



Treasurer Recruitment Brief

March 2022

Want to make a difference in UK grantmaking?

We are looking for a Treasurer with passion and commitment to join our Board. We welcome expressions of interest from people who ideally meet the following criteria:

- Qualified accountant working in a grantmaking organisation.
- Commercial awareness and knowledge.
- Understanding of grantmaking data processes, ideally including 360Giving data publishing.
- A commitment to 360Giving and its values



Contents

Welcome from Geoff Chapman	1
Introduction	2
About 360Giving	2
Our vision and mission	2
Our story	2
Our strategy	3
Our approach	3
Our values	3
Our commitment to Diversity, Equity and Inclusion	4
The role of our Board of Trustees and Finance Committee	5
Role description	6
Responsibilities	6
Person specification	7
Terms of appointment	8
Term	8
Remuneration	8
Commitment	8
How to express an interest	9
Inclusion	9
Recruitment timetable	9
Your data and privacy	10

Welcome from Geoff Chapman

360Giving Treasurer

I joined 360Giving as Treasurer in 2016 when the organisation was still in the “start-up” phase. Over the last six years I’ve seen the organisation grow and develop.

By early 2022, over 220 funders have published over 600,000 grants worth over £110bn. Over 30,000 people a year access and use this data in the 360Giving tools alone.

This means that for the first time in the UK, it’s possible to see and analyse grants given by different funders all together. Having this information means funding can be more informed and effective. 360Giving is creating meaningful change in the sector.

As a result of 360Giving’s success in sharing grants data, the team has been able to launch an ambitious new strategy, ‘Unleashing the impact of grants data’. The strategy seeks to build on momentum gained and create a permanent shift in culture and practice - as well as invest in the organisational development and business model to support longer term sustainability.

With my term of office ending in November, and with a new strategy and financial model in place, as 360Giving enters a new phase for the organisation, I am ready to hand over to a new Treasurer to take the charity to the exciting next stage.

We’re now looking for a Treasurer to join 360Giving’s high-performing Board.

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.

Almost the full planned expenditure budget for 2022-23 has already been secured, with some secured and applications pending beyond that with a strong pipeline for future years. The organisation is in good financial shape and has effective controls in place, with ambitious plans to develop its earned income so there is an opportunity to have an impact and support the organisation through changes.

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 actively promote inclusion. 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, who are underrepresented in the philanthropy and technology sectors that we operate in, and in our staff team.

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

In this pack, we've set out the things we think a potential Treasurer would want to know before expressing an interest in the role. We hope it helps you feel as excited by the opportunity as we are to have your expertise and perspectives. If you have any further questions after reading this pack, we can arrange a call with our Chief Executive.

About 360Giving

We are a registered incorporated charity, founded in 2015, with a small team of six staff and a turnover of around £600k.

Our vision and mission

Our vision is for grantmaking in the UK to become more informed, effective and strategic.

Our aim is that through a more informed understanding of the grantmaking picture, we will see more money going to the good causes and communities that need it the most.

Our mission is to help UK funders to publish their grants data in an open, standardised way, and we support people to understand and 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 analysed 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

Government funding for charities and civil society has decreased significantly over the past decade or so; and the consequences of the pandemic have reduced the ability for organisations to fundraise from the public. With this in mind, the limited resources available from grantmakers must be deployed effectively. An increasing number of collaborations are already taking place, showing that funders are recognising that they must maximise the value of their grants.

Despite this context, historically funders have had limited visibility of how each other spends 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 forming in 2015, 360Giving has driven the sector to a tipping point where publishing open grants data has become the norm; but funders still need to become more data-informed and improve the quality of the information they share.

As well as transforming the knowledge base of funding in the UK, we've developed tools that make the data easier to access and use. We also provide programmes and training for people to develop the skills and confidence to use it.

As we look ahead, we want to do even more to enable people to use data. Our attention is turning to embedding the lasting change we want to see.

