

# Trustee recruitment – Further Particulars

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## 1. Background

The Trust was founded by Scots American millionaire and philanthropist Andrew Carnegie in 1901 with the broad aim of supporting the Scottish universities, their academic staff and students. With its office located in Carnegie's birthplace of Dunfermline, the Trust expends up to £3.0 million a year through various educational and research funding schemes.



### Utkarsh Sinha, UG Fee Grant, Medicine- University of Glasgow

I strongly believe that the Carnegie Trust has affected lives of many individuals like myself since it came into existence and will continue to do so in the future. I hope to repay the Trust for their kindness and in doing so helping those who are going through similar hardships.

Specifically, it awards: grants to students in support of undergraduate tuition fees and vacation projects, PhD scholarships, and a wide range of research grants for academics. The Trust operates across all academic disciplines, aiming to encourage wider access to higher education and to further research in the Scottish universities.

The Board of Trustees includes fourteen nominated members and the fifteen Principals of the Scottish universities (the Board structure is currently under review). The Chair of the Board is Dame Anne Glover, the former Chief Scientific Adviser to the President of the European Commission. The Board is supported by the Secretary & Treasurer, Professor Andy Walker, who leads the staff team.

## 2. The Trust's Values

All Staff and Trustees are expected to adhere to the following values:

*Valuing and Respecting Everyone* – Appreciating the unique and positive contributions made by all office staff, Trustees, applicants for funding, and grant-holders.

*Pursuing Excellence* – Continuously striving to improve performance in all that the Trust does.

*Pride and Belonging* – Caring passionately about the objectives of the Trust, its successful operation and the contribution it makes to the community as a whole.

*Shaping the Future* – Developing sustainable outcomes that will contribute positively to the future of the Trust and the community it serves.

*Outward Looking* – Striving to further the Trust's reputation through collaboration; seeking and sharing best practice from wherever we find it.

### **3. Appointment of Trustees**

The Trust is now seeking to fill vacancies on its Board. To help maintain the Trust's objectives and develop new strategic areas, it wishes to appoint new Trustees with a broad range of relevant expertise and experience.

Members of the Board of Trustees are responsible collectively for ensuring that the Trust successfully and effectively delivers its mission and values and operates in a manner consistent with its objectives – as laid out in its Royal Charter. Trustees play an important role in the setting of the Trust's strategy, organisational policy and performance evaluation. In addition, Trustees act as ambassadors, representing the Trust with external bodies and at outside events or functions. We are therefore looking for people with broad experience, probity, and proven judgement.

### **4. Remuneration and time commitment**

The role of Trustees is unremunerated but reasonable travel expenses can be claimed for attending Board or committee meetings and for carrying out business on behalf of the Trust.

The Board of Trustees meets three times a year – currently on Friday mornings in February, May and October. Board meetings are usually held at Andrew Carnegie House – the Trust's offices in Dunfermline. The Audit & Risk Committee meets twice a year and the Investment Committee three times a year – usually at locations in central Edinburgh. Since 2016 Trustees have also met ahead of the October Board meeting for a Strategy Discussion Day.

Appointments will be for a three year term in the first instance, renewable for a maximum of two further terms.

### **5. Duties**

Trustees are expected to:

- Ensure that the Trust complies at all times with its Royal Charter, charity law, and any other relevant legislation or regulation;
- Maintain proper financial control and ensure that the Trust applies its resources appropriately in pursuance of its objectives;
- Contribute to the smooth operation of the Board and the effective and efficient administration of the Trust;
- Help set and maintain the Trust's vision, mission and values;
- Assist in the development of strategy, setting policy, defining goals and evaluating organisational performance;

- Promote the activities of the Trust wherever appropriate;
- Support accountability across the Trust's activities and be accountable to colleagues;
- Act in the best interests of the Trust and safeguard its name and values; and
- Attend the three meetings of the Trustees held each year, and other occasional events as ambassadors for the Trust.

## 6. Trustee Specifications

### Essential

- Representative of the diversity of the wider community and potential beneficiaries of the Trust
- Interest in Higher Education
- Understanding of the Trust's work and remit
- Experience of strategic planning
- Appreciation of the Trust's values and willingness to contribute to their implementation and development
- Good interpersonal and communication skills
- Senior leadership experience

### Desirable

- Familiarity with charities regulation
- Senior operational or financial management experience
- Experience of monitoring and evaluating funding outcomes
- Experience in a governance role (e.g. as a Trustee or Director) or as senior executive (Board level)

### Specific areas of experience or expertise that would be welcomed

- Experience working with/in government at a senior level in the UK or internationally
- Investment management expertise
- Legal expertise
- Accounting/audit experience
- Fundraising and philanthropy

## 7. Application Process

All informal enquiries about this role may be made to Prof Andy Walker, Secretary & Treasurer, on 01383 724 990 or by email to: [a.c.walker@carnegie-trust.org](mailto:a.c.walker@carnegie-trust.org)

To express an interest in becoming a trustee please send a CV, a brief covering letter (no more than one side of A4) explaining how you meet the specification for this role, and a completed copy of the Equal Opportunities form by email to Ms Sarah Self, Administrator, [sself@carnegie-trust.org](mailto:sself@carnegie-trust.org). The Equal Opportunities form can found on the Trust's website: <https://www.carnegie-trust.org/news/trustee-recruitment.html> along with further details about the Trust.

**The closing date for receipt of applications is 31<sup>st</sup> January 2019.**

Applicants will be notified by 28<sup>th</sup> February 2019 if they have been shortlisted for interview. Interviews are expected to take place either in Edinburgh or at Andrew Carnegie House, Dunfermline in March.