



Trustee Appointment Brief

August 2020

We are looking for three people with passion, energy and commitment to join our Board. We welcome expressions of interest from people with knowledge and experience in at least one of the following:

- Government advocacy
- Comms & PR strategy
- Detailed understanding of grant-making processes and systems
- Chief Executive of a well-networked Foundation
- Civic technology/tech for good
- Technical data expertise
- Digital and product development

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Welcome from Fran Perrin

I set up 360Giving because I wanted to improve charitable giving.

As a philanthropist, it bothered me that there was no way of knowing what was already being funded. I didn't want to give in the dark – I wanted to be able to make informed funding decisions to make sure my money was going to where it was needed most and could have the most value.

The difference that 360Giving has made in the five years since then is already huge. We have disrupted the status quo for grantmaking in the UK, making it the norm for UK funders to publish open data about their grants. Over £30 billion of grants have now been published as open data in the 360Giving Data Standard, meaning that for the first time they can be compared and tracked across the UK. We have developed free tools to help people understand and use the data, and helped to advance grantmakers' digital skills with bespoke support and programmes, such as Office Hours, Data Expeditions and Data Champions.

We're now looking for three new Trustees to join 360Giving's high-performing Board. This is a unique opportunity. The 360Giving core team, though small, is committed and efficient, and governance is well-established. This means that as a Trustee you are able to focus on contributing your skills, experience and strategic oversight. We are seeking to recruit three roles covering the following areas between them:

- Comms & PR strategy
- Detailed understanding of grant-making processes and systems
- Chief Executive of a well-networked Foundation
- Government advocacy
- Civic technology/tech for good
- Technical data expertise
- Digital and product development

Together, we're a collaborative team. 360Giving Board meetings are inclusive and non-hierarchical – we value openness and flexibility. 360Giving's core team attends most of the Board meetings, and we ensure that those who cannot attend meetings in person are able to join remotely.

We are particularly interested in improving the diversity of our Board of Trustees. We recognise the positive value of diversity, and want to promote equality and challenge discrimination. It is vital that our work reflects the considerations for the breadth of the sector that the data records. We welcome applications from all suitably skilled and experienced people and particularly from candidates from black and minoritised backgrounds, as our staff team is underrepresented in this area.

This is an exciting time to join 360Giving as we enter a new phase in our organisational development and data is more important than ever.

Introduction

At 360Giving, we help funders publish open data about their grants, and help people use this data to improve charitable giving. Our vision is for grantmaking in the UK to be more informed, effective and strategic.

We are a small charity with a big impact. We've come a long way in five years, thanks largely to the commitment and passion of our Board of Trustees. Our founding Trustees are coming to the end of their terms, so we're looking for three new Trustees to help take us to the next phase.

These are voluntary roles, but reasonable expenses – such as travel and childcare – will be paid. We meet quarterly, generally on weekday mornings. Meetings are held in central London but Trustees may attend virtually. Trustees also participate in committees and working groups in addition to the Board meetings.

In this pack, we've set out the things we think potential Trustees would want to know before applying. We hope it helps you feel as excited by the opportunity as we are to have your expertise and perspectives.

About 360Giving: our story and values

At 360Giving, we help UK funders publish open, standardised grants data, and empower people to use this data to improve charitable giving.

When funders publish information on who, where and what they fund in the 360Giving Data Standard, it means they are sharing it in a way that others can access and use for free. Because the data is standardised, it can be looked at and compared all together, helping us to understand grantmaking across the UK. Having access to this information means that funding can be more informed and effective.