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

Our strategy

Since we were founded in 2015, 360Giving has transformed the way that the funding sector shares and understands data. Publishing open grants data has become expected practice, rather than best practice, for a range of grantmakers. On our flagship search engine, [GrantNav](#), there is now a critical mass of open, comparable information available on UK grants for the first time.

Looking ahead, we need to build on this momentum, and use our learning and the tools we have developed to support UK funders to shift the norm from merely sharing data to using it in their day-to-day work. This includes using data published using the [360Giving Data Standard](#) to inform more strategic initiatives and collaborations.

Ultimately we'd like to see more money going to where it is needed most, and we can help to achieve this through supporting a greater understanding of the grantmaking picture. Now is the time for a permanent transformation in data culture and practice. Our strategy sets out how we are going to work towards this aim.

In 'Unleashing the Impact of Grants Data' we have set our four key goals towards our mission. They are:

- Goal 1: Increase relevant data available for informed decision-making
- Goal 2: Improve the quality and depth of data for increased usefulness
- Goal 3: Enhance data use for greater impact
- Goal 4: Lead and influence practice for impact

To achieve the above, 360Giving is going to seek out even more proactive collaborations, and use our voice to champion a positive environment for us (and others) to work within.

Our strategy includes more detail about our priority activities and how we are changing, which include developing the 360Giving Data Standard, increasing analysis and developing new services in response to demand.

Our upcoming 2022-25 strategy will mark a step-change in our maturity as an organisation, and in our ambition. We want to see a permanent shift in culture and practice for data-informed decision-making to be a central element of grantmaking.

Explore our 2022-25 strategy – [Unleashing the Impact of Grants Data](#).

Our approach

Our values

Everything that we do – and everything we intend to do – as an organisation is embedded in our five core values. We are driven by principles of being: purposeful, open, curious, collaborative and inclusive.

These values and principles are embedded into our culture, practices and priorities. They formed the drivers for, and the basis of design and development of, our new strategy. We're also striving to ensure that inclusion is embedded throughout our strategy, plans and practices.

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.

Our commitment to Diversity, Equity and Inclusion

Our approach to valuing and celebrating diversity is consistent with our values and principles, and is embedded in our culture, practices and priorities. Overall our DEI aims are to:

1. Ensure an inclusive culture that values diversity in how we treat each other, those we work with and users of our services
2. Ensure that our programmes, tools and resources are accessible, inclusive and meeting the needs of a diverse range of stakeholders
3. Increase awareness of DEI considerations in the use of grants data and support the practices of others to do so
4. Ensure that DEI considerations are actively part of all our internal practices and decision-making to maximise our impact

We will ensure that the individual needs of our staff, volunteers, trustees and service users are recognised. We will be, and make sure that people can see we are, inclusive and welcoming to all kinds of people, and that everyone is treated with equality, dignity and respect in all aspects of our work.

Read our [DEI policy](#) to understand more about our approach.

We have a detailed Inclusion and Wellbeing operational plan for each year as well as embedding considerations in all our plans and processes. We are a signatory to Tech Talent Charter and in the process of applying for the [NICE Kitemark](#) for Neurodiversity Inclusivity Confident Employers.

The role of our Board of Trustees and Finance Committee

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 Treasurer and the Finance Committee provide additional scrutiny, but the Trustee Board has collective responsibility for 360Giving – including the finances and management of risks.

The Finance Committee is chaired by the Treasurer and comprises three to six trustees from a range of professional backgrounds and experience. The Committee generally meets two weeks before the Board meetings and makes recommendations to the Board.

360Giving has very high governance standards and despite being a small charity is achieving all the indicators in the Charity Governance Code for Large Charities and has a full statutory audit process, despite not being required to do so.

