



Foundation

Trustee



Starfish

Welcome from Jamie Ward-Smith

Thank you for your interest in becoming a Trustee of The Co-op Foundation.

We are the Co-op's charity. Our values are Honesty and Openness, Equality and Equity, Democracy, and Social Responsibility.

Which values of ours do you share?

We want to bring different ways of thinking to the Board. That means bringing on board people from a wider range of backgrounds and cultures who can share their experiences, challenge us to think differently and help us shift the dynamic within the grant giving community.

We are now looking to widen the generational diversity of our Board and are particularly interested in individuals who can help us create connections with younger communities and / or who have lived experience in line with our community programmes. Wherever you are now, you will share our deep commitment to creating strength within our communities and to making things better for everyone.

So, why become a trustee with The Co-op Foundation? You'll gain a lot. You'll be involved in funding decisions. You'll be supported to learn new skills and learn about leadership. You'll get a unique view of how passionate, dedicated people can create profound social change. There will also be opportunities to attend big organisational events and meet other people making change happen on the ground – just like you.

We have a job to do as a board, but our meetings are friendly, stimulating and informal in atmosphere. We want people with insight who can help inform debate and ensure that the decisions we are making on are on track and taking account of contemporary views and trends. All trustees make a thorough personal contribution, show that they have their finger on the pulse and are willing to share their insights.

If you want to create change within your community, are inspired by our mission and are ready to encourage new ways of thinking, we very much hope to hear from you.

Jamie Ward-Smith
Chair of the Board of Trustees



Foundation



Who we are

The Co-op Foundation is a funder with a co-operative difference. We care deeply about how our funding can empower people and we trust our partners to do what matters most. By building relationships, by being honest and open, by learning and by accepting appropriate risk, we will support our partners to make an even greater impact tackling inequality and strengthening communities.

Vision, mission and values

Our vision is of strong communities, where people work co-operatively to make things better.

Our mission is to help disadvantaged communities overcome their challenges by putting co-operative values into practice. We aim to stimulate and strengthen community action that connects and empowers people so they can work together to make things better.

We have three goals:

- we champion young people's ability to contribute positively to their communities and help to strengthen their sense of belonging.
- we're investing in disadvantaged communities' capacity to overcome their social, economic or environmental challenges.
- we're building our reputation as a trusted charity with a co-operative difference, uniting with others to make a sustainable difference in communities.

Our values

Values in Action

The way we work



Developed with 



Foundation



Programmes

Our UK-wide programme Belong was launched in 2017 with the aim to help combat youth loneliness. Co-created by young people it is centred around the aims of helping young people beat loneliness through co-operative action and help overcome the stigma that surrounds it.

We want to strengthen the wider youth sector, supporting local youth organisations to develop networks and resources and helping youth workers co-operate and get better at identifying and tackling loneliness. Since 2017 we have awarded £6.5m via our Belong partners enabling more than 26,500 young people to take part in projects to tackle loneliness.

We also support people to use digital technology to speak out about inequality and co-operate for change. Our Federation Programme will empower people across Greater Manchester to address inequity, combat the erosion of rights and trust, and put society first in the digital space.

To read more please visit: <https://www.coopfoundation.org.uk/strengthening-communities/federation-programme/>



Board

The Board is comprised of eight trustees and led by the Chair, Jamie Ward-Smith. The role of the Board is to govern the organisation, set strategy and provide overall direction to achieve its aims. There are two sub committees (Finance, Audit & Risk and Colleague Wellbeing) which new trustees are also encouraged to join. Our Board includes Co-op colleagues, elected Co-op National Council Members and externally recruited charity sector experts.



Chair, Jamie Ward-Smith A social entrepreneur known for innovation in volunteerism and digital transformation, Jamie is a passionate advocate for how technology can enable community change. Jamie co-founded Do-it.org, the UK's first digital volunteering service, which they ran for nine years. Jamie is currently CEO of Doit.Foundation, a digitally-powered grant maker that supports small and micro voluntary organisations, and is a Non-Executive Director of the Do It Life social tech enterprise. Previous roles include Assistant Director, Community Participation at the Home Office, and Marketing & Communications Director for online youth advice charity, The Mix. Jamie is also a Trustee of the mental health housing charity, London Cyrenians.



Vice Chair, Sharon Jones With more than 15 years' experience in grant making, Sharon is a passionate advocate for investing in people's potential to build strong, vibrant communities. As former Head of Funding at the National Lottery Community Fund, she developed innovative programmes and managed a network of local teams across England. She has actively worked with other funders to address societal issues such as complex safeguarding and youth unemployment. Sharon now runs her own company continuing to support the growth of social value organisations, with a particular focus on using sport for change, and is a Trustee of the Greater Manchester Mayor's Charity.



Treasurer, Saleem Chowdhury Saleem is the Co-op's Director of Group Internal Audit. Throughout his career he has supported Boards and senior executives to deliver through periods of significant business transformation, as a trusted, objective advisor offering insightful solutions. He has worked in audit, risk and finance roles at firms including Morrison's, BAA, Sears Group and KPMG. He also advises a local faith-based community project. He has a particular interest in developing opportunities for Co-op colleague volunteers to enhance the Foundation's impact in communities.



Dan Crowe Dan is a professional actor and a lifelong co-operator, with a background in policy, research, communications and project management. He is an elected member of the Co-op's National Members' Council, representing the London region, as well as serving as Vice-President for co-operative performance, democratic processes and member voice. He is a champion of innovative and accessible education and training that promotes the co-operative difference, and support for local co-operative, self-help and mutual aid initiatives in the communities where the Co-op trades.

