

Joffe Charitable Trust: Trustee Terms of Reference

Updated 11th March 2021

Introduction

The Joffe Charitable Trust is seeking to appoint two or three new trustees. We are looking for your help to set and achieve ambitious goals for our final ten years, building on our work to date and defining our legacy.

We would particularly like to hear from people with any of the following experiences:

- people who have experience of the effects of the UK's financial system in low income countries, or
- people who have helped guide or strengthen movements, or
- people who have been influential in small non-profit organisations like the ones we support, or
- people who have not been trustees before.

The Joffe Trust is committed to increasing diversity within our board, including people who are younger or from a range of ethnic or social backgrounds. We would be glad to provide support for people to learn more about our work or being a trustee. We can adapt our practical arrangements to work better for new trustees.

The benefits of being a Trustee

- Help guide all areas of the Trust's work, so we have a real impact in tackling inequality and poverty. This includes setting strategy and making grants.
- Gain experience of board and governance level work, in a supportive setting.
- Develop new skills in areas of our work that you are not familiar with.
- Work with a small group of friendly & committed colleagues.

About the Joffe Trust

The Joffe Trust is the most specialised funder of civil society work on tax justice and fighting corruption in the UK. As well as making grants, we convene leading activists in these fields and take an active part in strategic conversations. These issues are centre stage now, as the UK re-defines its role as an international financial centre after Brexit.

We also have a particular niche in supporting small non-profits with high potential to become stronger organisations. We fund core costs where we can, and have helped many organisations which are now thriving. Where useful, we provide strategic advice as well as grants.

The Joffe Trust was set up by Joel and Vanetta Joffe in 1968. Joel was Nelson Mandela's lawyer in his major trial in 1964, and became a champion of

philanthropy and charity in the UK. He was appointed to the House of Lords in 2000. With tremendous personal warmth, Joel inspired and supported huge numbers of people to fight poverty and injustice.

We continue Joel's work and build on his legacy. After careful consideration, we believe that the best way we can use our limited resources is by focusing on UK organisations that address the systemic causes of global injustice. We focus on helping leaders to build effective organisations, rather than delivering one off projects.

As the next step in our journey, we aim to spend all our assets over about ten years, when the Trust will close. We aim to set and achieve ambitious goals over that time, which our new trustees will help guide. We hope to make a distinct contribution to the UK aspect of global issues, helping to tackle inequality. We are also strengthening our approach to diversity, equity and inclusion.

We make grants of about £1m per year and have a small executive team of two staff. Further details, including about our founder and strategy, are available on our website: <https://joffetrust.org/>

Responsibilities

As a group, the trustees have overall control of the Joffe Charitable Trust and are responsible for making sure it is doing what it was set up to do. Please see the UK Charity Commission's [general advice on trustees' responsibilities](#). Within this, the trustees' specific responsibilities are:

- a) Contribute to making decisions on grant applications and the Trust's strategy and policies, as a member of the board.
- b) Contribute to overseeing all areas of the Trust's operations, as a member of the board.
- c) Attend four board meetings in the UK per year. Three of these focus on making decisions about grants and operational issues. The fourth focuses on reviewing the Trust's performance, policies and direction as a whole.
- d) Read papers before meetings and contribute to informal correspondence between meetings.
- e) Meet potential / actual grantees from time to time, to consider issues such as assessing their potential, discussing actual performance or advising them on strategic issues.
- f) Review our investment performance and advise on appointing the investment manager.
- g) Contribute to periodic reviews of how well the board is working and how it can be improved.
- h) Undertake any other reasonable activities that contribute to the trust's work, including occasionally attending events.

Terms

Trustees are appointed for a term of three years, and may serve two consecutive terms.

Trustees are expected to give approximately 10 days per year to the Trust. This includes three full-day board meetings in the UK, and a two-day annual Away Day, along with preparation and ad hoc work. Trustees cannot be paid for the time they spend on their governance role, as required by law. Other reasonable expenses are reimbursed, such as travel and childcare. Additional support is available for people who are new to the role of trustee or who need it for other reasons.

Meetings normally take place in London, York, Bristol or wherever else is convenient for the board. We would be glad to adapt the schedule and location of meetings to fit better with new trustees' requirements, including occasional virtual meetings.

Person Specification

Applicants should bring at least one of the specific experiences mentioned in the introduction. They should also meet the following criteria:

- Commitment to the Trust's principles, mission and goals.
- Experience in one of our two focus areas – or an interest in learning about them with relevant experience from elsewhere. This could include lived experience.
- Good critical insight and judgement.
- High level of personal ethics and integrity.

We are an equal opportunity employer, and particularly encourage applications from people with a diverse range of personal backgrounds.

Selection Process & Key Dates

Just us at 2pm on Fri 26th March 2021, for an open webinar to discuss this opportunity. There is no obligation to apply. It will be an opportunity to talk through the role and answer any questions you might have.

Please register to attend from the link on: <https://joffetrust.org/join-our-team/>

Deadline for applications: Fri 16th April 2021.

Please submit your CV and a letter of motivation to the Trust Manager, Carin Lake, at carin@joffetrust.org. Please also submit this diversity form: <https://joffetrust.org/jctdiversity2021/>. We will separate it from your application, to monitor the diversity of applicants.

Interviews: Mon 7th June 2021, probably held virtually.

We expect to meet the final candidates in person in June / July, before final appointments are made, as lockdown rules allow.

We hope that successful candidates will join two board meetings this year:

- Board meeting, 1st October 2021, in Bristol.
- Board Away Day, 25-26th November 2021, near Oxford.

For further information or to discuss this opportunity, please contact the Director, Alex Jacobs, at alex@joffetrust.org or the Chair, Myles Wickstead, at mswickstead@hotmail.com.