



# Funding Committee

Recruitment Information Pack

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# About the Trust

Barnwood is an independent charitable Trust. We get millions of pounds of funding out into the county every year. But money is only part of the story.

We join with the people, communities and organisations in Gloucestershire's disability and mental health movement – creating change so that disabled people and people with mental health conditions have choice of opportunities, access their rights, and are included where they live.

What do we do? We investigate the long-term, complex issues and barriers faced by disabled people and people with mental health conditions. We share research, develop projects, and run campaigns to influence the change that's needed. We partner with local organisations and look for better ways to fund.

Barnwood Trust was set up over 200 years ago. Today, we are not your typical funder, and we don't work in isolation. Learning and collaborating run through everything we do. We bring people together for a different conversation and explore big ideas.

We listen and add clout where we can, working alongside disabled people and people with mental health conditions to make changes happen – building belonging and making a difference in the life of the county.



# What is our aim?

Barnwood Trust's vision is that Gloucestershire will be a better place when disabled people and people with mental health conditions are equal, empowered and their rights are upheld.

We act as an agent of social change, working alongside disabled people and people with mental health conditions to create that change.

We have three goals, which are that disabled people and people with mental health conditions across Gloucestershire:

- Have choice of opportunities that meet their hopes and passions.
- Are included and involved in their communities and places where they live.
- Access their rights and see positive change on disability issues.

# How?

We make this change happen in three ways:

## Our Theory of Change



# Strategic review and changes

This strategy has been evolving since 2011. Between 2011 and 2020, Barnwood's programme of work looked different.

Key initiatives such as introducing the concepts and practices of Asset-Based Community Building to the county and creating a new form of engagement called 'Welcoming', helped to create the conditions for more inclusive and welcoming communities across the county, appreciating the many existing strengths that could be built upon. This enabled the Trust to become more fully embedded in communities across Gloucestershire, as well as seeding new ideas and ways of thinking for a range of different organisations and services in the county.

We undertook a strategic review in the second half of 2020 which led to the cessation of our frontline community building and welcoming work.

**We are now focused on our Theory of Change of three programmes of Listening and Learning, Funding, and Changing Conditions.**

During 2020, it was clear that the devastating early impact of the pandemic was both exacerbating the significant inequalities experienced by disabled people and people with mental health conditions, and challenging the finances of charities and community groups, meaning a different response was required from the Trust.

## Listening and Learning

We want to hear from disabled people and people with mental health conditions about what needs to change in the county to make things better. We believe in strength in numbers and the importance of every voice.

Barnwood Trust has a research programme that is focused on disability and mental health.

Our research helps us, and others, to drive systemic and societal change, through campaigning and policy work.

We have a learning programme which builds thinking and capacity in the county and helps participants to understand more about disability, mental health, and how to make change in the county.

## Funding

The Trust is the steward of funds on behalf of the people of Gloucestershire. We provide funding to individuals, organisations, groups and places. Our funding is informed by research and supported by relationships that increase its impact.

As well as responding to requests for funding, we also identify priority areas for investment that will benefit disabled people and people with mental health conditions, and then initiate partnerships and projects for this investment.

## Changing Conditions

Barnwood works across the county proactively, brokering collaborations and introducing funding where necessary, to create societal and systemic change which will benefit disabled people and people with mental health conditions.

We use our convening power with people, groups, and organisations locally and county-wide, to drive

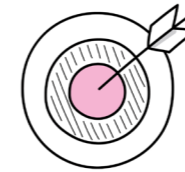
that societal and systemic change, as a means of influencing conditions impacting on disabled people and people with mental health conditions.

We have a staff of 37 people who carry out all the Trust's work, led by a Leadership Team of 6 people.

## Values

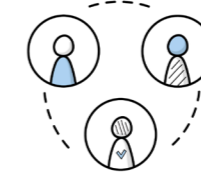
At the end of 2022, we confirmed our values which underpin everything we do. We have four values:

### Focused



Disabled people and people with mental health conditions across Gloucestershire are at the heart of everything we do

### Inclusive



Connecting and collaborating with openness and honesty, we ensure all voices are respected, heard and valued

### Bold



In the face of change and uncertainty we are flexible and confident in finding ways forward

### Forward Thinking



Using our independence, we explore long-term solutions to everyday challenges



# About Barnwood's Funding

We provide funding for people, for organisations and groups to help make change in people's lives and in local areas.

