

## **Welcome**

Thank you for your interest in JRSST Charitable Trust (JRSST-CT).

JRSST-CT was set up by the Joseph Rowntree Reform Trust Ltd (JRRT) in 1955 with broad charitable purposes (charity number 247498). Operating in line with the Quaker and liberal values of our founder, Joseph Rowntree, its registered activity is: “undertaking or supporting work which relates specifically to supporting the development of an increasingly democratic and socially just society in the United Kingdom”.

JRSST-CT has assets of £4.2m, shared ownership of the Garden House from which it operates, and annual grant making capacity of £135k. JRSST-CT’s grant making has supported a range of charitable purposes, including advancing understanding of citizenship, human rights, equality and participation in democracy and – reflecting a particular interest of our founder Joseph Rowntree - the role of the media.

As a small charitable funder, the Board is working to define a distinctive and more focussed role for JRSST-CT, achieving greater impact by working as a connected charity, in alignment with but independently of, JRRT.

We are recruiting three new Trustees to broaden the skills, perspectives and diversity of the Board as we shape a new strategy for JRSST-CT. A deep concern about the state of democracy in the UK today and a passion for speaking truth to power are essential. We particularly value the ability to combine independent thinking and ability to challenge constructively with the capacity to build a shared vision and approach to collaboration. Experience of charity governance, charity campaigning or a research background would be an additional benefit.

If you want to strengthen the hand of those who speak truth to power, then I hope you will explore this wonderful opportunity to join me, my Board colleagues and the small but dedicated staff of the Trusts.

**Andrew Neal**  
**Chair**

## About Us

### Brief History

Joseph Rowntree (1836-1925) was a Quaker and a Liberal who built a major business concern from a modest cocoa factory in York. Contrary to his personal expectations, Joseph Rowntree became rich in later life as the Rowntree business flourished. In 1904, with the consent of his family, he transferred a substantial part of his wealth to three trusts with which his name is still associated.

These include the Joseph Rowntree Foundation (JRF) and the Joseph Rowntree Charitable Trust (JRCT) – information can be found on the [joint portal website](#). JRCT and JRF are entirely independent of JRSST-CT and JRRT in terms of their Trustees, staff, finances and policies.

The third trust, now the Joseph Rowntree Reform Trust Ltd (JRRT), is a limited company, paying tax on its income, which makes grants for political, campaigning or lobbying purposes on issues such as democratic reform or civil liberties, that are ineligible for charitable funding. In 1955, JRSST-CT was set up by JRRT to fund work that was charitable – having previously been funding such work indirectly through JRCT under deed of covenant.

### Our Values

Our values are rooted in liberalism and Quakerism. Recognising the equal worth of every person, we stand for the defence of liberty, freedom of expression, freedom of conscience and freedom from all forms of oppression, be that political, religious, economic or social.

### Our Purpose and Activities

We believe that to address the many challenges society faces, there is a need for greater public understanding of democracy processes, in particular around democratic reform, in order to build an effective working democracy in which citizens are empowered to understand how they can participate.

Our work includes advancing the education and improvement of public understanding of electoral reform, advancing citizenship by promoting informed participation in democratic processes and advancing human rights, equality and diversity.

Our main activity is grant making for education, research, engagement and campaigning. Our grant making is by invitation. JRSST-CT does however also directly fund research, polling and convening.

## **Finances**

The JRSST Charitable Trust was endowed by The Joseph Rowntree Reform Trust Limited. It has an equity portfolio worth about £4.2m and can make grants of c. £135k per annum.

## **Our governance**

JRSST-CT is registered with the Charity Commission with very broad charitable purposes: “for such charitable purposes or objects and in such manner as the Trustees shall in their uncontrolled discretion think fit”. Its governing document is a Trust Deed (see Appendix) dated 1 December 1955, as varied by supplemental deed 22 July 1963.

