



# **TRUSTEE APPLICATION PACK 2019/20**

WINSTON  
CHURCHILL  
MEMORIAL  
TRUST



# CONTENTS



<b>Message from our Chair</b>	<b>Page 02</b>
<b>Introduction</b>	<b>Page 03</b>
<b>Our Values</b>	<b>Page 04</b>
<b>Our Approach</b>	<b>Page 04</b>
<b>Our Impact</b>	<b>Page 05</b>
<b>Key Responsibilities and Duties</b>	<b>Page 06</b>
<b>Person Specification</b>	<b>Page 07</b>
<b>Additional Information</b>	<b>Page 08</b>
<b>Application Process</b>	<b>Page 09</b>

# MESSAGE FROM OUR CHAIR



I am delighted to introduce the Winston Churchill Memorial Trust, a unique organisation with an inspiring mission. We fund UK citizens to travel the world, in search of innovative solutions for today's most pressing problems.

Every year we invest in 150 outstanding individuals. They are chosen not for their past achievements but their future potential, and anyone can apply if they believe they can make a real contribution to our nation.

We fund these Churchill Fellows, as they are known, to travel anywhere in the world for up to two months, meeting the leading practitioners and visiting the most successful projects in their chosen topic. They bring these global insights back to the UK, where they become knowledge leaders and change makers in their professions and communities for years to come.

Today there are 3,700 active Fellows across the UK, strengthening every aspect of our national life, from healthcare to education, enterprise to the environment.

These are extraordinarily impressive individuals, and the impact they make when they return to the UK is equally remarkable.

The Fellowship was created as the national living legacy of Sir Winston Churchill, my grandfather, in 1965. Since then we have made some 5,700 grants to people of all ages and backgrounds who possess the passion and commitment to really make a difference. For many, it has been a life-changing opportunity.

Today we are at the start of an ambitious period of growth, as we increase our support for the impact that Fellows make. In the year ahead we will be piloting a new start-up fund for Fellows' projects, launching an engagement strategy to amplify their effect, embedding a development operation and rebranding the charity to strengthen our public profile.

This is an exciting moment to join us and we welcome interest from the widest possible range of candidates.

Jeremy Soames  
Chairman

***"Every year we watch with pride and excitement as the latest generation of Churchill Fellows set off on their journeys around the world, in search of new ideas on today's key issues. For many these journeys will end in bold achievements for their communities and professions, and fresh directions for themselves. We salute their success." - Jeremy Soames, Chairman, WCMT***



# INTRODUCTION

The Winston Churchill Memorial Trust runs the Churchill Fellowships, a well-established and prestigious programme of grants for overseas research.

These are not academic grants, they are real-world investigations of practical issues - such as marine pollution, gang crime, food poverty, homelessness and more. Many Fellows have lived experience of the issues they wish to address, or are service providers, and this gives their projects real authority.

Each year, 150 Fellows are funded to visit the world's best projects in a topic of their own choosing to discover what could be translated into the UK context. On their return we help them to share and implement their findings in their communities and professions.

Fellowships are open to all UK resident citizens aged 18 or over, regardless of qualifications, age, background or professional seniority. Fellows come from all parts of society and we particularly welcome applications from those who would not receive funding from other sources. Selection of successful candidates is based on the strength of their proposal, its public benefit, and their likely ability to effect change on their return to the UK.

The costs of our activities are met through a combination of income from our endowment, partnership funding and donations.

Our Objects are: 'The advancement and propagation of education in any part of the world for the benefit of United Kingdom Citizens of all walks of life in such exclusively charitable manner that such education will make its recipients more effective in their life and work, whilst benefiting themselves and their communities, and ultimately the United Kingdom as a whole.'





