



Foundation  
Derbyshire

**Chair,**

**Treasurer &**

**Trustees.**

**Applicant  
information pack**

McBride *Executive*  
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# This document invites you to apply for a role at Foundation Derbyshire.

As the terms of office of both the Chair and the Treasurer will draw to a close in 2026, the Board of Foundation Derbyshire is implementing its succession plans. We are looking to identify:

- **A new Chair** to shadow in the first instance with a view to assuming the full role in late summer 2026 (or earlier if appropriate)
- **A new Treasurer** who will assume the role in autumn 2025
- **Trustees** who will be welcome to join the Board as soon as they are able





## A welcome from Oliver Stephenson Foundation Derbyshire Chair 2016-26

"I could not recommend being involved in the Foundation more highly. It is a great Derbyshire institution, nearly 30 years old, and is one of the 47 regional Community Foundations that cover the United Kingdom. The Community Foundation movement is a global network, with its 100 year old roots in Ohio USA. I have found playing a role in Derbyshire to be highly fulfilling, and I have greatly enjoyed being part of the UK network too. I have learnt much about the City of Derby and the County of Derbyshire over the past 10 years. Clearly, we live in a county of many parts and the things that matter to those in Glossop are not necessarily the same things that matter to those in Ilkeston or Chesterfield. Derbyshire is a county of wide variety, and we are fortunate to count it as our home and place of work.

There are always challenges in a county; Foundation Derbyshire's role as a charitable benefactor is immensely valuable. Much has happened since I became Chair. Especially, the Covid Pandemic was a period during which the issues of individual isolation, struggling Mental Health, and of food & provisions security, came into the spotlight. During the pandemic, Foundation Derbyshire played an unparalleled role, distributing £1.2 million during the first six months to food banks, hospices and many other groups and organisations which were providing vital services. We proved ourselves to be a lynch pin in the County.

I joined the Board as a Trustee in 2014, and assumed the role of Chair in 2016. William Kerr, our Treasurer, joined at the same

time. Our statutes disallow Trustees from serving more than three 4-Year terms, so inevitably both William and I will finish our time at least before the end of 2026.

Being Chair means that you work closely with your colleagues. At Foundation Derbyshire we pride ourselves on our professionalism. Rachael runs the executive team together with Sarah who has particular responsibility for our grant making assisted by Misbah and Vicki. The Board has capacity for 16 Trustees although currently we number 12. We carry out our business through quarterly meetings for all of; the main Board Meeting, Finance Committee, and Development & Steering Committee. There is also an EDI Committee and the Grants Panels.

I strongly recommend Foundation Derbyshire to you. By joining the Board, as any of Trustee, Treasurer or Chair you would become involved in an organisation that is growing, has vision, is an institutional pillar within the County, and where there is scope for endless opportunity in the world of local charity."





**// An alchemy occurs when people who care connect with causes that matter. As the bridge between the two, Foundation Derbyshire plays a unique and vital role in our county and our position as a trusted, independent resource for both our donors and local groups and charities is key to our effectiveness and success. //**



## What we do and how we do it

### Rachael Grime, Chief Executive Officer

“Foundation Derbyshire is our county’s community foundation and we play the essential role of connecting donors to local community groups and charities. We enable those who want to make a difference in their community to find and fund those that need support.

Nearly three decades of grantmaking across Derbyshire has given us an unrivalled reach to hundreds of groups and charities. We understand what’s needed locally and we know about smaller organisations and projects that are often hidden from view.

Our donors are individuals, families, businesses, legacy bequests and charitable trusts and are all part of a long tradition of local philanthropy. For them, Derbyshire is the place where they live, have raised their families, generated their wealth or where they feel a sense of connection. It’s also a place where life can be challenging for many and where our donors know they can make a difference.

By establishing a named fund that focuses on the aims and issues that matter to them, our donors, collectively, support a broad range of organisations (from very small volunteer-led groups to larger charities) and a wide variety of local needs including homelessness, physical and mental health, young people, sports, the arts, poverty and disadvantage, the environment, older people, and carers, to name but a few.

As we approach our fourth decade, the Foundation now manages over 70 separate named endowment funds totalling more than £10 million on behalf of our donors and distributes donations on behalf of many more. In 2023/24 alone, the endowments distributed £447,000 of grants and we gave out a further £486,000 on behalf of local stakeholders.

More importantly, our financial stability and quality accredited governance and systems ensure we will be here to support the people of Derbyshire for generations to come. But there is always more to be done and so the Foundation is focused on continued growth; developing and enabling philanthropy, to ensure an independent source of funding for our local communities.