Our story

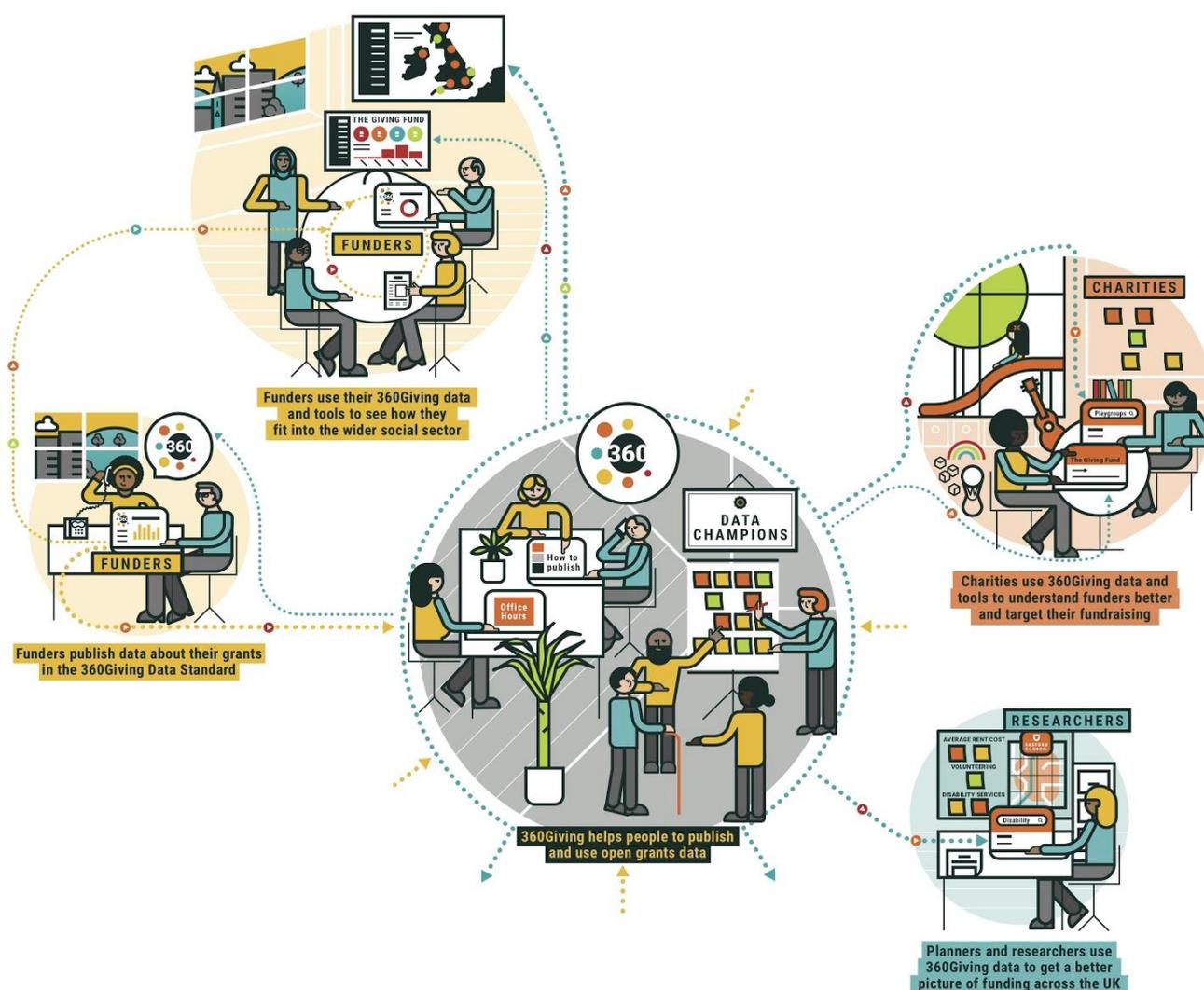
Mapping the landscape of UK grant giving is hard, because so many different kinds of organisations award grants using different funding models.

Although grant spending from the top 300 charitable foundations reached a record high of £3.3bn in 2016-17, grants from government are at less than half of the level they were 10 years ago. The impact of this is being felt across the sector.

For limited resources to be deployed most effectively, funders must be able to collaborate. But historically funders have had limited visibility of how each other spend their money. This has made it hard to identify shared opportunities and challenges, or to assess UK grantmaking – and its impact – as a whole.

Since we were founded in July 2015, we have worked with over 150 funders to publish their grants data openly in the 360Giving Data Standard. This means that, for the first time in the UK, it's possible to see and compare grants awarded by different funders all together. The data is transforming the knowledge base of the whole sector. We've also developed tools that make the data easier to access and use.

