Job Description: Trustee of the Access Foundation

The Access Foundation was set up in 2021, following the success and growth enjoyed by The Access Group. While The Access Foundation is affiliated with the Access Group in terms of its identity, the Foundation is a separate organisation, governed by an independent board of trustees and with its own objectives.

The Access Foundation is focused on awarding grants to charities which make a valuable and measurable positive impact. The grant giving objectives of the Foundation fall into three categories:

1. to bridge the digital divide by making computing facilities, support and learning available to disadvantaged and vulnerable people
2. to advance the charitable causes of the registered charities chosen as the "Access Group Company Charities of the Year"
3. to help charities nominated by employees of the Access group with which they have strong emotional connections with.

The Foundation funds charitable projects in 9 countries where the Access Group operates, and we aim to award grants to a value of £1.2 million per year.

This is an exciting time to join The Foundation and help shape our future particularly within the Digital Divide. We welcome applications from individuals who have no experience of being a trustee. We will provide support.

The Role of Trustee at The Access Foundation

The trustees of the Access Foundation are responsible under the charity's governing document for controlling the administration and management of the charity, known collectively as the Board of Trustees. The Board is responsible for the direction of The Foundation and ensures it is solvent, well run and delivers on our charitable objectives.

As a trustee to the Foundation, you'll attend:

- Two regular online weekly meetings to review grant applications and to ensure the operational management of the Foundation, totalling about 2.5 hours
- An all-day team meeting in person (every 3 months, usually in London) to progress the above, as well as progressing strategy
- Completing actions as agreed in the meetings above.

The total time commitment is expected to be at least 6 to 8 hours per week.

Desirable Qualities

As a trustee, you will show:

- You can deliver "hands on" services to the organisation

- Your commitment to the organisation to devote the necessary time
- You're an advocate of equal opportunity, and you actively promote diversity.
- Strategic vision.
- Good and independent judgement and you're willing to speak your mind.
- Your ability to think creatively and challenge current thinking and operating, in a constructive manner.
- You work effectively as a member of a team.
- Your ability to evaluate and interpret management information and other data.
- You're well versed in Microsoft Teams, Word, Excel and the Office365 environment

Skills and Experience Required

As a trustee, you can demonstrate specific knowledge and experience *in one or more* of these areas:

- Charity law, compliance and governance,
- Grant management, particularly within an international context as well as the UK,
- Leadership or management of a medium to large organisation, ideally with multiple and/or diverse sites or subsidiaries,
- Financial management, specifically investment and treasury functions,
- Data analysis and/or research.
- Monitoring and evaluating performance in the commercial and/or not for profit sector,
- Recruitment and human resources expertise, including employment legislation,
- Business development,
- Risk management,
- Marketing, media and PR,
- Business or intellectual property law.

Duties and responsibilities

The Trustees of the Access Foundation:

- Ensure the Foundation achieves its charitable objects as defined in the Articles of Association, by establishing a clear vision, a set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel.
- Ensure that operational plans and budgets support the vision and strategy of the Foundation and uses its resources exclusively to pursue our charitable objectives.
- Ensure that the views of stakeholders are regularly sought and considered and there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
- Ensure that the organisation complies with the Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Ensure the financial stability of the organisation, protect and manage the assets of the organisation (financial or otherwise) and ensure the proper investment of its funds.
- Ensure the Foundation acts in accordance with employment law and exercises a duty of care to its employees.
- Ensure a well thought through risk management process is in place and give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.

- Ensure that the organisation has a fit for purpose governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.
- Ensure that the board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation.
- Ensure that trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein