

Trustee Recruitment Information Pack **2024**



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Introduction

Hello from Team Longleigh!

Welcome to our Trustee Recruitment Information Pack. We are delighted that you have taken the time to find out more about our work, and are considering sharing your knowledge, experience and expertise with us.

With a new Chair and Chief Executive at the helm, we are excited to welcome new and fresh voices to our committed and experienced Board.


If you already have Board experience – great! However, if you haven't been a Trustee before and are keen to learn – we would be equally thrilled to hear from you. We are committed to equality and diversity and want to ensure this is represented in the future membership of the Board. We are looking for values-driven people who want to make a difference, who are willing to share their

experience in one or more of the following areas:

- Lived experience of social housing
- Fundraising
- Comms and PR
- HR
- Charity Development
- Investments
- Accounting

In return, we can offer Board experience with supportive colleagues in a dynamic and evolving charity. There is real opportunity to make a difference given the broad scope of our work - from meeting immediate needs with individual grants, through to combatting systemic issues in our pioneering research.

We hope you find this opportunity as exciting as we do, and we look forward to hearing from you soon!

A group of approximately ten people are seated around a large wooden conference table in a modern meeting room. They are engaged in a meeting, with some looking towards the camera and others looking at each other. The room has large windows in the background and a warm, professional atmosphere.

“I feel so lucky to have such a supportive and experienced Board. At our recent Away Day, the dedication to increasing our impact was palpable. I’m excited for Longleigh’s future”

Aileen Edmunds, CEO

About Longleigh

Longleigh is a compassionate grant-making Foundation working in partnership with Housing Associations to improve the wellbeing of social housing residents.

We were founded by the leading social housing provider, Stonewater, who remains our principal donor. They recognised the increasing gap between the needs of residents and the availability and accessibility of community and statutory support services.

Longleigh exists to close this gap. We fund essential household items to make a house a home; crisis support such as food and energy top-ups; build financial resilience through welfare rights, debt advice and employability; and seek to improve emotional wellbeing through our mental health support.

Our service is delivered through two major grants programmes:

- Individual Grants, where we give direct financial assistance to individuals in need.
- Project Grants where we fund expert organisations to deliver wrap around support services for people receiving our individual grants - to mitigate the need for the accessing our grant programmes in the future.

However, we recognise that many of the issues facing people served by the social housing sector are systemic. So to meet our purpose of improving the wellbeing of residents – we also fund pioneering research to advocate for changes in landlord practices, or to call for wider societal change. Our most recent research shines a light on the impact of many social landlords not providing flooring at point of let and details the costs and practical solutions needed to make this happen – watch this space!

We are coming to the end of our current strategic plan, where the focus is to:

- Secure the relationship with our principal donor.
- Grow our reach through partnership.
- Build an effective operating model and team.
- Embed impact and purpose across all our programmes.

In the financial year ahead (FY2024/25), we will be creating our next strategy, so you would be joining the Board at a time when you can help shape our future direction.



“Longleigh has proven year-on-year, the growing importance of its vital role”

Nick Harris, CEO, Stonewater

Our Values

Compassionate

We are kind, empathetic, fair, and inclusive.

Collaborative

We value and include diverse voices and build trust by owning our responsibilities.

Agile

We are proactive and are committed to continuous improvement; to learning and unlearning.

Insightful

Our practice and decisions are rooted in evidence bases, from research, through to lived experience.

Ethical

We do what is right, not what is easy.



“Here at Longleigh we are a values-driven organisation., guided by our principles in all our decisions, processes and interactions.”

Manjeev Muker, Individual Grants Manager

The Board of Trustees

Longleigh Foundation has a Board of up to 12 people who ensure the organisation has a clear strategy, and that our work and goals are in line with our vision and values.

The Trustees are the ‘guardians of purpose’, making sure that all decisions put the needs of our beneficiaries first.

They have independent control over, and legal responsibility for, the charity’s management and administration.

You can read the biographies of our Board members on our website, [here](#).



“Reflecting on my first year as Longleigh’s Chair, I continue to be proud of the support we provide to individuals served by the social housing sector and want to ensure going forward we continue to deliver support that creates positive change for those most in need.”

*Fiona Ellison, Chair,
Longleigh Foundation*

Role Description

As a Longleigh Foundation Trustee, you will be part of a team (our Board) who take on the responsibility to:

- Set our direction and purpose
- Make sure we are delivering our purpose
- Connect us to our communities and stakeholders
- Support our staff who manage and run the charity
- Promote and always acts in the best interests of the charity and its values
- Manage our resources responsibly
- Make sure we comply with the law and our governing document
- Keep Longleigh accountable (e.g. proper minutes and records are kept and that they are audited/independently checked)

If you become a Longleigh Trustee, you will need to:

- Read, understand and apply Charity Commission guidance on the role of a Trustee and other Charity Commission guidance for boards of trustees.
- Familiarise yourself with Longleigh's governing document, approved governance policies and operating procedures.
- Commit to preparing for and attending, four two-hour board meetings a year, most will be virtual meetings, and one in person (usually in London). We also have an in-person away day each year which we ask you to attend.
- Share your experience and expertise, offering constructive challenge and support to the Board and staff.

This is a voluntary position, and so, in return for your experience and time, we commit to:

- Offering support from other members of the board, the Chair and the Senior Leadership Team.
- Ensuring you have the knowledge and skills required to perform your role, and offering training and development opportunities if needed.
- Covering reasonable costs to enable you to attend Longleigh meetings such as travel and childcare.

Person Specification

Each Trustee must be able to demonstrate:

- Integrity
- A commitment to the charity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a Trustee
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An ability to work effectively as a member of a team

The Board of Trustees particularly welcomes experience in one or more of the following areas:

- Lived experience of social housing
- Fundraising
- HR
- Comms and PR
- Charity Development
- Investments
- Accounting

Recruitment Process and Timetable


This process will be overseen by an Appointment Panel consisting of some of the Llonglegh Trustees.

To apply for this role please send your CV and a supporting statement of no more than three sides of A4, detailing what you personally would bring to the position (including which of the specific experiences listed in the person specification you bring), why you'd like to

join Llonglegh Foundation, and how you meet the Person Specification, to recruitment@llongleigh.org.

Once the Appointment Panel has reviewed your application, they will let you know the outcome and if you are selected there would then be an interview with the Appointments Panel, and an informal conversation with the Chief Executive, Aileen Edmunds.

Activity	Date
Supporting Statement and CV sent to recruitment@llongleigh.org	10 th June 2024 (by 10am)
Virtual interview and informal conversation with Chief Executive	20 th June 2024
Trustees Appointed	30 th June 2024



“I joined Team Llonglegh in April 2024. From the very first interview, everyone has been so welcoming and supportive.”

Charlene Grant, Head of Communications, PR and Marketing

Contact Details



If you would like an informal, and with no-obligation conversation about the role, and what is involved in being a Trustee for Longleigh Foundation, our Chief Executive, Aileen Edmunds will be more than happy to discuss.

Please email aileen@longleigh.org

**“These people are there to help,
and they’re absolutely amazing”**

*Lauren, Lived Experience of
Longleigh Grants*

Longleigh Foundation

A grant-making partner for the social housing sector



Email: contact@longleigh.org

Telephone: 0207 164 6199

Website: www.longleigh.org

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Company Number: 9923402

Charity Number: 1169016



@longleighfound