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www.carnegieuktrust.org.uk

Thank you for your interest in the Chief Executive role. I am attaching background information in relation to the role, responsibilities and tasks, the person specification, information on the Trust and a note regarding working with Trustees.

Should you wish to apply your application should contain information on your education and career to date, experience that you may have of working in the voluntary sector outwith your paid employment and a short summary of what you think you can offer a Trust such as the Carnegie UK Trust.

Attached is an equal opportunities monitoring form and it is essential that you complete this form.

Please note that the closing date for applications is 24 June 2009.

Should you need any further information please do not hesitate to contact me.

Yours sincerely

Angus Hogg
Chair

Honorary President: William Thomson CBE
Chair: Angus Hogg

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The Carnegie United Kingdom Trust

CHIEF EXECUTIVE – ROLE, PRINCIPAL RESPONSIBILITIES AND TASKS

Relationship with Trustees

Accountable to the Trustees, the Chief Executive works particularly closely with the Chair, Vice Chair and the Conveners of the main Committees: Finance and Organisation; the two programme Committees (Rural, and Democracy and Civil Society) and Communications. From time to time working groups with a limited life may be formed to address issues of strategic importance or individual Trustees may be asked to lead on particular issues with the support of the Chief Executive.

The main contact with the Trustees collectively is at the three Trustee meetings each year although most of the Trustees are involved in Sub-Committees which the Chief Executive will attend during the course of the year.

Leadership of Staff

The Trust currently employs [15] staff split between offices in Dunfermline and London. This includes 3 Programme Directors, Head of Finance, Head of Administration and Head of Communications. The Trust moved a year ago to new purpose-built premises in Dunfermline co-located with its sister Scottish-based Carnegie Trusts and the Chief Executive will be expected to liaise closely with his or her counterparts and to work with them to identify greater synergies between the working of the Trusts.

The Trust benefits from the energy and commitment of a number of highly effective staff, expert in their respective fields. The Chief Executive will be expected to provide leadership and constructive challenge to the Programme Directors and support them in their work and development.

Matters of organisation and remuneration are the responsibility of the Chief Executive to recommend to Trustees.

Policy and Planning

The Chief Executive is chief policy adviser to the Trustees. While Trustees will put forward ideas for policies and initiatives, the Chief Executive will be expected to make a major contribution to thinking and policy development.

Trust policies undergo major review every five years but are also evaluated and modified at a formal residential mid-Quinquennial Review. There are papers and presentations from external advisors at the Quinquennial Review. Within this programme annual plans are submitted to Trustees.

The Chief Executive will also ensure that the profile and reputation of the Trust remains high and represent the Trust in discussions with other trusts and foundations, and a wide range of stakeholders focused on matters affecting civil society and on the performance of the third sector.

Finances

The value of the Trust's portfolio at [31 December 2008] was [£26 million]. The Trust is planning to spend £1.3 million in 2009 in support of its programmes and other activities.

M&G Investments are responsible for managing the Trust's portfolio which are invested in Charifund and Charibond. Matters of detailed administration are handled by the Finance Officers but the Chief Executive is the main link on matters of strategy.

The Chief Executive is responsible for submitting an annual plan and budget to Trustees and monitoring them, taking appropriate action and reporting on progress with a revised financial forecast at each Trustees meeting.

Project Funding

As part of its programmes of work, the Trust may fund third parties to carry out research or other activities contributing to the development of the programmes. The Chief Executive is responsible for overseeing the handling of all applications to the Trust for such funding, ensuring that they are assessed with appropriate care and due diligence. The Chief Executive is also responsible for ensuring appropriate follow-up action to implement the

Trustees' decisions and to appraise the effectiveness of grant-giving, which includes particular attention to dissemination and wider impact. The Chief Executive will be alert to potential conflicts of interest between impartial advice to the Trustees and any connections which he or she may develop with outside projects.

In some cases major projects may receive partnership funding and this way of working is likely to have growing importance both because of the economic climate and because of the opportunities it brings to cement strategic partnerships with key like-minded organisations. The Chief Executive will be expected to help identify such resources and when appropriate take the lead in increasing them.

The planning horizon is three years with pre-agreed targets although there needs to be flexibility given the innovative nature of the work.

Organisation and Administration

The Chief Executive is responsible for the management and organisation of all the Trust's paid staff, and for the usual requirements of sound Trust administration (including governance, finance, efficient committee working, minutes of Trustees' decisions and the maintenance of records). The Trust's records are preserved in the Scottish Public Record Office.

The Carnegie United Kingdom Trust

CHIEF EXECUTIVE – PERSON SPECIFICATION

Skills

The Chief Executive will require high-level analytical, creative and communication skills. He or she will need to be able to work with the Trustees to develop and articulate a clear strategic vision for the Trust and should provide evidence of their capacity to lead and create support for the Trust's work.

Candidates should demonstrate the ability to analyse and distil broad policy issues and provide focus to the Trust's approach to these issues through specific innovative project proposals. They will need to be able to oversee substantial programmes of practical research and engagement with a wide range of partner organisations.

They will have good communication skills in speech and writing and will have a range of broader inter-personal skills. They will have the personal stature and credibility to command the confidence of (for example) voluntary sector, government and business organisations at the highest levels.

Critical to success will be the ability to work effectively with the Trustees, and to understand and effectively administer the governance of a significant charitable body including its funding, committee activities and the conduct of meetings.