You can find out more about us at <https://www.threesixtygiving.org/about/>



Our approach

We are now at a tipping point where publishing open grants data is becoming the norm; but funders need to become more data-informed and improve the quality of the information they share if we are going to create the lasting change we want to see. This is what we now focus on.

Our success over the past five years means there is now a critical mass of open, comparable information available on UK grants. We are creating real and meaningful change in the sector. We need to build on this momentum, and use our learning and the infrastructure we have developed to get UK funders to shift from sharing data to using it in their day-to-day work.

To do this, we work around four key themes:

1. **Seeing through what we started:** Making data sharing the norm within the sector, including the process, tools and support needed to do that.
2. **Raising the bar:** Improving the quality of the data that's being shared and ensuring the 360Giving Data Standard remains fit for purpose.
3. **Testing new approaches:** Bringing together funders to improve their data literacy and identifying data needs, including key points in the funding cycle when data would be useful.
4. **Inspiring:** Undertaking data analysis and supporting the use of 360Giving data, including examples that inspire and to make sure the data is useful for different stakeholders, not just funders.

Our 2019-2021 strategy – [Unlocking the Power of Grants Data](#) – focuses on helping funders to go beyond sharing data, to improving its quality and using it more in their day-to-day work.

Our values

We strive to act in line with our simple values

PURPOSEFUL	We have a bold and ambitious aim for grantmaking to be more effective and strategic, by inspiring funders to use data in their decision-making. We're focused on driving meaningful change in philanthropy for charities, and improving outcomes for communities and good causes across the UK.
OPEN	We champion open data for the public good. We help funders make grants data open and provide free, open-source, tools to make it more accessible, so others can use it to target resources where they're needed most. We are open in our approach: we share ideas, challenges and lessons with others, and are open to feedback and committed to improvement.
CURIOUS	We're inquisitive and we believe in using evidence. We inspire and enable people to use 360Giving data to better understand the voluntary sector. We support funders to use data to inform their decisions, share insights and learn from each other.
COLLABORATIVE	We exist at the intersection of philanthropy, charities, data and tech. Through facilitating data sharing and insight in philanthropy, we work with funders, charities, researchers, analysts and developers to achieve our objectives, and strive to support them to deliver theirs.
INCLUSIVE	We make data, our tools and support accessible to all. We prioritise people over tech, use clear language in explaining what we do, and strive to respond to people's needs – whatever their level of knowledge or digital skills.

The role of our Board of Trustees

We are fortunate to have a Board that is engaged in and personally supportive of our work. We look to our Board for accountability, inspiration and constructive challenge.

Officially, our Board oversees and accounts for 360Giving, ensuring it is at all times solvent, well-run and of good reputation, safeguarding assets and applying them for the charitable purposes as declared in the objects of 360Giving - but our Board is much more than that. The Board and staff team work together to deliver our mission.

The Board must always act in the best interests of 360Giving, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone they had responsibility for. The Board also makes sure the charity complies with its memorandum and articles of association, and all laws and regulations it is subject to.

The Board members have collective and joint responsibilities and therefore Trustees must act as a group and not as individuals.

Role Description

Duties of a Trustee

- Support and provide advice on 360Giving's purpose, vision, goals and activities.
- Approve operational strategies, operational policies and ethical standards for 360Giving and monitor and evaluate their implementation.
- Oversee 360Giving's financial objectives, plans and budgets and monitor and evaluate progress. Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensure that key financial and non-financial risks relating to 360Giving's activities and affairs are being identified, monitored and controlled effectively.
- Review and approve 360Giving's financial statements.
- Appoint a Chief Executive and delegate to him/her all such authority, powers and functions as is required for the management and implementation of 360Giving's activities and affairs.
- Keep appropriately informed on 360Giving's activities and operating environment and conversant with their duties and responsibilities as Trustees.
- Endeavour to attend all Board meetings, ensuring that they are adequately prepared to contribute to deliberations.

