decision making at Trustee meetings.
- To negotiate with grant-recipients on any conditions set by Trustees.
- To make recommendations on the suitability of applications received and encourage applications from relevant organisations, primarily new or re-applying strategic partners.
- To ensure that payments are made on schedule.
- To provide monitoring reports.
- To respond to all enquiries and applications, with discretion to reject applications which do not meet the Trust's objectives and priorities for funding.
- To maintain knowledge of policy, practice, and research around inequality.
- To provide additional support and advice to Trustees as necessary.

2. Working with Trustees and Trustee Meetings

- To prepare and dispatch agenda notes and other papers for Trustees' meetings, including assessments of applications, finance papers, and reports on investments.
- To maintain contact with Trustees and to deal with their queries.
- To advise Trustees, as appropriate, of any obligations relating to the Trust Deed, the Charity Commission's requirements or otherwise.
- To provide regular briefings for the Chair and to meet with the Chair on a regular basis.

3. Finance and Administration

- To manage all necessary filing and record keeping.

- To provide returns to the Charity Commission, the ACF and other bodies as required, and to respond to queries from and provide information to such bodies, directories, the media and other parties.
- To receive and check bank statements.
- To produce statements of receipts and payments, of provisional grant commitments and annual budgets for Trustees' meetings.
- To provide all relevant material to the auditors after the year end for the preparation of the annual accounts.
- To draft the text for the Trustees' Annual Report.
- To pay Trustees' and other administrative expenses, maintain communication with the investment managers, auditors and other advisers.
- To ensure that the Trustees receive advice on investment policy and management of the investments as necessary.
- To submit regular statements of expenses.
- To manage the storage and maintenance of MHF records.

4. **Communication and liaison**

- To manage relationships between MHF and its Strategic Partners, by:
 - organising meetings and other forms of communication between MHF and Strategic Partners
 - Supporting the Strategic Partners to maintain healthy relationships with one another, to continuously develop their policy change practice
- To act as the main point of contact for phone, e-mail and other enquiries.
- To maintain accurate and useful information on the website
- To represent the Foundation as needed.
- To build and maintain relationships with suitable partners across all sectors.

5. **Programme delivery**

- As and when appropriate, undertake developmental work according to Trustees' policy decisions
- To manage the placement programme

6. **Miscellaneous**

- To undertake such other responsibilities as are compatible with the role and as may be agreed from time to time.

Knowledge, skills, experience and disposition

Essential

Knowledge

- In-depth knowledge of policy, practice and research connected to tackling inequality
- A thorough understanding of the legal requirements of running a charitable trust
- Excellent knowledge of the voluntary sector

Skills

- The ability to develop and manage effective working relationships with people of different levels of seniority, from Chief Executive to the frontline
- The ability to provide accurate and timely financial information to Trustees, including simple management accounts
- The ability to administrate and facilitate meetings effectively
- A good standard of IT competency, including Excel (or equivalent)
- The ability to maintain a website
- Good analytical skills
- The ability to write clear and concise reports

Experience

- Significant experience of running a grant-making programme
- Experience of working (or being a trustee) within the voluntary sector
- A proven track record of good communication and networking skills

Disposition

- Strong commitment to tackling inequality
- Commitment to equal opportunities
- An eye for detail
- A commitment to maintaining accountability to Trustees

Desirable

Experience

- Experience of running a charitable trust
- Experience of relational grant-making
- Excellent knowledge of the voluntary sector in the North East of England
- A track record of successful development activity