You can review our previous annual reports: <https://www.threesixtygiving.org/about/annual-report/>

Role description

The Treasurer will oversee the financial and assurance matters of the charity in line with good practice and in accordance with the governing document and legal requirements. The Treasurer will determine reporting to the Board of Trustees at regular intervals about the financial health of the organisation to enable the Board to better make strategic decisions. The Treasurer will ensure that effective financial and other risk measures, controls and procedures are put in place, and are appropriate for the charity.

The Treasurer is responsible for chairing the Finance Committee meetings, determining the agenda, and ensuring that meetings are productive and allow all Trustees the opportunity to participate fully in discussions. The Treasurer also reports the recommendations of the Finance Committee to the Board.

Responsibilities

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees
- Leading the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
- Ensuring that robust and comprehensive financial policies are maintained and adhered to, specifically, supporting the development and implementation of policies covering financial reserves, and cost-management
- Leading the Finance Committee including chairing and facilitating Finance Committee meetings, monitoring that decisions taken at Finance Committee meetings are implemented, and reporting recommendations to the Board from the Finance Committee
- Monitoring and advising on the financial viability of the charity
- Overseeing financial controls and adherence to systems, regularly liaising with Chief Executive and Finance Manager, such that policies are observed and transactional risk is minimised
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensuring investments and assets are maximised
- Acting as the Trustee lead on the appointment of professional advisors, to include, but not limited to, external audit
- Acting as a counter-signatory on large payments
- Board-level liaison with the external auditors
- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk
- Liaising with the Chief Executive and Finance Manager to keep an overview of the organisation's affairs and to provide support as appropriate

- Liaising with the Chief Executive to develop the financial understanding of the Board of Trustees

In addition, the Treasurer also has the general responsibilities 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. Ensure 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 judgement, 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.

Trustees are also Directors of the limited company and therefore the Chair role also carries the responsibilities of a company director.

Person specification

- **Qualified accountant with commercial awareness and knowledge.**
- Understanding of grantmaking data processes, ideally including 360Giving data publishing.
- Charity finance experience and knowledge of charity SORP and impending changes.
- Analytical and evaluation skills, demonstrating good judgement.

- Good communication and leadership skills.
- A commitment to the organisation and values.
- A willingness and ability to devote the necessary time and effort.
- Strategic vision.
- 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.

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

Term

Initial term of three years with option to be extended by a further three years - with a maximum term of office of six years as a Trustee, in line with the Articles of Association.

Remuneration

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

Commitment

The Board meets in Central London every quarter, usually for 2-3 hours - with the option to attend remotely. The Finance Committee meets on Zoom every quarter, usually for 1 hour. There may be occasional additional events.

The Treasurer is expected to be able to dedicate up to 2 days a quarter to the role, including preparation for and attendance at Board meetings; much of those duties can be carried out online and by telephone. It should be noted that the focus of this trustee role is strategic and the Treasurer will not be managing the organisation's finances on a day-to-day basis; however, regular contact and liaison with the Finance Manager and Chief Executive Officer is expected. In a small organisation with limited options for segregation of duties, the Treasurer is required to approve occasional payment and contracts above the delegated authority of the Chief Executive.

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

How to express an interest

We will be receiving expressions of interest until **19th April 2022**.

If you would like to be considered as a Chair of 360Giving, please submit:

- an up-to-date CV, biography or LinkedIn profile
- a short 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 or [here](#). 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 5pm on 19th April 2022. 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

Inclusion

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 Diversity and Inclusion 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.

Recruitment timetable

Deadline for expressions of interest	5pm, 19th April 2022
Meetings with a panel of trustees for shortlisted candidates	10th-11th May 2022 via Zoom
Final panel and recommendations to the Board	17th May 2022. End May 2022 references to be checked
Induction and handovers	June 2022
Finance Committee meeting with auditors	22nd June 2022

Formal start as a Trustee and attend first Board meeting	5th July 2022
Geoff's last Board meeting - formally take on Treasurer role	9th November 2022

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> and our applicant privacy policy is at <https://www.threesixtygiving.org/applicant-privacy-notice/>.