JRSST-CT is led by a voluntary Board of Trustees supported by a small team of staff predominantly based in York. We appointed Chief Executive, Fiona Weir in 2016.

Moving forward, JRSST-CT is changing the composition of the Board, recruiting three Trustees who are not Directors of JRRT to work alongside four JRRT Directors including the Chair and Vice Chair.

We are recruiting three new Trustees to broaden the skills, perspectives and diversity of the Board as we shape a new strategy for JRSST-CT. This is also one of the measures JRSST-CT has put in place to respond to the Charity Commission “[Guidance for charities with a connection to a non-charity](#)”. JRSST-CT benefits from renting out part of its building and sharing staff with JRRT and has potential to benefit from a better aligned strategic approach. Reviewing the JRSST-CT strategy and related governance issues, to ensure joint working is always in the charity’s interests, will be a key role for Trustees.

For individual profiles of the JRRT Board see [here](#). The Chair Andrew Neal, Vice Chair Alison Goldsworthy, Lisa Smart and Roger Clarke will be serving as Trustees on the JRSST-CT Board.

## **Job Description**

**Responsible to:** The Board of Trustees of JRSST-CT

### **Purpose of role:**

The role of the Trustees is to:

- Ensure that JRSST-CT complies with the legal and financial requirements of a charitable organisation and that its activities, policies and practices are in keeping with its objects and aims as set out its governance documents (the Trust Deed dated 1 December 1955, as varied by supplemental deed 22 July 1963)
- Provide strategic leadership for JRSST-CT, reviewing its strategic aims and setting overall direction, and ensuring the effective and efficient management of JRSST-CT
- Ensure charitable funds and assets are used wisely with regard to income generation, grant making, Trust initiatives and regulatory accountability in order to protect JRSST-CT's interests and reputation

### **General Duties and Responsibilities:**

- To understand the legal duties and responsibilities of being a charity trustee and employer and ensure compliance with charity law
- To ensure that JRSST-CT is carrying out its purposes, as set out in the Trust Deed, for the public benefit
- To shape and drive the JRSST-CT strategy and to monitor progress towards achieving strategic goals
- To provide oversight of the financial position of JRSST-CT including investments, audit and risk management, and to ensure that the charity's resources are used responsibly
- To ensure the proper management and administration of JRSST-CT
- To assess and make decisions on grant applications at Board meetings and between meetings as required

- To work with staff to develop initiatives to implement the strategy
- To guide and support the work of the chief executive and the staff team
- To attend Board and other meetings of JRSST-CT and where possible, events organised by JRSST-CT or its grantees on behalf of the JRSST-CT
- Be an active member of the Board, maintaining constructive relationships with Trustees and staff and working to help the Board reach sound decisions.

## **Person Specification**

### **Essential**

- Commitment to the Quaker and liberal values of JRSST-CT, appreciation of the JRSST-CT's history and relationship with JRRT
- Ability to demonstrate a passion and intellectual interest in democratic reform, rights and equality issues, and campaigning. Be well informed and have the ability to leverage networks that support these interests.
- An understanding of the legal duties, responsibilities and liabilities of trusteeship, in particular charities connected to non-charities<sup>1</sup> and experience of operating within a Board or committee structure in a charitable, public sector or commercial organisation
- Able to demonstrate understanding of charitable principles and how to uphold these including conflict of interest, confidentiality, due diligence, values and behaviours.
- Strategic direction and judgement, ability to draw on a wide range of factors when making a decision and ability to make effective, independent judgements
- Commitment to and ability to work with other Board members, in the best interests of JRSST-CT, to reach agreement and to accept collective corporate responsibility for decision making
- Able to form sound judgements of people and written material and to grasp and initiate leading edge thinking

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<sup>1</sup> Training can be provided

- Able to communicate ideas and information clearly and succinctly with effective listening skills.
- Ability to devote the necessary time to prepare and participate actively and to attend meetings in York twice a year

### **Desirable**

- Knowledge of grant making, research or investment
- Able to demonstrate an understanding of the issues facing small, voluntary organisations
- Experience of capacity building
- Knowledge of evaluation approaches and how to effectively share learning

More information about the role and responsibilities of Trustees can be found on the [Charity Commission website](#) in *The Essential Trustee*.

