



## Global Media: Global Charities Trustee

### Role Description

#### INTRODUCTION

Global Charities is the in house grant-making charity of Global, the Media and Entertainment group. Global are the largest commercial radio group in the UK, owners of Heart, Capital, Classic FM, Smooth, LBC, Radio X, Capital Xtra and Gold, as well as Global player, which is home not only to the radio brands, but also a range of podcasts and playlists. Global is also the leading UK Outdoor media company, with 253,000 poster and digital screen sites.

Trading as Global's Make Some Noise, the charity harnesses the assets of the media group to support small charities across the UK. We believe in building sustainability in small charities through our unique three-part promise – we raise money to fund vital services and equipment; we raise awareness by giving them a voice across Global's media platforms; and we raise the bar through providing training in marketing, digital and media as well as other added value.

Since 2014, the primary charitable focus has been on children, young people and their families living with illness, disability or lack of opportunity. In 2019/20 we generated £3.8m through on air appeals, events and initiatives, and we funded 32 projects. We currently have approximately 100 projects in funding, and we evaluate their impact across key themes including loneliness, self-confidence, physical and mental health, and learning.

This year, in light of COVID-19, we held an emergency appeal for those hit hardest by coronavirus in our communities, broadening our beneficiary base in order to support projects such as food banks and mental health services. The charity has ambitions to grow income and further develop its promise to build awareness and sustainability for the projects it supports. Given the close relationship with Global, who provide office space and other resources at its HQ in Leicester Square, this an exciting and dynamic charity. Its fundraising is largely dependent on positive relationships with the radio brands, audiences and stakeholders, and the ability to tell compelling stories and innovate income streams.

The Trustee Board comprises of a mix of internal (Global employees) and external Trustees, with specialist knowledge in different areas across charity governance, finance, grant making, content production, staff engagement, fundraising and marketing.

#### RESPONSIBILITIES

Trustees play an essential role in the governance of the charity and its future development. The Trustees, while retaining total responsibility for the conduct of Global Charities' affairs, delegate functions to the executive staff and the Grants Panel. The following matters are key Trustee responsibilities:

- Appointment of Trustees and of the Chair
- Appointment of Grants Panel and the Chair, and approval of Terms of Reference
- Appointment of Finance Committee and the Chair, and approval of Terms of Reference

- Approval of the Terms of Reference of any other Panels or Committees
- Agreement of strategy, and approval of strategic plans
- Approval of the Annual Budget and of all expenditure over £200,000
- Approval of the Annual Report and Accounts
- Appointment of the Auditors

### ***Strategy***

- To contribute actively to the Board of Trustees' role in giving strategic direction to the charity, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To use any specific skills, knowledge or experience to help the Board of Trustees reach sound decisions on strategy and operational plans.

### ***Compliance and statutory duties***

- To make sure that Global Charities complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To make sure that the charity pursues its objects as defined in its governing document and is administered effectively and efficiently.
- To make sure the charity uses its resources exclusively in pursuance of its objects and that the charity does not spend money on activities that are not included in its own objects.
- To direct and oversee Global Charities arrangements for internal and external audit.
- To scrutinise board papers, attend quarterly board meetings and contribute to discussions and decision-making processes.
- To ratify grants as recommended by the Grants Panel Chair and verified by the Director.
- To provide guidance on new initiatives and issues in which the Trustee has special expertise.
- To make sure risk management and control systems are in place, with clear delegated responsibilities to staff for managing and mitigating risk, and to monitor these on an ongoing basis.
- To make sure the charity has up to date safeguarding policy and practice.

### ***Financial management***

- To ensure the financial stability of the organisation, ensuring solvency and safeguarding assets.
- To protect and manage the assets of the charity
- To approve annual charity budgets including approval of Senior Management pay rises, and monitor financial performance against these budgets.

### ***Employees***

- To ensure that Global Charities has policies and practice that mean it is able to recruit, retain and develop high quality people.

- To be available, individually or as part of a group, to the Charities team as required for advice and guidance; and to provide access to other specialist advice if required.
- To make sure that the team are performing their delegated functions effectively and to monitor their performance against the strategic plans, and annual budgets and operational targets.

### ***Reputation and profile***

- To safeguard the good name and values of the charity.
- To act as an Ambassador for the charity and establish networks in support of the charity's strategy and reputation.

### **PERSON SPECIFICATION**

We welcome applications from people with a range of different backgrounds. The kind of skills, experience and attributes we are looking for include:

- A passion for the aims of Global Charities and an ambition to increase the charitable impacts and make the biggest difference possible to the lives of our beneficiaries.
- A proven track record of leadership in either the voluntary, public or commercial sectors.
- Experience on committees, panels or boards.
- Professional experience relevant to the grant giving, governance and/or fundraising and communications activities of not for profit/charities.
- Knowledge of the voluntary sector and a commitment to developing this knowledge in support of the charity and its plans.
- Willingness and ability to invite professional and personal networks to support the charity's grant giving and/or fundraising aims and plans.
- Enthusiasm for commercial radio and an interest in the media industry.
- Ability to work as a team with fellow Trustees.
- Understanding of safeguarding children, young people and vulnerable adults, and the issues associated with this.
- A commitment to Equality, Diversity and Inclusion.

### **FURTHER INFORMATION:**

The charity has a fundraising subsidiary, Global Charities (Trading) Ltd, whose principal activity is to contribute to the fundraising for Global Charities.

The ultimate control of the charity is vested in its member, Global. The member delegates the running of the charity and the safeguarding of its assets to the Trustees. The assigned Executive for the member is the CEO, Global, who is represented by the Director, Global Goodness.

Trustees do not receive remuneration, as their role is entirely voluntary. They can claim travel expenses to board meetings and any essential meetings as agreed with the Chair.



For more information on our work please see:

<http://www.makesomenoise.com>

### **HOW TO APPLY**

Due to the retirement of 1 Trustee following completion of their term, and to manage succession planning, we are looking for at least 2 new Trustees with experience in at least one or more of the following:

- Grant making
- Charity governance
- Diversity and Inclusion in grant making
- Fundraising with major donors or high net worth individuals
- Innovation in income generation or commercial start up
- Experience in the children and young people's charity sector
- Financial management

One of the successful applicants would be invited to Chair the Grants Panel – please indicate if this is of interest.

One of the successful applicants would be invited to join the Finance Committee – please indicate if this is of interest.

### **To apply, please send:**

Your CV (max 2 pages) and a candidate statement outlining your suitability and motivation for this role to [Georgia.Tresadern@global.com](mailto:Georgia.Tresadern@global.com).

We are committed to increasing the diversity of the Board. CVs and candidate statements will be anonymised before they are reviewed and shortlisted, so please supply as a word document so that identifying information can be removed easily. Upon receipt we will ask you to complete an Equal Opportunities questionnaire.

Closing date: 27 Sep 2020

Interviews: During October (online or in central London).