



Cloudesley

Finance and Endowment Committee Member (volunteer)

Recruitment Pack, Summer 2023

Investment professional sought for voluntary role

***Would you like to be part of an Islington-based grant-making charity,
helping to make a positive difference to the local community?***

No previous grant-making, committee or charity experience needed

Cloudesley is an Islington-based charity which makes grants of around £1.9 million each year to people, organisations and churches. We are looking to appoint a new voluntary co-opted member to our Finance and Endowment Committee to help us continue to make effective decisions, including on our investments.

To support you with this role, we offer:

- Training
- 1:1 support from a Trustee buddy
- Expenses to cover any related childcare, carer and travel costs so that you can attend committee meetings

This pack provides more information about Cloudesley, what being a co-opted committee member involves, who we are looking for and how to apply.

If you have any questions about this role or Cloudesley, please contact the charity's Director, Melanie Griffiths – melanie.griffiths@cloudesley.org.uk, 020 7697 4220.

About Cloudesley

Cloudesley is a local charity that makes grants to people, organisations and Church of England churches in Islington. Our grants budget is used in two ways:

- Our Health Grants Programme supports local people with health problems and/or who are disabled and who have low or no income
- Our Church Grants Programme supports Islington's Church of England churches to help look after and repair their church buildings.

A Board of voluntary Trustees are responsible for overseeing the charity and looking after its assets. A small staff team carry out Cloudesley's day-to-day management and administration.

The charity dates back to 1517, when Islington resident Richard Cloudesley wrote his will and left two 'Stony Fields' to Trustees.

Cloudesley has invested assets of £59mn, currently split £28.3mn in an investment portfolio with 80% global equities and £30.7mn in Islington property, mainly residential. The charity adopted total return accounting in December 2019 and has since increased its grant giving, with £1.9mn a year representing a withdrawal rate of 4% based on average portfolio values over the last three years.

The increase in grant giving has brought considerations about asset allocation to the fore, particularly relating to which assets to sell to fund the increased grant giving and therefore the desired balance between the charity's investments and property portfolio. The split between the two has been relatively even over recent years by chance rather than design and we would like to be more intentional about the ideal asset allocation.

Cloudesley is a signatory of the Funder Commitment on Climate Change and ESG considerations are increasingly important to us.

Who are we looking for?

Our new co-optee is likely to have experience and/or knowledge of investments.

To help make sure that the charity's decision-making continues to be effective and well-informed, Cloudesley is keen to recruit people from a range of backgrounds, and with different expertise, experience and knowledge. The co-opted committee member will work as part of a team with the charity's existing Trustees.

We want to make our committees more diverse and representative of the groups and

people that we support and we are particularly keen to receive applications from people who:

- Are disabled
- Have a long-term health condition
- Are from Black and minority ethnic communities
- Are under 35.

Although half of our grant-making is used to support the Church of England churches in Islington, we welcome applications from all members of the community, from any religious background or none.

What's involved?

The new co-opted committee member is likely to be appointed for a three-year period initially. They will join our Finance and Endowment Committee which oversees the management of the charity's investments, properties and budget, and other financial matters. Our investment manager and property manager report to the committee. The Finance and Endowment Committee meets four times a year, usually 5pm – 7pm, and occasionally at other times as required. To prepare for each meeting, a pack of papers is emailed to committee members a week beforehand for reading.

To learn more about the charity, the co-opted committee member will be invited to attend other meetings and events if they would like to/are able to. These may include:

- Attending Board meetings as observer. Board meetings are held three times a year in the early evening
- Attending the Grants Committee as an observer. The Grants Committee makes decisions about health and church grants and our grants policies. It meets four times a year in the early evening
- Visits to Cloudesley's residential properties, or to local charities and churches.

Training and support

To support the co-opted committee member to carry out this voluntary role, we will:

- Provide background information, which we will talk through during an introductory session

- Give initial training about Cloudesley and charity finance, with further training and support to enable you to fully take part in committee meetings
- Link you with a Cloudesley Trustee who will act as a buddy. Before each committee meeting, they will offer support with preparing for the meeting and discuss any key issues with you.

Although this is a voluntary position, Cloudesley can cover reasonable childcare, carer and travel costs if these are required to enable you to attend committee meetings.

How to apply

To apply, please email the following to admin@cloudesley.org.uk:

- i. An **explanation** of why you would like to join Cloudesley as a co-opted member of the Finance and Endowment Committee. Please include a brief description of the skills, experience and knowledge you would bring to the charity. If you have a CV, you are welcome to email that to us as well.
- ii. A completed **recruitment monitoring form** (optional). The form can be downloaded [here](#). If you complete a monitoring form, we will separate it from your application and it will be used to help us monitor our recruitment practices.

Please get in touch with us (admin@cloudesley.org.uk) if you would like some support with your application or if you need us to adapt the application process for any reason including disability.

There is a rolling deadline for this role and applications will be considered as they arrive. Shortlisted applicants will be invited to meet with the Co-Chairs of the Finance and Endowment Committee and the Director. This meeting will be a chance for you to ask us questions, find out more about the charity and what being a co-opted member of the Finance and Endowment Committee involves. We would also like to find out more about your experience and the reasons why you are interested in becoming a co-opted member. After this meeting, if both sides agree to proceed, a recommendation will be made to Cloudesley's Trustees, who are responsible for appointing Committee Members.

Further information

To find out more, please:

- See our website at www.cloudesley.org.uk
- Contact Cloudesley's Director, Melanie Griffiths for an informal discussion: melanie.griffiths@cloudesley.org.uk, 020 7697 4220.