



Help us reach new heights with Heathrow Community Trust

Role: Trustee

About the opportunity

Would you like to help Heathrow Community Trust, Heathrow's independent grant-making charity to decide on what we should fund, and where our strategy should focus in the future?

We are looking for two enthusiastic people with an interest in the future of the communities surrounding Heathrow Airport to take on the important role of Trustee to Heathrow Community Trust. We are particularly seeking to recruit a trustee with legal expertise and a trustee with marketing and communications experience.

Set up in 1996, Heathrow Community Trust administers grants to charities and community groups in the immediate environs of Heathrow Airport and also supports colleagues in their volunteering and fundraising efforts. It is funded from four sources – an annual donation from Heathrow Airport Ltd, donations from other companies located on the airport site, staff fundraising, and airline noise fines. Over £1.5m has been awarded in grants in the last three years.

Grant funding is available for community projects covering young people's skills, aspiration, resilience and employability; projects that help protect community green spaces; smaller community cohesion projects; and HAPi – Heathrow Active People in the community, a funding scheme for Heathrow staff to support community activities that they also volunteer for.

As a trustee you will help us to set the strategic direction and funding priorities of the Trust, ensure that we function within the Legal and Regulatory framework of the sector and strive to make a positive impact on the lives of those living and working in and near Heathrow.

This Trustee will also have the opportunity to sit on one of our Grant Review Panels. Grant Review panels consist of volunteers from across Heathrow, Trustees and community members, and are responsible for reviewing applications for grants and deciding what should be funded.

www.heathrowcommunitytrust.org.uk

Heathrow Community Trust a Charitable Incorporated Organisation, Registered Charity 1183004
Registered office: Compass Centre, Nelson Road, Hounslow, TW6 2GW



What are we looking for?

- We are particularly looking for Trustees who can help us to ensure that our Board is as diverse as the local community that it serves.
- Individuals who live in, or have experience of, our target Boroughs (Ealing, Hounslow, Hillingdon, Slough, Spelthorne, Runnymede, Richmond, South Bucks, Windsor & Maidenhead).
- Suitable for individuals who are looking to expand their understanding of grant-funding, gain Board-level experience or expand their understanding of governance and strategy.
- Interest in, or experience of, the voluntary and community sector.
- We are particularly looking to expand the following skills areas on our Board:
 - Legal experience – legal professional at a senior/General Counsel level with an understanding of one or more of: governance, contracts/charity contracts and/or charity law
 - Marketing and communications – experience of engaging multiple audiences across a variety of channels
 - Knowledge or experience of environmental and sustainable technologies or renewable energy or community green space projects
 - Knowledge or experience of working to bring diverse communities together
 - Experience of grant-making
 - Knowledge or experience of working on programmes supporting good mental health or improved resilience
- The Trustee role is a voluntary position, although all travel costs will be covered.
- Able to attend up to **eight daytime meetings (2-3 hours each) per annum at Heathrow**. Additional opportunities to visit funded projects and organisations if interested. Trustees are appointed for a three-year term of office with the option to renew for a further 3 years. The appointment would start in early 2023.

To apply: Please send a full C.V. and covering letter indicating why you are interested in this opportunity, what you would bring to the role and how you match what HCT are seeking above to Claire Knight at ceo@hcommunitytrust.org.uk If you would like to have an informal discussion with Claire about the role please get in touch.

Trustee Role description

Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the Trust, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Time Commitment

- Attending 4 Quarterly Board Meetings, typically 10.00-13.00, at Heathrow.
- Reading background papers before board meetings (1-2 hours x 4).
- If part of a Grant Review Panel, attending up to 4 grant-review panels (typically 10.00-12.30, at Heathrow); reading papers for meetings (2-3 hours x 4).
- Occasional additional board meetings as required – such as strategy sessions or working groups.
- Occasional visits to funded projects and organisations (if required as part of the role), and meeting with the CEO or Chairman (if required as part of the role).

Ideal Qualities

Trustees should:

- Have a commitment to the Heathrow Community Trust and its aims.
- Have a willingness to devote the necessary time and effort.
- Possess good judgement and independence of mind.
- Show a willingness to work collectively as part of a group.
- Seek constructive debate and dialogue over confrontation.

Specific Skills Requirements:

- Specific knowledge of, or interest in, the Boroughs and communities neighbouring Heathrow.
- Knowledge of, or interest in, the voluntary, community and faith sector
- Experience of chairing committees and bringing them to consensus an advantage

Main Trustee Responsibilities

- Determine mission and strategy – setting the Trust's direction and determining how it will get there.
- Accountability – being held to account for the actions of the Trust and holding those who carry out the work to account. Ensuring that the Trust and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.
- Safeguard assets – acting as custodian of the assets, tangible (money, etc) and intangible (organisation's reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisation's survival. Upholding the fiduciary duty to maintain sound financial management of the Trust's resources, undertaking such duties in a way continually

striving for best practice in governance that adds to public confidence and trust in the charity.

