

## Carnegie UK Trust

**The Carnegie UK Trust currently has a vacancy on its Board of Trustees for someone with financial expertise.**

Could you contribute to the work of one of the UK's longest-established foundations? The Carnegie UK Trust, set up in 1913 by Scots-American industrialist Andrew Carnegie, has a mission to improve wellbeing for people in the UK and Ireland. As a modern operating trust, we seek to influence ideas and policy while also being active in testing and delivering real-life solutions.

Due to a retirement, we are now looking for a new Trustee with financial expertise to help shape and support the work of the Trust as we develop our Strategic Plan for 2021-2025.

Working with the CEO and the Finance and Corporate Services Manager, this Trustee will take a lead role for the Board in ensuring that the Trust's financial obligations are met, bringing an external perspective and supportive challenge to our financial planning and management.

Candidates should have a strong interest in promoting individual and community wellbeing, with a background in finance and/or accounting in the public, private or voluntary sector. You will be willing to represent the Trust, and to commit time to the governance of the Trust's wide-ranging work on policy and practice. The Trust is headquartered in Dunfermline, Scotland and works across the whole of the UK and Ireland. We welcome applications from all jurisdictions.

The closing date for applications is 7<sup>th</sup> February at 5pm and interviews will be held in Dunfermline on 4<sup>th</sup> March 2020.

For further information, please go to [www.carnegieuktrust.org.uk](http://www.carnegieuktrust.org.uk) or contact Lucy Smith on 01383 721445.

**Carnegie United Kingdom Trust**  
**Incorporated by Royal Charter 1917**  
**Registered Charity No: SC 012799 operating in the UK**  
**Registered Charity No: 20142957 operating in Ireland**

## Carnegie UK Trust – Trustee (Finance)

- Remuneration:** The role of Trustee is not accompanied by any financial remuneration, although out-of-pocket expenses may be claimed.
- Time commitment:** Up to 6 formal Board meetings a year, as well as being available for informal consultation between meetings.
- Reporting to:** Chair of Board of Trustees

### General

The Trust is an independent endowed charity which operates in the UK and Ireland with an overarching mission to improve wellbeing, with particular concern for those who are disadvantaged. Under the current Strategic Plan, we have made a significant contribution to public policy and practice in the fields of digital; fulfilling work; wellbeing, and towns. During 2020, we will be shaping our next strategy and assessing where we can make a distinctive contribution to societal wellbeing over the coming decade.

We are currently filling a vacancy for a Trustee with a strong background in finance and/or accounting.

### Role description

Our Trustees ensure that the Trust fulfils its mission and vision within an effective governance framework. As well as undertaking the individual and collective duties expected of all charity Trustees, they each have a strong personal empathy with and commitment to the Trust's purpose and values.

The lead Trustee on Finance has a number of specific responsibilities:

- On behalf of the Board of Trustees, to work with the Chief Executive and Head of Finance and Corporate Services to ensure that the organisation's financial obligations are met, and
- To act as a 'critical friend' to the Board on financial matters, providing strategic financial insight and support as required.

**Experience:**

- Successful experience of operating within a Board structure in the charitable or public sector, or in a commercial organisation.
- A strong background in finance and/or accounting.
- A proven track record of sound judgement and effective decision making.
- A history of impartiality, fairness and the ability to respect confidences.

**Knowledge, skills and understanding:**

- Commitment to the aims and values of the Trust and a willingness to devote the necessary time and effort.
- Good, independent judgement and strategic vision.
- Willingness to speak your mind and to listen to the views of others.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- Availability to attend six trustee meetings a year (quarterly Board meeting cycles, plus two Audit Committee meetings).

**Application Process:**

If you would like to be considered for this role, please email a CV and brief covering letter which explains your interest in the Trusteeship (no more than one side of A4), along with a completed copy of our Equal Opportunities form to [lucy@carnegieuk.org](mailto:lucy@carnegieuk.org)

If you are interested in having an exploratory conversation with the current Chair or CEO, please also contact Lucy Smith at the email address above.

The closing date for receipt of applications is [7th February]. All applicants will be notified about the outcome of their application by [21 February] and interviews will take place in Dunfermline on [March 4th].

## EQUAL OPPORTUNITIES MONITORING FORM

This section of the application form will be detached and used solely for monitoring purposes.

Carnegie UK Trust recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please tick the boxes which describe you most closely.

|   |
|---|
| <p><b>Ethnicity</b></p> <p><i>White</i></p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White background, please write in:</p> <p><i>Mixed</i></p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other Mixed background, please write in:</p> <p><i>Black or Black British</i></p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background, please write in:</p> <p><i>Asian or Asian British</i></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background, please write in:</p> <p><i>Chinese or other ethnic group</i></p> <p>Chinese <input type="checkbox"/></p> <p>Any other, please write in:</p> |
|---|

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| <p><b>Gender</b></p> <p>Male: <input type="checkbox"/></p> <p>Female: <input type="checkbox"/></p> |
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| <p><b>Date of Birth:</b></p> |
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**EQUAL OPPORTUNITIES MONITORING FORM (CONT)**

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|---|-----|--------------------------|----|--------------------------|
| Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995 (see end of this part of form for definition)? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|---|-----|--------------------------|----|--------------------------|

If yes, please state nature of disability:

If you wish you may disclose information about yourself in this section about your:

Religion or Belief:

Sexual orientation:

**DISABILITY DEFINITION**

Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act 1995/2005 (DDA/Equality Act 2010).

The DDA/Equality Act 2010 states: *‘a person has a disability...if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.’*

The person must satisfy the four criteria in the above statement to fall under and, therefore, be protected under the DDA/Equality Act 2010.

Once you have completed both parts of this form please:

E-mail to: [lucy@carnegieuk.org](mailto:lucy@carnegieuk.org)

OR

Post to: Lucy Smith, Corporate Services Officer, Carnegie UK Trust, Andrew Carnegie House, Pittencrieff Street, Dunfermline, Fife, KY12 8AW.