If Derbyshire matters to you, join our Board and help us to shape and deliver the next chapter of the Foundation Derbyshire story.”



# WHY WE MATTER.

**Experienced, impartial and trusted** partner to both donors and community groups

**Unrivalled understanding** of what's needed and happening in our local communities

**Expert** in investment management oversight

**Specialist skills** in the distribution of donated funds

**Robust and efficient systems** in place to assess, award and monitor grant applications

**Quality accredited member** of a national network of community foundations

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**// A Community Foundation connects philanthropic people with local causes that matter to them. It's a charitable organisation focused on supporting a defined geographical area by building endowments and generating funds to support community needs and local organisations making a difference**

Source: UKCF (the membership organisation for the 47 accredited community foundations in the UK).



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**29**

years of making  
a difference

**7500+**

grants  
made

**£19.5<sub>m</sub>**

distributed

**£10<sub>m</sub>**

endowed  
funds

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“ Accessible, friendly, very helpful-understanding of local issues and local needs. ”

“ The ongoing contact during the application process is a strength of the foundation. ”

“ The Foundation has good local knowledge and understands the issues facing rural areas. The staff are helpful, interested and enthusiastic about what they do. ”

“ Our roles at the Foundation are incredible; we get to see both the passion and dedication of local community groups, charities and volunteers and the dynamics of philanthropy, helping local people make a difference every day. I’m very proud to be from Derby and live in Derbyshire; it’s a wonderful place to call home. The Foundation has taught me the importance of giving back and volunteering in my home town (girl guiding and carnival) helps me understand my role as a grantmaker even more. ”

“ Your strengths are easy accessibility, friendly advice, charming personnel and speedy decisions. ”

“ I continue to be amazed by the range of organisations and activities of our grant applicants – and the care of the staff and panel members who work on those applications. There is so much good work going on out there in Derbyshire. For me it is quite simply gratifying to be involved in supporting those who work for their communities and for those in need. ”

“ As a group we have problems obtaining funding as we are in a relatively prosperous area of the Derbyshire Dales. However access to facilities is poor and the Foundation seems to understand this and offer funds where we feel there is none. ”



*I am constantly impressed by the selfless qualities and dedication of the people running the organisations we support. Helping them to achieve their aims, often in the face of significant challenges, at the same time as meeting our donors' aims makes it all worthwhile.*



**We are seeking:**



# Chair of the Board of Trustees



**Time Commitment:**

Approximately 2-3 days per month

**Term:**

4-year term, with potential for  
re-appointment

**This is an unremunerated role**



## Key responsibilities

- Strategic Leadership: Lead the Board of Trustees in setting and maintaining the charity's strategic direction and goals.
- Governance and Oversight: Ensure the charity complies with its governing documents, charity law, and other relevant legislation or regulations.
- Support the Chief Executive: Act as a trusted advisor to the Chief Executive. Offer guidance and support while maintaining appropriate oversight of the charity's activities.
- Stakeholder Engagement: Represent Foundation Derbyshire in external forums. Build strong relationships with donors, funders, and community partners.
- Board Development: Support the recruitment and development of Trustees to ensure a diverse and skilled Board.
- Advocacy: Serve as an ambassador for Foundation Derbyshire, advocating for the charity's work and raising its profile across the county.



## We are seeking an individual who

- Is an experienced leader with a proven track record in governance, senior leadership, or board-level positions.
- Has a strong interest in community impact and committed to addressing needs and challenges across Derbyshire.
- Is a skilled communicator who can build and nurture relationships with a wide range of stakeholders, particularly benefactors and grant recipients.
- Is strategically minded with the ability to oversee the development and implementation of long-term plans.
- Is empathetic and collaborative, fostering a culture of trust, respect, and shared responsibility within the team of Board Trustees, staff and volunteers.
- While previous charity experience is beneficial, we welcome applicants from a range of professional backgrounds who are motivated to make a difference.

**We are seeking:**



# Treasurer



**Time Commitment:**

Approximately 1-2 days per month

**Term:**

4-year term, with potential for re-appointment

**This is an unremunerated role**



## Key responsibilities

- **Financial Oversight:** Ensure the charity operates with sound financial systems and processes, and that its financial resources are effectively managed in line with legal and regulatory requirements.
- **Asset Management:** Active liaison and stewardship of wealth managers and other professionals appointed to manage the Charity's assets.
- **Budgeting & Planning:** Provide oversight and support in the preparation of annual budgets, financial forecasts, and strategic plans, ensuring they are realistic, sustainable, and aligned with the charity's goals.
- **Reporting:** Present financial reports to the Board, translating complex financial information into clear, understandable updates for trustees to inform decision-making.
- **Compliance:** Ensure compliance with relevant charity and financial regulations.
- **Risk Management:** Lead the Board's work in overseeing financial risk management processes, ensuring effective controls are in place to safeguard the charity's assets.
- **Audit & Accounts:** Lead the process of preparing and approving the charity's annual accounts, working closely with external auditors where necessary.
- **Advisory Role:** Provide financial advice and insights to support the strategic development of the charity and assist with fundraising initiatives where appropriate.