- Exercise independence of judgment, acting legally and in good faith to promote and protect 360Giving’s interests, to the exclusion of their own personal and/or any third party interests and use information received in their capacity as a director with discretion and to the ends for which it was provided.
- Exercise their powers for the purpose conferred, operating within the limits of their authority, as imposed by law or regulation, 360Giving’s governing documents, or their fellow directors.
- Contribute to the broader promotion of 360Giving’s objects, aims and reputation through the application of their skills, expertise, knowledge and contacts.

In addition to the broadly statutory duties set out above, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. As a small charity, there will be times when the Trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the Trustee has special expertise.

Person Specification

Applicants should meet at least one, but ideally more, of the priority criteria that we are currently seeking:

Priority skills, experience, knowledge	Desirable
<ul style="list-style-type: none"> • Government advocacy • Comms & PR strategy • Detailed understanding of grant-making processes and systems • Chief Executive of a well-networked Foundation • Civic technology/tech for good • Technical data expertise • Digital and product development 	<ul style="list-style-type: none"> • Data governance/open data knowledge • Learning and evaluation • Users of the data • Diversity, equity and inclusion practice expertise

In addition, candidates should have the general skills and attributes of a Trustee:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement

- An ability to think creatively
- An ability to work effectively as a member of a team
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

You don't have to have had experience as a Trustee or being on a Board before – we offer a comprehensive induction program and training and development opportunities as appropriate. We have excellent governance processes in place so you can focus on contributing your expertise where it is needed most.

Please note that this role is subject to Charity Commission automatic disqualification rules. Preferred candidates will be required to complete a declaration to confirm that they are not disqualified. For more information and to check eligibility, please visit:

<https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

Terms of appointment

Remuneration

The role of Trustee is voluntary (unpaid), but reasonable expenses – such as travel and childcare – will be paid.

Commitment

We meet quarterly, generally on weekday mornings. Meetings are held in central London but Trustees may attend virtually. Trustees also participate in committees and working groups in addition to the Board meetings. Trustees are also expected to attend occasional public or private events, such as public profile events or strategic planning Board away days.

Trustees must be able to commit two to three days a quarter, on average, in order to read papers, attend meetings and events, and contribute between meetings by emails and calls, as required.

Trustees are required to agree to abide by the Trustees' Code of Conduct and to declare as appropriate their business interests.

Term

Trustees will serve an initial three-year term to be eligible for re-appointment for an additional term of three years.

How to Apply

We will be receiving expressions of interest until 11th September 2020.

If you would like to be considered as a trustee of 360Giving, please send:

- a comprehensive, up-to-date CV
- a supporting statement explaining how you believe your skills and experience match the priority skills and experience that we are looking for, as outlined in the personal specification
- Details of any business or other interests which might give rise to conflict of interest, and how you could address this should your application be successful

You are also invited to complete and return the diversity monitoring form downloadable from the vacancy page on the website. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of the application.

Expressions of interest with monitoring forms should be sent to recruitment@threesixtygiving.org by 11th September 2020. If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion then please contact director@threesixtygiving.org

Recruitment Timetable

Deadline for applications	11th September 2020
Meetings with a panel of trustees for shortlisted applicants	29th September 2020 or 1st October 2020, via Zoom
Final panel and recommendations to the Board	October 2020 and references to be checked for preferred candidates
Induction	November 2020 of selected candidates
Appointment date/first Board meeting	8th December 2020 for two roles June 2021 for one role

Equal Opportunities

360Giving is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We therefore expect all 360Giving staff and Trustees to be willing and able to make a positive contribution to the development, promotion and implementation of 360Giving's Equality and Diversity policy and practices.

Alternative formats

If you require any documents related to the application process in an alternative format or require adjustments through the process, please contact recruitment@threesixtygiving.org.

Your data and privacy

As part of any recruitment process, 360Giving collects and processes personal data relating to applicants to help us make informed and fair selection decisions. 360Giving is committed to being transparent about how it collects, stores and uses that data and to meeting its data protection obligations.

The information provided during recruitment processes will be securely stored on our network and will only be accessed by authorised personnel involved in the recruitment process.

For any unsuccessful candidates, 360Giving will keep information collected during a recruitment process for six months once the process has ended.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file.

Further information about our privacy policy is available at <https://www.threesixtygiving.org/privacy>.