

# Skelton Charity



## Trustee Vacancies Information Pack

**SKELTON**  
— CHARITY —

# About Skelton Charity

The Skelton Charity is a grant making trust that supports charities in the North West of England working to provide greater opportunities for and improve the lives of, children, the elderly and the disabled, and their carers.

The Skelton family were originally from the Bolton area and made their money from the thriving cotton and wool trade and then retired to Birkdale near Southport. Joseph, Charles, and Ann Skelton left money in their Wills to establish a fund, 'The Skelton Bounty', initially to care for their staff in retirement and then, support charities in Lancashire.

Today the charity operates as an independent grant-making charity known as 'The Skelton Charity'. We do not raise funds from the public or statutory sources. The income used for grant-making comes from the investment fund created from legacies of the Skelton family members. Skelton Bounty's assets consist of investments worth circa £2 million. The charity's total grant expenditure is about £100,000 annually.

The charity's "area of benefit" is the counties of Lancashire, Greater Manchester and Merseyside (including the unitary areas of Blackburn, Blackpool, Halton and Warrington). The current strategy is to make grants primarily to comparatively small local charities and established voluntary groups operating in these areas.

Skelton Bounty is a registered charity (number 219370) which operates as an independent grant-maker. The charity came into existence through three bequests made between 1915 and 1931 and is currently governed by a Charity Commission Scheme made in 1991, amended by a Charity Commission Order made in 2004.

# The Role

Charity trustees are the people who share ultimate responsibility for governing a charity and directing how it is managed and run.

We currently have vacancies for two trustees join our enthusiastic and dedicated team. Further information about the current trustees can be found at [www.skeltoncharity.com/about-us/our-trustees/](http://www.skeltoncharity.com/about-us/our-trustees/)

The charity can have a maximum of nine Trustees who are appointed by the serving Trustees. The initial term of office is five years and each Trustee can be re-appointed for one further term of five years. We welcome applications from experienced charity trustees, or from those for which this would be your first trustee appointment. We welcome applications from all individuals but at this time, our skills audit confirms we are especially interested in the following areas of experience:

- Knowledge of the support required to build inclusive communities.
- Digital communication and promotion of a charity's work

Trustees normally meet twice in each year.

Further information about the role of charity trustees can be found on the [Charity Commission website](#).

## Key tasks

- To ensure that Skelton Charity pursues its charitable objects as defined in its governing documents.
- To ensure that Skelton Charity operates in full compliance with its governing documents, charity law and other relevant legislation and regulations, and with due regard for acknowledged good practice in grant-making.
- To ensure that Skelton Charity's investment assets are properly protected and managed to support the charity's grant-making programmes in both the short and long term.
- To ensure that Skelton Charity operates with consistency of values and maintains its good reputation as a grant-making charity.
- To ensure that Skelton Charity is effectively administered, uses its resources efficiently, and maintains financial stability and solvency.

## Personal qualities

- Willingness and eligibility to serve as a charity trustee.
- A level of personal integrity and standing in the community that is appropriate for a trustee of an independent grant-making charity.
- An ability when acting as a trustee to exercise good and independent judgement in considering the matters affecting the charity, including acting appropriately when actual or potential conflicts of interest arise.
- A good knowledge of the voluntary sector, either geographically or by sector, in a substantial part of the area which Skelton serves. Previous experience of grant-making is desirable but not essential.
- Common sense, supported by an approach which is open-minded, plus the abilities to listen, influence, and explain.
- Skills and experience in one of the areas of expertise (such as publicity, investment matters, and digital) which are needed among the Trustees as a group, plus the ability to transfer and apply that experience to Skelton's environment.
- A willingness to think strategically about the role which Skelton plays in the community, including how its governing group should evolve in response to developments in the charity's own role.

## Other essential criteria

- You must be at least 18 years old to be a trustee of a charity.
- You must be properly appointed following the procedures and any restrictions in the charity's governing document.
- You must not act as a trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:
  - being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
  - having an unspent conviction for certain offences (including any that involve dishonesty or deception)
  - being on the sex offenders' register

You can read the [automatic disqualification guidance for charities](#) which explains the disqualification rules in more detail.

## How to apply

If you would to discuss the role in more detail, please contact 0151 227 5177 ext 3224 (Charity Services) or [hello@skeltoncharity.com](mailto:hello@skeltoncharity.com) Alternatively, you can contact one of the existing trustees, Sue Lomas, who is leading this search process at [sueguides@hotmail.co.uk](mailto:sueguides@hotmail.co.uk)

To apply for this role, please email a letter of application outlining your interest and suitability to [hello@skeltoncharity.com](mailto:hello@skeltoncharity.com). The closing date for applications is Wednesday 25<sup>th</sup> January 2023.

We will contact you once we've reviewed our applications by Friday 3rd February 2023. We plan to hold Informal interviews during February & March.

Further information about the charity can be found on our website [www.skeltoncharity.com](http://www.skeltoncharity.com) and Twitter account @skeltoncharity