## We are seeking an individual who

- Has strong financial or business expertise, with experience in financial management, accounting, or a similar discipline (accountancy qualifications such as ACA, ACCA, or CIMA are desirable but not essential).
- Is committed to supporting the long-term success of Foundation Derbyshire.
- Is a clear communicator who can present financial information to non-financial board members in a straightforward, understandable way.
- Is committed to good governance and shares the Board's responsibility to guide and support the charity in meeting its mission and goals

# We are seeking:



# Trustees



As well as the Chair and Treasurer positions, we are also looking to identify additional trustees as part of this process.

If you are excited about the opportunity to help shape the future of Foundation Derbyshire by joining our Board but don't feel that the roles of Chair or Treasurer are for you, we would still love to hear from you. This is a voluntary role offering the opportunity to contribute your skills and expertise in an exciting, established Derbyshire institution.

**Time Commitment:**

Approximately 1 day every 2 months

**Term:**

4-year term, with potential for re-appointment

**This is an unremunerated role**



## **Key responsibilities**

- To contribute actively to the Board as it sets overall policy, defines goals and evaluates performance.
- To safeguard the good name of the organisation.
- To help an effective and efficient administration of the organisation.
- To help the financial stability of the organisation.
- To support the work of the Chief Executive and her team.
- To ensure that the charity complies with all legal and regulatory requirements.
- Ensuring that the charity's governance is of the highest possible standard.



## **We are seeking individuals who**

- Have a strong empathy with Foundation Derbyshire 's mission and ambitions
- Would like to be active and engaged in our work, potentially joining a sub-committee.
- Would work with fellow Trustees in a collaborative way, using feedback to enhance Board effectiveness.
- Understand their responsibility for the overall governance and strategic direction of the Charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.



***We turn to the insight of panel members that are living and working in the many different communities that we serve and so have a greater understanding of particular issues.***





# How To Apply

**Please contact Nigel Brewster**  
**[nbrewster@mcbride-executive.com](mailto:nbrewster@mcbride-executive.com)**  
**(+44 7758 112 002)**

**Please supply the following:**

- A CV setting out your career history, with responsibilities and achievements, together with your contact details. Please include details of a referee who can speak authoritatively about you, together with a brief statement of the capacity and over what period of time they have known you. The Referee will not be contacted without your prior consent.
- A supporting statement outlining your suitability for the role, the value that your expertise will add to the Board and why you would like to join Foundation Derbyshire.
- On receipt of your CV you will be provided with a Diversity Monitoring Form to complete. (Please note that completing a Diversity Monitoring Form is not an essential requirement for the application process).

**The closing date for applications**

Friday 16th May 2025.