### **Priorities for Recruitment**

We are particularly keen to recruit motivated and skilled Trustees able to demonstrate:

- independence of thought and ability to challenge constructively, combined with skills that promote reaching collective decisions
- expertise on charity law
- experience of grant making or research
- contribution to Board diversity
- a Quaker background and/or understanding of Quaker values

JRSST-CT values diversity and promotes equality. We welcome applications from everyone but are especially keen to encourage applications from people currently under-represented on the Board, including people from a Black, Asian or Minority Ethnic background and disabled people.

### **Terms of Office**

Trustees will be appointed for an initial three-year term with the possibility of extension by mutual agreement.

Trustees will generally meet twice a year in York with occasional additional meetings, for example for strategic review.

Trustees are expected to attend and prepare for all meetings.

Trustees' reasonable expenses (including for travel to Board meetings and overnight accommodation where required) are paid, but the role itself is without remuneration.

## How to Apply

We want to make this process as straightforward as possible. To this end, we ask that you provide the following documents:

- An up-to-date CV
- A supporting statement (maximum 2 pages) that outlines your interest in the role and your fit against the criteria set out in the Person Specification
- Diversity monitoring form

All documentation should be emailed to [info@jrsst-ct.org.uk](mailto:info@jrsst-ct.org.uk) by no later than midday on Wednesday 12 June.

If you want to know more about the role or selection process, please email Alison Goldsworthy, the Chair of our Nominations Committee: [alisongoldsworthy@gmail.com](mailto:alisongoldsworthy@gmail.com)

All applications will be acknowledged by email on receipt.

### Timetable

Closing date for applications	<b>Midday, Wednesday 12 June</b>
Shortlisting	<b>Monday 17 June</b>
Final panel interviews	<b>Monday 24 June</b>

Interviews will take place in York or London (tbc once shortlisted candidates have been selected); facilities to dial into the interview via a web link can be provided if necessary.

Please indicate at your earliest convenience if you are unable to attend an interview on Monday 24 June.



THE JRSST Charitable Trust

**STRICTLY CONFIDENTIAL**

Please complete this form and return with your application to: [info@jrsst-ct.org.uk](mailto:info@jrsst-ct.org.uk)

Or by post to: JRSST-CT, The Garden House, Water End, York, YO30 6WQ

**DIVERSITY MONITORING QUESTIONNAIRE**

**Disability:**

A disability as defined by the Equality Act 2010 is 'a physical or mental impairment, which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day duties?'

Do you consider yourself to have a disability?  Yes  No

If YES, please tell us separately about any adaptations which you may require either to carry out the role or to participate in the selection process.

**Gender:**  Female  Male  Prefer not to say

**What is your ethnic group?**

Grouping is based on the categories used in the census in England & Wales. Choose one section from (a) to (f) then tick the appropriate box to indicate your cultural background.

**a) White**

- British
- Irish
- Scottish
- Welsh
- Any other White background  
(Please specify):

**b) Mixed**

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background

**c) Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background  
(Please specify):

**d) Black or Black British**

- Caribbean
- African
- Any other Black background  
(Please specify):



**e) Chinese**

- Chinese
- Any other Chinese background  
(Please specify):

**f) Any other background**

(Please specify):

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**Sexuality**

- Lesbian
- Bisexual
- I do not wish to disclose my sexual orientation
- Gay
- Heterosexual

**Religious/Belief**

- Atheism
- Christianity
- Islam
- Judaism
- Other
- Buddhism
- Hinduism
- Jainism
- Sikhism
- I do not wish to disclose my religion/belief