- Promoting and developing the Trust in order for it to grow and maintain its relevance to society.
- Act as ‘boundary-spanner’ – linking the Trust to its stakeholders, such as funding recipients, HAL colleagues, the community, funders etc. Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- To be a pool of expertise and advice to the CEO and staff in overseeing the implementation of the grants awarding and administration process.
- Ensure good functioning of the Board – ensuring Board renewal (recruitment, induction and retirement), effective decision making and information sharing processes, positive group dynamics, and reflection, learning and development for the committee as necessary.

Main Trustee Duties

Conduct (legal)

Trustees must:

- Be active – you cannot be a dormant or ‘sleeping’ Trustee, you are still liable for the decisions the others make in your absence.
- Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out in the constitution. Including following the constitution on how meetings are run and how the committees are recruited.
- Act in the interests of the beneficiaries – put yourself in the beneficiaries’ position and make decisions that are best for them.
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
- Have a duty of care – act prudently and reasonably.
- Not benefit personally – unless allowed specifically in the constitution or by law.
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.

Conduct (practical)

Trustees should:

- Strive to attend all meetings, sending apologies to the chair for necessary absences. If trustees are absent they are asked to provide input for the meeting in advance.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the Chair or CEO before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
 - Listen to what others have to say and keep an open mind.
 - Contribute positively to the discussions.

- Try to be concise and avoid soliloquies/speeches.
- Help others concentrate on the meeting. Discourage side conversations.
- Have the best interests of the organisation/beneficiaries in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Support for Trustee Development

- Trustees receive a full induction, are supported by training, and offered a 'buddy' Trustee if required. In addition, the Trust will fund attendance at training such as 'Finance for non-Trustees', 'New Trustee workshop', etc if required.
- The Trust has a clear and transparent Conflict of Interests Policy, which enables us to have representatives of those we fund on both our Boards of Trustees and our Grant Review Panels. This is important so that we can ensure that our funding decisions are based on a real knowledge and understanding of our communities but are also fair and without bias. If you are involved in a charity or community organisation and would wish to apply for funding from the Trust, this is perfectly acceptable as a Trustee and any conflict of interest is managed by our policy.

Background about Heathrow Community Trust



Heathrow Community Trust (HCT) <https://www.heathrowcommunitytrust.org/> is an independent grant making trust providing much needed funding to communities around Heathrow airport since 1996. Our board is diverse and includes community leaders, Heathrow employees and charity professionals. Each trustee brings personal and professional expertise to their role and all trustees are motivated to support communities surrounding the airport. HCT's funding comes from donations from Heathrow Airport Limited and other Team Heathrow companies, noise fines, and fundraising activities undertaken by supporters. Through our grant programmes, we support significant and positive change to improve quality of life for communities near the airport.

What do we do? Grants for 2022

Grants for Projects for Young People -

up to £7,500 for 1 year to support organisations working with young people raising their aspirations and developing skills for employment

Environmental & Sustainability Grants

– up to £7,500 for 1 year to support projects providing or improving community green spaces, or environmental projects

Communities Together – up to £2,500 for 1 year to support activities bringing communities together

Heathrow Active People initiative HAPi

- up to £2,500 for charities or community organisations that Heathrow colleagues regularly volunteer for anywhere in the country



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HCT during COVID-19



Before the pandemic hit, HCT was providing two year grants to organisations of up to £25k per year and awarding over £700k of grants annually. In 2020, many of the groups we funded requested to adapt or postpone the use of their existing grants to best meet the needs of their communities. HCT worked hard to support groups to agree changes that would help communities when they needed it most.

HCT paused all planned grant rounds and moved to awarding smaller, unrestricted, grants, enabling groups to apply for what they needed at that time and the freedom to use the funding flexibly to meet the needs of their groups. These grants were incredibly important for groups, with feedback including “Without your support it is highly unlikely that we would've been able to continue to reach the seniors within our community and the most vulnerable impacted by the pandemic.”

In 2022 we will continue to enable groups who need to make adaptations to existing grants to respond to unanticipated changing circumstances. The HCT Board of Trustees are committed to community cohesion and development and will work flexibly within our charitable objectives to support the communities we serve.

What is HCT's impact?

We monitor the impact of our grants throughout their lifetime and below are some of the impacts reported from projects that were completed in 2021:

- 24,859 people have actively been involved and directly benefited from the projects. This breaks down as:
 - 3035 young people aged 0 to 24
 - 6496 adults aged 24 to 65
 - 15,328 adults aged 65+
- 39,013 hours of volunteer time given
- 93 trees planted
- 155 businesses involved
- 51 schools involved
- 645 young people gained specific qualifications
- 210 young people re-engaged with education