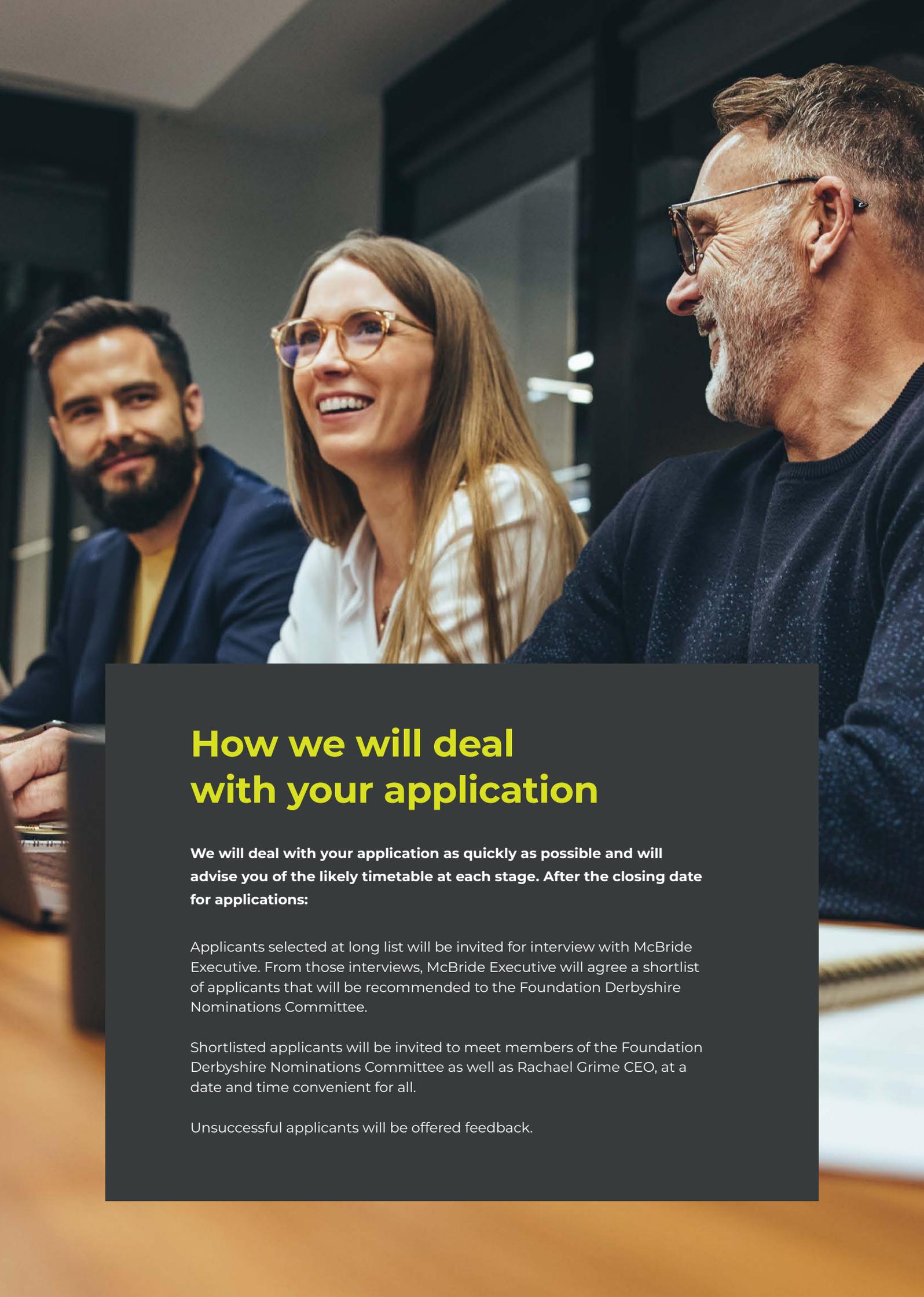
**Recruitment timetable**

Please note that applicants will need to be available for interviews, if selected.

All applicants will be advised of outcomes at each stage of the process as soon as possible.

**For an informal and confidential discussion, please contact Nigel on +44 7758 112 002 or [nbrewster@mcbride-executive.com](mailto:nbrewster@mcbride-executive.com)**

**McBride** *Executive*  
Search & Selection



## How we will deal with your application

**We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:**

Applicants selected at long list will be invited for interview with McBride Executive. From those interviews, McBride Executive will agree a shortlist of applicants that will be recommended to the Foundation Derbyshire Nominations Committee.

Shortlisted applicants will be invited to meet members of the Foundation Derbyshire Nominations Committee as well as Rachael Grime CEO, at a date and time convenient for all.

Unsuccessful applicants will be offered feedback.

## Your personal information

**Your personal information will be held in accordance with the Data Protection Act 2018. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.**

When we ask you for personal information, we promise we will:

- Only ask for what we need, and not collect too much or irrelevant information.
- Ensure that you know why we need it.
- Protect it and insofar as is possible, make sure nobody has access to it who shouldn't.
- Ensure that you know what choice you have about giving us information.
- Make sure we don't keep it longer than necessary.
- Use your information only for the purposes you have authorised.

We ask that you:

- Give us accurate information.
- Tell us as soon as possible of any changes.
- Tell us as soon as possible if you notice mistakes in the information we hold about you.
- If you apply, the information you provide will be shared with members of the Foundation Derbyshire Nominations Committee so that your application form and CV can be assessed.

## Equal opportunities & inclusivity statement

**Foundation Derbyshire is committed to equality, diversity and inclusion.**

We are keen to address under-representation and welcome applications from everyone, including minority and under-represented groups. All applicants will be assessed solely on merit. Should you wish to apply in an alternative format, or wish any adjustments to be made as part of the selection process then please contact **Nigel Brewster** on **07758 112 002**.





Foundation  
Derbyshire

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