



Cloudesley

Cloudesley Committee Members (Volunteers)

Recruitment Pack, Spring 2022

Do you live, work or study in Islington?

Would you like to be part of a local grant-making charity, helping to make a positive difference to the local community?

No previous grant-making, committee or charity experience needed

Cloudesley is an Islington-based charity which makes grants of over £1.6 million each year to people, organisations and churches. We are looking for new co-opted committee members to help us do this effectively.

To support you with this role, we will provide:

- Training
- 1:1 support from a Trustee buddy
- Expenses to cover any related childcare, carer and travel costs so that you can attend committee meetings

This pack provides more information about Cloudesley, what being a co-opted committee member involves, who we are looking for and how to apply.

If you have any questions about these roles or Cloudesley, please contact the charity's Director, Melanie Griffiths – melanie.griffiths@cloudesley.org.uk, 020 7697 4220.

About Cloudesley

Cloudesley is a local charity that makes grants to people, organisations and Church of England churches in Islington. Our grants budget is used in two ways:

- Our Health Grants Programme supports local people with health problems and/or who are disabled and who have low or no income
- Our Church Grants Programme supports Islington's Church of England churches to help look after and repair their church buildings

In June 2021, Cloudesley had assets of £58 million and our annual gross income was £1.49 million. The charity owns around 100 residential properties and a pub on the Cloudesley Estate in Barnsbury.

A Board of voluntary Trustees are responsible for overseeing the charity and looking after its assets. A small staff team carry out Cloudesley's day-to-day management and administration.

The charity dates back to 1517, when Islington resident Richard Cloudesley wrote his will and left two 'Stony Fields' to Trustees.

Who are we looking for?

To help make sure that the charity's decision-making is effective and well-informed, Cloudesley would like to recruit people to these roles from a range of backgrounds, and with different expertise, experience and knowledge. The co-opted committee members will work as part of a team with the charity's existing Trustees.

We want to make our committees more diverse and representative of the groups and people that we support as soon as possible. We are particularly keen to receive applications from people who:

- Are disabled
- Have a long-term health condition
- Are from Black and minority ethnic communities
- Are under 35

Although half of our grant-making is used to support the Church of England churches in Islington, we welcome applications from all members of the community, from any religious background or none.

Our new co-optees are likely to have experience and/or knowledge of at least one of the following:

- One area funded by the charity - disability; physical or mental health issues; welfare benefits and poverty; domestic violence; homelessness; drug or alcohol dependency; church buildings and church services
- Property and buildings issues, especially residential property
- Financial management
- Investments

What's involved?

The new co-opted committee members will be appointed for a three-year period initially.

Each co-opted member will be invited to join one of our two committees:

- The Finance and Endowment Committee oversees the management of the charity's investments, properties and budget, and other financial matters. Our investment manager and property manager also report to the committee. The Finance and Endowment Committee meets four times a year, usually from 4.45pm – 6.45pm
- The Grants Committee makes decisions about health and church grants and our grants policies. Funded organisations often give presentations about their work to the committee. The Grants Committee also meets four times a year, usually from 5.30pm – 7.30pm

A pack of papers is emailed to committee members a week before each meeting for reading to prepare for the meeting.

To get further experience, co-opted committee members will also be invited to attend other meetings and events if they would like to/are able to. These may include:

- Attending Board meetings as observers. Board meetings are held three times a year in the early evening
- Visits to local charities, churches and Cloudesley's residential properties as part of these roles.

Training and support

To support co-opted committee members to carry out these voluntary roles, we will:

- Provide background information, which we will talk through during an introductory session
- Give initial training about Cloudesley, grant-making and charity finance, with further training and support to enable you to fully take part in committee meetings
- Link each co-optee with a Cloudesley Trustee who will act as a buddy. Each co-optee/buddy pair will meet in early 2022 and you will be able to find out more about the charity from them. Before each committee meeting, they will offer support with preparing for the meeting and discuss any key issues with you.

Although these are voluntary positions, Cloudesley can cover reasonable childcare, carer and travel costs if these are required to enable you to attend committee meetings.

How to apply

To apply, please email the following to admin@cloudesley.org.uk by **10am on Monday 21 February 2022**:

- i. An **explanation** of why you would like to be a Cloudesley co-optee and a brief description of the skills, lived experience and/or knowledge you would bring to the charity. If you have a CV, you are welcome to email that to us as well.
- ii. A completed **recruitment monitoring form** (optional). The form can be downloaded [here](#). If you complete a monitoring form, we will separate it from your application and it will be used to help us monitor our recruitment practices.

Please get in touch with us (admin@cloudesley.org.uk) if you would like some support with your application or if you need us to adapt the application process for any reason including disability.

We will email you by **midday on Wednesday 23 February** to let you know if you have been shortlisted.

Shortlisted applicants will be invited to meet with us on **Thursday 24 February or Friday 25 February**. Please let us know in your application if either of these dates is difficult for you. This meeting will be a chance for you to ask us questions, find out

more about the charity and what being a co-opted committee member involves. We would also like to find out more about your experience and the reasons why you are interested in becoming a co-opted member.

We will contact you by the middle of March to let you know if your application has been successful.

Further information

To find out more, please:

- See our website at www.cloudesley.org.uk
- Come to our online information session on **Thursday 10 February**, 4pm - 6pm. This will be a chance to meet with Cloudesley staff and trustees and ask questions about the charity and the co-optee roles. For further details and to register for the information session, please email admin@cloudesley.org.uk or phone us on 020 7697 4094 by midday on Wednesday 9 February. Attendance at this session is optional
- Contact Cloudesley's Director, Melanie Griffiths for an informal discussion: melanie.griffiths@cloudesley.org.uk, 020 7697 4220.