**Grants for individuals** – we work in partnership with local specialist organisations, who help Barnwood give grants.

**Funding principles** - we have developed funding principles which cover all our funding and are a tool to hold the Trust accountable for its policies and processes. They are as follows:

- We support opportunity
- **We build on community strengths**
- We enable flexibility
- **We work in partnership**
- We encourage engagement
- **We ask relevant questions**
- We are accountable
- **We are open to learning**

## We support opportunity.

- Barnwood Trust funding is directed to opportunities with clear positive benefits, that contribute to creating better places for disabled people and people with mental health conditions to have an opportunity to participate, contribute and lead.

## We build on community strengths.

- Barnwood Trust funding builds on community strengths to bring about positive change and create better conditions for disabled people and people with mental health conditions.

## We enable flexibility.

- Barnwood Trust funding supports the sustainability of organisations, including assisting with core costs and supporting staff wellbeing. We aim to support what organisations want, not what they think we will fund.

## We work in partnership.

- We work in partnership with organisations and groups to maximise positive impact of investments in communities. We aim to build stronger relationships with community organisations and groups, to contribute to delivery of our strategic aims and will be clear about our relationship from the start.

## We encourage engagement.

- Barnwood Trust funding is promoted in communities, and we seek to encourage engagement from previously under-represented groups.

## We ask relevant questions.

- Our application and decision-making processes are simple, transparent, fair, inclusive and accessible, including to marginalised and under-represented groups. We only collect information that we must have to make funding decisions and we take responsibility for compiling information on applicants from publicly held records (e.g. Charity Commission).

## We are accountable.

- We exercise due diligence and are proportionate. We accept our share of risk, being realistic about how much assurance applicants can reasonably give. We are transparent about our decisions and give feedback. We aim to analyse and publish success rates and reasons for refusal; we share our data.

## We are open to learning.

- Feedback is encouraged from applicants and partners to maximise learning and support improvement of our funding processes



# Governance for Funding

We have a Funding Committee, which is a sub-committee of the Board of Trustees, whose purpose is to oversee the award of funds from all the Trust's funding programmes, monitoring the impact and effectiveness of each programme and working at a strategic level with the executive to recommend any current and future developments to the Board.

The Committee comprises a minimum of 4 Trustees plus 3 External Members. The External Members are recruited from the VCSE sector and the statutory services sector. VCSE sector members will serve a fixed term of 2 years, and statutory service members will serve a fixed term of 1 year. The Trust's Chief Operating Officer, Head of Funding & Social Investment and Funding Policy & Evaluation Manager, also attend the Committee meetings.

Committee Members are expected to attend all Committee meetings, which are held at least 4 times a year. Each meeting is for up to 2 hours and is usually held during the daytime. Committee meetings are normally held in person at Overton House, Cheltenham however we realise this can sometimes be challenging so can facilitate online or hybrid meetings

too. Our offices in central Cheltenham offer onsite accessible parking spaces as well as wheelchair access in all of our offices, meeting rooms, bathrooms and social spaces. We welcome assistance dogs.

We are happy to offer reimbursement to the VCSE organisation, of £15/hour, for the time commitment offered by successful applicants.

Committee members, or their organisation, can also claim reasonable out of pocket expenses that are incurred whilst fulfilling the role of a Committee Member. This might include travel, childcare, a personal assistant or a British Sign Language interpreter.

# Funding Committee Member role and person specification

## Role description

### Purpose

1. To work collectively with the fellow funding committee members, the Chief Operating Officer and Head of Funding & Social Investment to oversee the award of funds from all the Trust's funding programmes.
2. To monitor the impact and effectiveness of each funding programme.
3. To work at a strategic level to recommend any current and future developments to the Board of Trustees.

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### Committee Member's function

1. To recommend to the Board, for approval annually, the allocation of the funding budget across all funding programmes.
2. To recommend the policy and principles for each funding programme for approval by the Board, and agree a review cycle for all of these.
3. To approve the decision-making frameworks against which applications will be judged for each funding programme.
4. To review reports quarterly on all funding awarded, including funding awarded to organisations under £30,000 and a summary report on grants awarded to individuals.
5. To review and reach agreement within the Table of Delegated Authority on all funding applications received by the Trust within any funding programmes, with a total value in excess of £30,000 and under £100,000.