# OUR VALUES

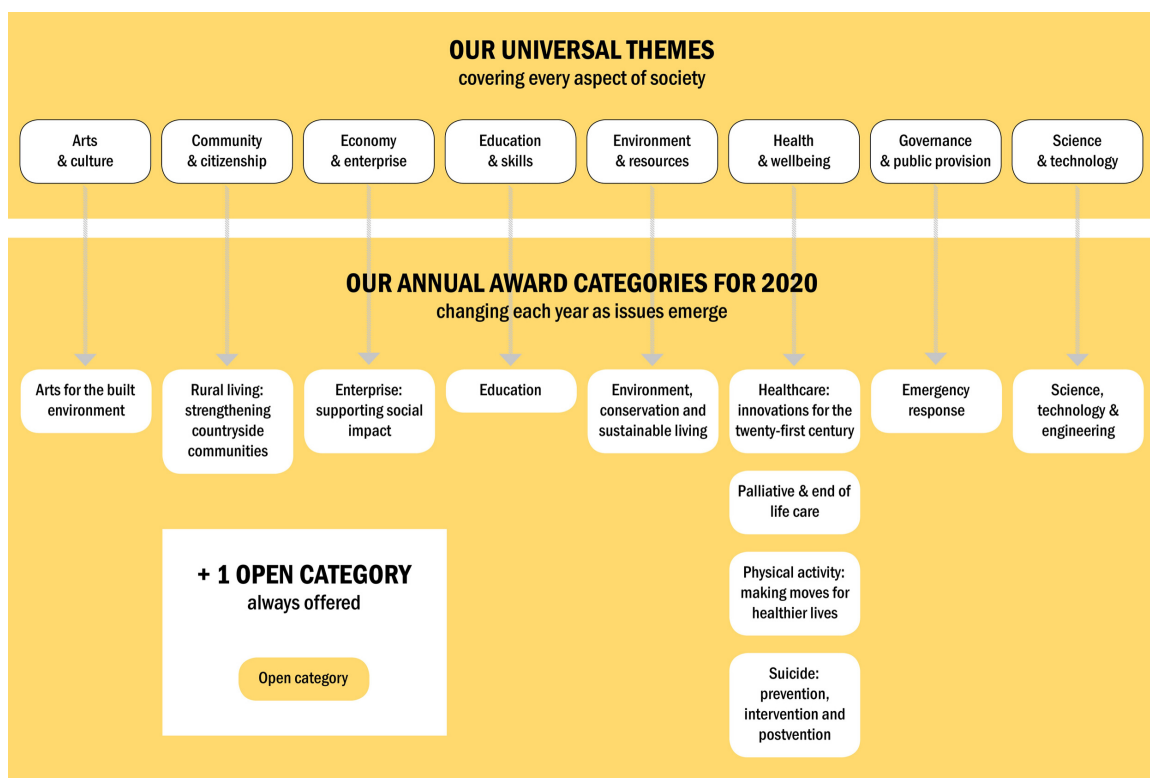
We empower individuals to learn from the world and transform lives across the UK. We provide knowledge and opportunity for the UK and promote collaboration worldwide. We believe in the potential of the individual for personal growth and public impact.

**Our values are:**



# OUR APPROACH

Churchill Fellowships explore the whole spectrum of challenge and opportunity facing the UK. We focus them around eight universal themes in society. Within each theme we offer one or more award categories every year. In addition, we offer an Open category for any topics beyond this range. This allows us to respond to innovative ideas from individual Fellows, and often alerts us to new issues as they arise. Each award category usually runs for three years, allowing us to build a cohort of Fellows who are subject specialists and can work together in their field.





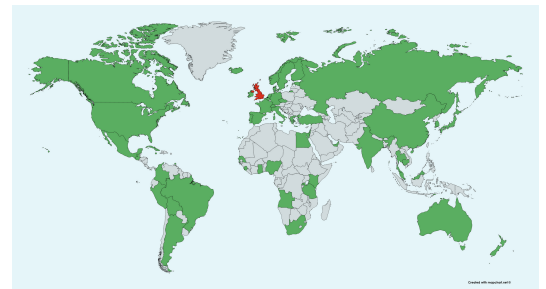
# OUR IMPACT



**150** Fellowships awarded



**11**  
award categories in 2019,  
addressing key topical  
issues



**80**  
countries visited by 2019 Fellows

## In a survey of three years of Fellows, we found that they had achieved the following:

- Won 10 prizes, including Researcher of the Year and an MBE.
- Created 210 jobs and recruited a further 935 volunteers, in connection with their projects.
- Benefitted 67,500 people directly with their projects.
- Reached a further 200,000 with their ideas.
- Presented their findings to policy-makers in Westminster, Edinburgh, Cardiff and Belfast.
- Presented to influential bodies including the Metropolitan Police, the British Red Cross, WWF, Age UK, the Trussell Trust, Arts Council England, and numerous industry bodies such as the British Science Association, Royal Society of Public Health and the Royal Geographical Society.

