



**FOUNDATION
FOR FUTURE
LONDON**

FINANCE TRUSTEE & COMMUNITY AMBASSADOR PACK

APRIL 2024



**We are looking for people from
all walks of life, ages and
experience**

**To represent, fundraise,
promote and elevate the
boroughs of Newham, Hackney,
Tower Hamlets and Waltham
Forest, East Bank and the Queen
Elizabeth Olympic Park**



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The Foundation for Future London is recruiting 3 unpaid roles:

- **Finance Trustee and 2 Trustees to join the Board**
- **Ambassadors, a new voluntary role made up of East London's most dedicated, passionate advocates**





WELCOME

Thank you for your interest in working voluntarily with the Foundation for Future London and considering applying to be a Finance Trustee, Trustee or Community Ambassador.

This is an exciting time to join the organisation to make a critical contribution to our fundraising strategy and help further invest in underserved communities in and around the vibrant new East Bank cultural quarter in East London, on the Queen Elizabeth Olympic Park.

The Foundation for Future London is the charitable heart of East Bank. Working collaboratively with our East Bank partners, our goal is to ensure that during a period of intense development, we build stronger communities right across the four East Bank boroughs. We work specifically with the people, places and organisations in Hackney, Newham, Tower Hamlets and Waltham Forest.

Through our grants programme, we invest in creating employment opportunities, for artists and designers, teachers and storytellers, community leaders and inclusive placemakers. We support people in gaining access to education, the arts and innovation.

East Bank is set to be London's newest, most exciting cultural district. Partly under construction, the new site will include a new riverbank V&A East museum, V&A collection and research centre at Here East, Sadler's Wells theatre and BBC studios, while the campuses for University of the Arts London's College of Fashion and University College London, UCL East, are already open.

You will enjoy working with our dedicated values-driven board that is committed to the Foundation's vision to transform the lives of local people and make East London an even better place to live for the many, not the few. We especially welcome applications from people from marginalised communities including Black, Asian and ethnically diverse, disabled, working class, LGBTQ+ and people with lived experiences.

Please get in touch with me if you have any questions or would like an informal chat about any of the roles or if you have any access support needs.

To apply, please email your CV and covering letter stating why you want to apply and what you would bring to our organisation to sarahnelson@future.london.

We look forward to hearing from you.

Sarah Nelson
CEO, Foundation for Future London





FINANCE TRUSTEE

We are seeking to appoint a Finance Trustee who is an enthusiastic and committed individual, with experience and a keen interest in financial matters. They will play an important role in an East London charity that has a vision to see East London communities empowered to become resilient and thriving, developing prosperous and sustainably creative and social economies.

The Role of the Board of Trustees

The Board of Trustees is responsible for the good governance of the charity, ensuring that the Foundation makes the most effective use of its resources and sets a strategic direction which meets its charitable aims. Whilst the operational management sits with the CEO, as a trustee, you are legally responsible for the charity's financial and asset position, and as such the finance trustee will also act as a director of a company limited by guarantee, whose activities are governed by both Charity and Company legislation.

FINANCE TRUSTEE

Role description

As the lead Finance Trustee, you will be expected to provide FFL with scrutiny and oversight, with a particular focus on finance. You will support the Co-Chairs and Board to oversee all the financial matters of the charity in line with good practice, and legal obligations of the Charities Act, providing the board with advice, recommendations and reassurances that all financial processes are operating effectively. You will chair the Finance and Audit (F&A) Committee, and report to the board at regular intervals about the financial position of FFL. The Finance Trustee will ensure that effective financial measures, controls and procedures are put in place and are appropriate for FFL.

You will be expected to be an active board member and may also be asked to use your skill set, interests and wider stakeholder contacts for other duties such as networking and charity promotion/ambassadorial commitments.

Time Commitment

You will be required to attend and chair quarterly F&A Committee meetings, which are mainly held virtually, ensuring agendas and papers are prepared timely and to a good standard. To attend quarterly Trustee Board meetings and report back on F&A minutes and decisions. You may also be required to attend a small number of additional meetings/events. On average, there is an expectation this role will take up to two days a month, with a close working relationship with the CEO and Head of Finance.

Expenses

The position is unpaid, although travel expenses may be claimed.

Main Responsibilities

- To support the Co-Chairs and wider Board to oversee and ensure appropriate oversight and presentation of budgets, accounts, management accounts and financial statements, treasury/cash and reserve management.
- Chair the F&A committee meetings, which take place four times in a calendar year.
- To work closely with the CEO and the Head of Finance to ensure appropriate presentation of accounts and records, ensuring that compliant financial stewardship is maintained to the highest standards.