- 6. To review and make recommendations to the Board on all funding applications received by the Trust within any funding programmes with a total value in excess of £100,000.
- 7. To review an annual analysis of the outcomes from the monitoring and evaluation data across all funding streams, and the outturn of the funding budgets, identifying strategic implications to report to the Board.
- 8. To receive reports from time to time on trends in grant making and funding from within the Trust and Foundation and philanthropic grant making sectors.

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### Decision making authority

- Funding Committee Members do not have any authority to act individually on any matter.

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### Person specification

- Commitment to disabled people and people with mental health conditions
- Passionate about making a positive difference to the lives of disabled people and people with mental health conditions.

### Lived/learned experience:

Our specific focus in this recruitment process is that we are seeking anyone with the following learned/lived experience:

- Understanding of, or employment in, the voluntary and community sector in Gloucestershire (essential)
- Lived experience of disability and mental health conditions, or learned experience of disability and mental health conditions, such as through employment or volunteering (essential)
- Experience of funding either as an organisational applicant or as a funder (essential)

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### Skills

- Exceptional communication skills are essential, with the ability to challenge constructively (essential)
- Strong self-awareness is essential, enabling the establishment and maintenance of excellent working relationships with a wide range of people using tact, diplomacy and sensitivity (essential)
- Creativity, flexibility and adaptability
- Ability to hold and respect confidential and sensitive information

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### Behaviours

- A positive attitude and the desire to generate goodwill and build relationships with collaborators and colleagues
- Display the utmost integrity
- Listen with an open mind and ask constructive questions
- Employ thoughtful judgement
- Engage in collective decision making
- Reflect on own contributions to the Funding Committee as a whole



# How to apply

We would like you to answer 2 role specific questions, provide a CV and complete an Equal Opportunities form. Answers to the 2 questions will be used to shortlist applicants for interview. Your CV will not be shared with the shortlisting panel until shortlisting has been completed. Your equal opportunities form is separated from your application at source.

Should you have any questions, wish to speak with the Head of Funding and Social Investment to find out further information about Barnwood Trust and the role of a Committee Member, or require any of the information in a different format please email Eibhlish Fleming directly at [eibhlish.fleming@barnwoodtrust.org](mailto:eibhlish.fleming@barnwoodtrust.org)

We want our application process to be right for you as an individual, so if there's anything you think we can do to make this process more straightforward for you please email [recruitment@barnwoodtrust.org](mailto:recruitment@barnwoodtrust.org) directly to discuss what support we can provide.

Here are some examples of things we may be able to put in place for people who request some extra support:

- **A phone call before you apply to discuss the role and ask questions.**
- **Putting the application pack into an alternative format – such as large print or enabling you to submit a response via video or audio clip.**
- **A conversation before your interview, or the provision of digital copies of content before the day.**
- **At the interview itself we can provide British Sign Language interpreters; large format materials; extra time to complete tasks; a hearing loop; or travel adjustments, for example. You are of course welcome to bring a Personal Assistant with you.**

# Guaranteed interview

In the person specification we have provided, we describe some skills and experience as "essential". If you are disabled (this could include a mental health or long-term health condition) and have these essential skills we will guarantee you an interview.

To be invited to interview or assessment as part of this scheme, you must detail in the answers to our 'Competency Questions' document how you meet the essential criteria for the role and then check the box next to this statement:

'Consider my application as part of the guaranteed interview scheme.'

A request under the guaranteed interview scheme does not guarantee an applicant will become a Committee Member. At interview, the best candidates will be offered the role of Committee Member. If you are invited to interview you will receive your invite and we will ask you about any reasonable adjustments that you need.

## Questions for your application

1. **Why are you interested in the role of External Funding Committee Member, and how do you meet the personal attributes, skills and experience mentioned in the role information pack?**
2. **What are the key experiences and knowledge that you will bring to the Funding Committee? And how could these support the Trust's funding programmes?**



BarnwoodTrust