## Churchill Fellows represent all parts of society. The 2019 Fellows are

- 62% female (compared to a national average of 51%).
- 20% black, Asian and minority ethnic (national average 13%).
- 9% disabled (national average 16%).
- Average age 39, age range 22 to 66.



# Key Responsibilities and Duties

**To hold the charity, together with other Trustees, 'in trust' for current and future beneficiaries by:**

- Ensuring you have the ability to devote sufficient time, preparation and effort to discharge the responsibilities of a WCMT Trustee.
- Showing integrity and judgement
- Having a collaborative approach to working, proactivity, a willingness to offer constructive challenge and support collective decisions
- Displaying excellent communication skills and an ability to persuade and influence to promote the interests of WCMT
- Displaying strong commitment to WCMT's goals, objectives and values
- Showing willingness to spend time with Fellows, supporters and key staff members and so inform discussions of the Board of Trustees.
- Displaying a commitment to inclusion and diversity.
- Having good listening skills and an openness to other views and feedback on your own contribution.

**The statutory duties of a Trustee include ensuring:**

- The organisation complies with its governing document which is a trust deed.
- The organisation pursues its objectives as defined in its governing document.
- The organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and worthwhile' those activities are.
- You contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- You safeguard the good name and values of the organisation.
- The effective and efficient administration of the organisation.
- The financial stability of the organisation.
- You protect and manage the property of the organisation and ensure the proper investment of the organisation's funds.
- The appointment of the Chief Executive Officer and the monitoring of his or her performance.

## **Further information**

**For more information about being a trustee please refer to the Charity Commission's guidance "The Essential Trustee –what you need to know". [Click Here to View](#)**



# PERSON SPECIFICATION

**WCMT is looking to appoint two Trustees, preferably with one of the following skills**

## Governance/Leadership

- Ideally with operational and/or strategic level experience at an executive level from the Third Sector, the skills and experience WCMT is looking for include one or more of the following, but not limited to:
  - Strategic experience in governance
  - Sound knowledge and understanding of the Charity Governance Code, GDPR, safeguarding, and risk management
  - Experience in policy development

## Financial/Audit

- Ideally a qualified accountant or a candidate with experience of finance and/or audit
- A strong understanding of the objectives of finance, investment and/or audit and its process
- A strong understanding of the financial needs of a charity while maintaining a robust capital structure, including the sound maintenance of the Trust's resources
- An understanding of the rules and regulations that guide and govern the preparation of a charity's financial statements, desirable but not essential

*All applicants are reminded of a Trustee's responsibilities, obligations and duties under statute as well as those regulations set out by the Charity Commission (please see page 6).*

*In addition to the above, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. These may involve scrutinising Board and Committee papers, leading discussions, focussing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.*

## Are you a Churchill Fellow?

- WCMT is keen to appoint Churchill Fellows to the board. If you think your skills and experience would add value to the Board, please apply.

# ADDITIONAL INFORMATION

## **TIME COMMITMENT**

WCMT Trustees meet three times annually, usually in March, July and November.

Trustees serve for an initial period of seven years after which they may put themselves forward for reappointment for a maximum of four terms, each term to be for three years.

The Board has the following sub-committees; Audit and Risk, Partnership & Communications, Investment, Governance & Nominations and Remuneration.

---

## **RENUMERATION**

The role is an unremunerated voluntary position, but reasonable expenses will be met.

---

## **ROLE AS AN AMBASSADOR**

Trustees are expected to be good ambassadors for WCMT. Their behaviour at all times should enhance and protect the reputation of WCMT and be in accordance with Charity Commission guidelines.

Trustees should take every opportunity to champion WCMT and support its activities.







# HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of Winston Churchill Memorial Trust. If you wish to apply for this position, please supply the following:

- A detailed CV setting out your career history, with responsibilities and achievements;
- A covering letter highlighting your suitability and how you meet the skills and experience for the role as well as the person specification;
- Details of two professional referees together with a brief statement of the capacity and over what period of time they have known you.
- Completion of the diversity monitoring form, which can be completed [here](#). This form is kept separate from your application

Please send your CV and cover letter to: [Ros.h@inclusiveboards.co.uk](mailto:Ros.h@inclusiveboards.co.uk) by 15th January 2020. If you would like to discuss this opportunity further please contact Inclusive Boards directly or call Ros Hollinghurst on 0207 267 8369 or 07568 137 714.

**This application pack is also available as a word document**