



**Hampton
Fund**

Trustee Information Pack

(Voluntary Role)

September 2020

Dear Candidate,

Thank you for your interest in becoming a Trustee for Hampton Fund.

I am immensely proud of the achievements of Hampton Fund and of those it has supported since 1811 and it is a true honour to have been elected as their Chair of Trustees.

Trustees matter a great deal to any charity. It is especially important for any charity to have Trustees committed to their task and with the skills, knowledge and experience that the charity needs.

They have a lot to contribute to the success of the charity. For example, Trustees play an essential role in the governance of charities, serve as a means of communication with the community, bring on board valuable professional or other experience and help to ensure that charities are well-managed.

We are fully committed to removing any barriers to diversity on our Board and would of course welcome applications from people of all life experiences, ages and ethnic backgrounds. We are especially willing to make specific efforts to assist people who might otherwise have difficulties in attending board meetings.

We are currently seeking two Trustees with specific work experience and expertise in **Investment Management** and **PR & Communications**.

If you feel you fit the bill I hope you will take this opportunity, using the guidance on the last page, to show your reasons for wanting to get involved, demonstrate your passion for our cause and your commitment to get - and perhaps more importantly stay - involved.

In which case I very much look forward to working with you in the near future.

Yours sincerely,

A handwritten signature in dark ink that reads "Martin Seymour". The signature is written in a cursive, flowing style.

Martin Seymour,

Chair, Hampton Fund

About Us & What We Do

Hampton Fund is a grant making charity, supporting the needs of residents in the following areas within Richmond upon Thames: Hampton, Hampton Hill, Hampton Wick, Teddington, Twickenham and Whitton.

Despite the perception of Richmond as a wealthy borough, independent research co-funded by us, **On The Edge**, reported that there are high levels of need and disadvantage.

We help individuals and families with the cost of their electricity and gas bills through our fuel grants; the provision of essential white goods and household items; and school journey and uniform grants. The fuel grant is paid directly to the utility company. Increasingly we are finding that our beneficiaries are in low paid work, but still qualify for our help. In our recent financial year 2019/20 ended 30 June 2020, we awarded almost 1,500 fuel grants to the value of £767,500 and essential household items to the value of £50,000.

Our community grants cover the costs of a range of services and activities provided by our local voluntary sector. These address the needs of our disabled people, carers, children & young people, those living with poor mental health, elderly, vulnerable people, homeless people and many more. In 2019/20, 73 community grants were awarded, a total of £1,130,550.

Hampton Fund is managed by a small team: Director, Individual Grants Manager, Community Grants Manager and an Administrator.

Our History

Formerly known as Hampton Fuel Allotment Charity, which is still our legal name, the charity was established by an Act of Parliament in 1811, when land owned by King George III in the ancient town of Hampton was donated to the parish of St Mary's Church. The land was rented out, and the money used to buy fuel for the poor of the parish.

By the mid-1980s our income had significantly reduced. However, the Trustees made the decision to sell land owned by the charity. In 1989 St Clare's Nursery was sold to Sainsbury's for £21.6M. The sale significantly revived the fortunes of the charity: the money was invested with the income providing support to those in need. The charity has since been able to extend the area of benefit beyond Hampton residents to Twickenham, Teddington and Whitton.

After 200 years, in 2019 we introduced our new name Hampton Fund. After all, the word 'fuel' is misleading and we don't own an allotment! The new name has helped us enormously with our marketing to reach out to more people we can help. This is one of many key changes over recent years.

Our Values

We are here to give our communities the chance to create a brighter future and the opportunity to thrive.

Integrity. We are honest, trustworthy and non-judgemental.

Independence. We are impartial and able to act decisively.

Impact. We tackle need in the community through the effective use of our funds.

Opportunity for 2 New Trustees

Hampton Fund can have a maximum of 12 Trustees. Three Trustees are nominated by the local parishes of St Mary's, St James's and All Saints, all in Hampton; three are nominated by the London Borough of Richmond upon Thames; the permanent ex-officio Trustee is the serving Vicar of St Mary's Hampton; and the remaining Trustees are co-opted from the local community on the basis of the skills and experience required by the Charity.

Following a recent skills audit, the Trustees have identified gaps in the following areas:

Investment Management

Our current investment fund c. £55M is managed by UBS Asset Management and Rathbone Investment Management. We also have independent investment advice from Mazars Wealth Management. The Chair of our Finance and Investment Committee has expertise and experience in investment management. However, given the importance of our investments, we recognise the need to have two appropriately qualified Trustees on our Board with a working knowledge and skills in this specialism.

PR & Communications

We acknowledge the importance of communicating clearly and effectively with the people we support, as well as with all other organisations and individuals who have an interest in Hampton Fund. We are embracing the use of social media. We are now seeking to improve and strengthen our work in this area by bringing somebody with expertise in Communications and PR on to the Board.

It is important to us that the Board reflects the views of the wider community. We recognise that there is a current imbalance and we will work proactively to address this. We are fully committed to increasing the diversity of our Board, which will:

- Understand better the needs of all sections of the community.
- Offer a broader range of perspectives about issues that affect our communities.

- Be more creative in generating ideas and solutions.
- Improve decision-making.

To this end we are keen to recruit people with different life experiences, different ages and from different ethnic backgrounds.

Role Specification

- Expertise in Investment Management or PR & Communications.
- It is expected that Trustees will live or work in the area of benefit.
- Trustees will be actively engaged in our local community and have a good knowledge of the area.

Time Commitment:

- Board Meetings take place every quarter in the evening. There are four committee meetings that meet in the late afternoon every two months to consider grant reports and recommendations; personnel issues; and finance and investment matters. Trustees are expected to be a member of at least two committees.
- Working Groups can be established to look at a specific topic and are time limited. These usually meet during the daytime.
- Trustee Awaydays take place periodically.
- During Covid-19 we are using video conferencing and will consider making greater use of this tool going forward. The facility has also been available for Trustees who have been unable to join meetings in person.

Personal Qualities

- Empathy with the aims of the charity.
- The ability to think broadly and objectively: Trustees are involved in making decisions on a wide range of issues.
- An understanding of the voluntary sector and the needs of the voluntary sector.
- An understanding of the broader issues around poverty.
- The ability to get on with people and a sense of humour are a must!
- To act as an Ambassador for the charity when attending external meetings and events as a Trustee.
- To be discreet and respect confidentiality in all matters related to the charity's activities.

Additional Information

- Trustees do not receive any remuneration, but reasonable expenses will be reimbursed.
- The appointment is normally for a period of five years and it is expected that a Trustee would serve no more than two terms of office, i.e. ten years.

How To Apply

Please send the following information to david@hamptonfund.co.uk **no later than Monday 5 October.**

- Your up-to-date CV.
- Details of two referees.
- A personal statement (no more than 2 sides) outlining your interest in this role; and how you meet the Role Specification and Personal Qualities.

Further information about Hampton Fund can be found on our website www.hamptonfund.co.uk

If you would like to discuss this opportunity further, please contact David White, Director: david@hamptonfund.co.uk or call 07436 548 093 from 21 September.

Interviews are likely to be held the week commencing 12 October.