The Trust is staffed by a small high calibre team and the Chief Executive will have the personal authority and management skills to oversee and steer their work. The Chief Executive will add value by offering staff support and guidance to work on their own initiative within broad strategic parameters but making and communicating clear decisions where necessary.

The Chief Executive will need the ability to organise his or her own time very efficiently in the face of a multiplicity of demands and limited organisational resources.

Experience

The Chief Executive will be of a graduate or equivalent calibre, and will have had at least ten years experience in senior management positions. Experience will include planning and budgeting for an organisation and managing a team of people.

The Trustees do not wish to restrict applications to individuals who have pursued careers within specified sections of the community – on the contrary, they seek an individual of broad experience and interests. However, it will be an advantage to be able to demonstrate:

- a) First-hand experience of a wide range of work meeting community needs in the United Kingdom and Ireland, very probably including contact at senior levels with statutory and voluntary organisations;
- b) Substantial first-hand experience either as a manager or as a Trustee within a voluntary sector organisation;
- c) Experience of initiating new and imaginative ideas for the improvement of community well-being in the United Kingdom and Ireland.

Knowledge and experience of the fundamentals of accounts, budgeting and cashflow planning will be helpful but an accountancy qualification is not required, nor is expertise in investment management necessary.

WORKING WITH TRUSTEES

Basis of Appointment

The Trust deed specifies Trustees, of which there are 16, must be resident within the United Kingdom and Ireland. Half are from the Trustees of the Carnegie Dunfermline Trust. The other half are individuals from anywhere in the UK and Ireland elected by the Trustees.

Until the 1999 AGM, Trustees were appointed for life. Since then, Trustees are appointed for five years renewable by mutual agreement by up to two further periods of three years to a maximum of eleven years. The Chair and Chair-elect may serve beyond eleven years to complete a five-year term of office as Chair or as Chair-elect.

Existing Trustees may continue for life but all Trustees have now mutually agreed retirement dates.

The Chair is appointed for three years; the Vice-Chair for one or two years.

Committee Structure

Regular Sub-Committees meet to make recommendations to the Executive Committee on Grant-giving, Finance, Staff and Property (which also has an Investment Group), and Nominations.

At present, there are **four sub-committees: Finance and Organisation, Rural, Democracy and Civil Society and Communications** – each chaired by a different Trustee.

The **Finance and Organisation (F&O)** consists of four Trustees in addition to the Chair and Vice-Chair of the Trustees. It is responsible for the general financial policy of the Trust, including investment policy, and for ensuring the financial affairs of the Trust are prudently managed. It is also responsible for all staff policies and individual cases. The F&O makes recommendations to the Board for decisions except in special cases where

confidentiality is paramount and the case does not have a major financial or other impact on the Trust.

The **Nominations Sub-Committee** consists of five Trustees, two of whom shall be the Chair and a Trustee nominated by the Chair and two of whom shall be members of the Carnegie Dunfermline Trust, one of them being the Chair of that Trust.

The Nominations Sub-Committee is responsible for bringing forward recommended candidates for appointment as Trustees, officers and sub-committee members of the Trust and chairs of major initiatives.

The **Trust Chief Executive** attends all meetings. He or she is supported by an administrative staff of fifteen. Together they are responsible for giving advice to Trustees on policy development, the implementation of policy including the development of strategic initiatives and the proper administration of the Trust.

Role

All Trustees attend the Annual General Meeting:

- to receive the Annual Report of the Executive Committee and the Audited Financial Accounts for the preceding year;
- to elect a Chair and Vice-Chair;

All Trustees may attend the Quinquennial Review and any special meetings (a rare occurrence) which can be called by a quorum of six Trustees.

The Trustees are the legally accountable body.

Tasks

Contribute expertise and advice formally within meetings and informally on specific grants, policy development and on the wider impact of the Trust.

Provide access to networks in the Trustees' area of expertise and more generally.

Occasionally, visit grant recipients to make assessments.

From time to time, to represent the Trust both ceremonially, eg the launch of a Trust funded project or at events relevant to Trust policies.

Time Commitment

A Trustee, about 8/10 days per annum including three 2 day Trustee meetings with travel and preparation.

TERMS OF APPOINTMENT

The appointment is Chief Executive of the Trust and is the senior employed position within the Trust.

Your accountability is to the Trustees as a whole but liaising particularly closely with the Chair and the conveners of the Committees.

The appointment is full-time and based at the Trust's offices at Andrew Carnegie House, Dunfermline but requiring substantial travel throughout the UK and Ireland including overnight stays. You will be expected to live within reasonable daily reach of the Trust's offices.

Your salary will be circa £70,000 per annum paid monthly in arrears by bank transfer. The salary will be reviewed annually by the Trustees.

A contributory Pension Scheme is offered, the terms and conditions of which will be supplied in the offer documentation from our pension provider, Standard Life.

In addition we provide life assurance benefit of six times your salary for death in service, and permanent health insurance. The cover will be dependent upon the insurance company being able to offer acceptable terms after a full medical examination.

Equal Opportunities Monitoring Form

In line with our Equal Opportunities Policy, we operate a monitoring procedure to record the gender and racial origin of all our applicants. This aids the regular checking of our recruitment and selection process, which we carry out to ensure that no group is put at a disadvantage either directly or indirectly.

Please return with your application

Job applied for:

1. Name:

2. Gender:

3. Age:

4. How would you describe your racial origin?

5. Disability – Do you consider yourself disabled?
If YES, are you registered disabled?
If YES, please give number:

6. Where did you see the advertisement for this post?

7. Do you require a work permit for the UK?