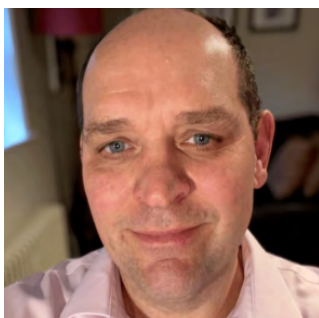




Sheila Jane Malley Sheila Jane was Director of Grant Making and Policy for BBC Children in Need until 2016. She has served on Boards of numerous other funders and is currently a Trustee of the Association of Charitable Foundations and Rosa, the fund for women and girls. An advocate of community development approaches that bring people together to generate solutions to local needs, she has applied this perspective to her extensive grantmaking experience, both in Northern Ireland (where she lives) and across the UK.



Lois McClure Lois McClure's career started when she did a Business Admin Apprenticeship at the Co-op in October 2012, following excellent GCSE and A Level results. She progressed quickly in her career and is now Assistant Partnerships Manager at the Co-op. Lois was previously Chair of the Co-op Young Members' Board for four years, working with the Board and Executive to help Co-op become more appealing to younger members. She also sits on the National Members' Council. Lois won National Intermediate Apprentice of the Year 2014 and she was Chair of the North West Young Apprentice Ambassador Network for two years.



Michael Fletcher Michael is Co-op Retail Chief Commercial Officer. He's spent his entire career in food retail, including 22 years at Tesco where, among other roles, he worked as Commercial Director in Malaysia. Michael joined the Co-op in 2013 and his team has been responsible for creating a Food proposition that is compelling in range, value and quality while also ensuring it leads on ethical and sustainable sourcing in line with the Co-op's vision. Michael is married and has three children. In addition to his role on our Board, Michael is a Governor of Co-op Bebbington High School, on the Wirral. He is particularly keen to raise awareness of the Foundation during his time as Trustee, helping the Co-op Group family do even more to tackle inequality.



Main responsibilities

Trustees routinely:

- contribute to the setting and shaping of the Foundation's strategic direction
- contribute to good governance, including financial stewardship, stability and sustainability
- champion our work by supporting our programmatic activities, fostering networks within wider communities and promoting what we do to their peers and contacts
- offer valuable resource in terms of supporting, questioning and holding to account the Executive, and engaging in particular projects from time to time on an ad hoc basis
- work as part of the Board to ensure the Foundation functions within the legal and financial requirements of a UK registered charity and company, our constitution and that we strive for best practice
- ensure effective governance structures are in place and are regularly reviewed and followed, and
- sit on one of two committees.



The Person

In your application, please tell us what you can bring to the role against Part One below. The skills and qualities set out under Part Two will be discussed later on with selected candidates.

Part One

Knowledge and experience

- We are looking for people who:
 - offer their insight into, and experience of, youth led social action / youth projects or other relevant community engagement activity
 - offer lived experience in line with one of our programmes eg youth loneliness, supporting communities or using digital technology to co-operate for change.
- You will need to understand the non-executive role of the Trustee, and the role of the Board in a corporate trust or foundation.
- An understanding of what the Co-op Foundation is aiming to achieve, and its main priorities, is essential.

Part Two

Skills and qualities

All applicants will need to show us:

- strategic thinking skills and sound judgement. You'll see the bigger picture
- that you can offer a contemporary view and are connected with, and understand how to engage with, youth communities
- a willingness to consider detailed information ahead of meetings, so you can participate fully in discussion
- your leadership qualities – you may have demonstrated these in another group or community setting where you've influenced change or changed people's minds
- that you're a team player who likes working with other people
- you're willing to share your own views and thoughts, and know when to do it
- that you want to deepen your understanding of the mission and values of the organisation and are committed to representing The Co-op Foundation and its work effectively as a trustee and supporter of the charity.



Foundation



Terms of Appointment

Appointment length

Every trustee serves an initial three-year term and can undertake a subsequent three-year term.

Time commitment

There are five board meetings a year plus one 'Away Day' to be held this year on Tuesday 5th October 2021. Meetings are split between Manchester and London with the option to attend meetings virtually. It is hoped that in-person meetings will resume later in 2021. The meetings are between two and three hours and take place in the late morning.

Remuneration

All trustee posts are voluntary; reasonable expenses are reimbursed.



How to Apply

We very much hope you will consider expressing an interest in this role. To make an application, please go to <https://starfishsearch.com/jobs/coop-trustee/> and click on the apply now button, with the following prepared:

- a CV (no more than two sides of A4)
- a covering letter that tells us what you can bring to the role, and why you are interested in becoming a trustee of the Co-op Foundation. You can also send us a short video in place of a covering letter.
- details of two people we can take references from
- please let us know if there are any dates when you would not be available for interview (see below).

Please ensure that you have completed and submitted the equal opportunities monitoring form that appears on this site as you submit your application. *The information you provide will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.*

Recruitment Timetable

Closing date is **Monday 20th September 2021.**

Shortlisted candidates will be interviewed by video by the Co-op Foundation Chief Executive, Nick Crofts, and three trustees.

Interviews are expected to take place between Monday 27th and Wednesday 29th September 2021 – please tell us if you cannot make any or all of these dates.

The successful candidate will be invited to attend a joint Board and team dinner on the evening of the 4th October and the Board Strategy Day on Tuesday 5th October 2021 (attendance could be virtual if necessary) in Manchester and the AGM in November 2021. Travel and accommodation costs will be covered for these events.