In addition to the general responsibilities and duties outlined above, as the Chair of the F&A Committee, time will be spent:

- Liaising, where applicable, with the CEO and/or Head of Finance and supporting on financial matters.
- Supporting the Board to monitor FFL's financial sustainability and viability (and its subsidiary Future London Enterprises)
- Alongside the CEO/ Head of Finance advising on the financial implications of FFL's Strategic Plan in terms of defining and setting financial KPIs, as well as monitoring them against agreed targets.
- Reviewing the annual accounts and, where applicable, liaising with FFL's external auditors to ensure statutory and regulatory compliance.
- Ensuring that sound financial management is maintained and ensuring expenditure is in line with FFL's charitable objectives.
- Leading on the appointment and liaising with the Auditors





Main Responsibilities

- Qualified accountant (CCAB recognised body)
- Knowledge and understanding of current charity finance regulations and good practices under the Charities Act.
- Understanding and acceptance of the legal duties and responsibilities of trusteeship.
- Ability to scan and analyse the financial environment and set and prioritise objectives.
- Ability to make own views and judgments known and contribute to decision-making in a group environment in line with strategic objectives.
- Effective communication: active and objective communication.
- Capability to clearly convey ideas, information and opinions.
- Supportive of FFL Co-Chairs, fellow Trustees and the CEO.
- Provide technical advice to the Head of Finance when necessary.
- Ability to challenge the views of others professionally.
- Strong communication skills with the ability to build relationships with a wide range of stakeholders.



THROUGH OUR CROSS-BOROUGH WORKING AND WITH A UNIQUE MODEL OF INVESTMENT AND ENGAGEMENT, WE WANT TO SEE OUR EAST LONDON COMMUNITIES EMPOWERED TO BECOME RESILIENT AND THRIVING AND TO DEVELOP PROSPEROUS AND SUSTAINABLE CREATIVE AND SOCIAL ECONOMIES.

THIS WILL BE ACHIEVED THROUGH ACCESS TO EQUITABLE OPPORTUNITIES AND FAIR REGENERATION THROUGHOUT EAST LONDON WITH DYNAMIC AND LIFE-CHANGING POSSIBILITIES FOR ALL.



TRUSTEE

If finance is not your area of expertise, but you feel you could bring other skills as a trustee, we would be interested in hearing from you.

You will help the Board of Trustees fulfill its responsibility for the good governance of the charity, ensuring that the Foundation makes the most effective use of its resources and sets a strategic direction which meets its charitable aims. You will be expected to be an active board member and may also be asked to use your skill set, interests and wider stakeholder contacts for other duties such as networking and charity promotion/ambassadorial commitments.

Time Commitment

To attend quarterly Trustee Board meetings. You may also be required to attend a small number of additional meetings/events.

Expenses

The position is unpaid, although travel expenses may be claimed.

FOUNDATION COMMUNITY AMBASSADORS

**YOU WILL BE SUPPORTED BY OUR
SMALL TEAM TO MAKE A BIG IMPACT
LOCALLY AND YOU WILL GET
BENEFITS TOO.**

**THINK OF THIS AS YOUR NEW
SUPERHERO SKILL.**

**JOIN OUR FOUNDATION COMMUNITY
AMBASSADOR PROGRAMME.**





**FOUNDATION
FOR FUTURE
LONDON**

COMMUNITY AMBASSADORS

HOW YOU CAN HELP



- **LEND YOUR NAME** – LINK US TO CORPORATIONS, FOUNDATIONS & OTHER ORGANISATIONS
- **SPOKESPERSON** – BE A POSITIVE SPOKESPERSON
- **OPEN DOORS** – LINK US TO NEW PROSPECTS
- **GIFT** – SOLICIT MAJOR GIFTS; ASSIST WITH SPECIAL EVENTS AND DONOR RECOGNITION



**FOUNDATION
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ABOUT US

Foundation for Future London is an independent charity with a strategic focus on arts, culture and heritage, and a future focus on sport, as a catalyst for equitable regeneration for the East London boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest.

The Foundation supports local people and communities to benefit from learning, training and employment opportunities delivered by our fundraising and grant-making operations.



Established in 2015, we work to connect local communities with the new East Bank and its globally renowned arts, innovation and cultural partners and the communities and stakeholders of the Queen Elizabeth Olympic Park and surrounding area.

We aim to ensure there are equitable opportunities and fair regeneration in East London, and we do this through a genuine commitment to participatory grant-making, innovative capacity building and the use of unique knowledge, insight, and investment models. We aim to be a catalyst for change through our thought leadership, lobbying and influence undertakings.



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ABOUT US

Since our launch in 2015, we've been listening to local voices and connecting people and institutions, from bustling street markets and homeless shelters to hushed galleries and auditoriums. East London is home to approximately 2,023,383 people. The Foundation for Future London is dedicated to creating new employment and life chances for people living, working and studying here.



**READ OUR
STRATEGIC PLAN
2024-2029**

READY TO APPLY?

To arrange an initial conversation or for further information, please contact Sarah Nelson, CEO, Foundation for Future London at sarahnelson@future.london



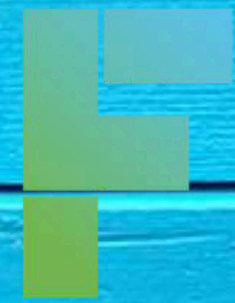
FOUNDATION FOR FUTURE LONDON

CHARITY REGISTRATION NUMBER: 1160948

COMPANY REGISTRATION NUMBER: 9483822

PLEXAL, HERE EAST, 14 EAST BAY LANE, LONDON E20 3BS

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