

DOWAGER COUNTESS ELEANOR PEEL TRUST

APPOINTMENT OF NEW TRUSTEE WITH THIRD SECTOR EXPERIENCE

ROLE DESCRIPTION AND PERSON SPECIFICATION

SUMMARY

The Trustees of the Dowager Countess Eleanor Peel Trust [DCEPT] are seeking to appoint a new Trustee with experience of the third sector and charities in the North West of England, preferably from Lancashire.

As set out in its deed, DCEPT supports:

- i. charities which support older people and people who have 'fallen on evil days through no fault of their own'; and
- ii. medical research and training.

The Trust deed does not allow DCEPT to support activities involving only children.

Annual grants totalling approx. £530k per annum are currently distributed equally between general grants and medical grants.

The remuneration/honorarium for Trustees is currently £4,500 per annum. Trustees can expect to spend an average of up to four hours per week on Trust matters.

We would particularly welcome applications for this position from women and/or people of colour. Colleagues recently retired from full time clinical practice and/or research would be welcome to apply.

Applications, comprising a letter of application, a brief *curriculum vitae* and the names of two referees should be sent to the Secretary, Dowager Countess Eleanor Peel Trust, at secretary@peeltrust.com by **5pm on July 12th 2024**.

For informal enquiries about the position, please contact Professor Maggie Pearson, Chair of DCEPT Trustees, at maggie.pearson@peeltrust.com, who would be happy to hear from potential candidates and discuss the position.

BACKGROUND

The Dowager Countess Eleanor Peel Trust [DCEPT] was funded through an endowment from the Dowager Countess Eleanor Peel in 1951 which is currently valued at around £20m. The Trust distributes approximately £530,000 per annum in grants, split evenly between 'general' and 'medical' grants. Further information about the Trust can be found on its website at <https://peeltrust.com>.

The Trust's funding activities are managed through online applications which are reviewed by DCEPT Trustees before final decisions are made at regular Trustees' meetings, currently four times per year [two via video conference; two in person in the North West of England].

There are currently five Trustees with an appropriate mix of expertise to review and assess the different types of applications.

Grants are distributed through four principal funding streams:

- i. **general grants**, totalling circa £200k per annum, to eligible charities which support older people and people who have 'fallen on evil days through no fault of their own'. General grants are allocated four times per year and are normally under £10k per award;
- ii. **minor medical grants** of up to £25k and totalling circa £115k per annum, which provide pump priming for medical/health research projects and are allocated twice per year;
- iii. **occasional large grants** which fund major medical/health research projects, currently £100k per annum
- iv. **travelling fellowships** which enable registered medical and health professionals to obtain new skills, usually outside the UK. Applicants are normally, but not exclusively, doctors in training. Fellowships are awarded annually and currently total circa £90k per annum.

One of our Trustees with strong expertise of the third/charitable sector in Lancashire has indicated that he wishes to retire from the position. DCEPT therefore seeks a new Trustee with this expertise, preferably from Lancashire.

ROLE AND DUTIES OF DCEPT TRUSTEE WITH THIRD SECTOR EXPERTISE

The role and duties of the Trustee will include:

- i. Attend and contribute to all Trustees' meetings, normally 4 times a year [in person or by alternate means, normally video conference].
- ii. Act as one of two Trustees reviewing 'general' applications, currently four times per year.
- iii. Contribute to preparation of reports on all general grant applications, including financial summaries, for consideration at full Trustees' meetings
- iv. Contribute to preparation of summaries of interim and final reports on general grants
- v. To review relevant publications/guidance such as:
 - a. Charity Commission News
 - b. Relevant Charity Commission Guidance including that of the "Essential Trustee"
 - c. Charity briefings
- vi. Visit charities as and when appropriate.
- vii. Maintain the Grant Making Strategy documentation
- viii. Monitor the Lancashire based charities which the Trust has supported and maintain a watching brief on charitable activities in Lancaster and District - preparing a summary for each full Trustees' meeting
- ix. To attend conferences/training on governance and other related matters as required.

PERSON SPECIFICATION

We seek a person with the following background:

- i. Significant senior experience of the third/charitable sector in an employed or Trustee/non executive capacity [essential]
- ii. Knowledge and experience of the third/charitable sector and its diversity in Lancashire [essential]
- iii. Previous experience of reviewing general grant applications [highly desirable]
- iv. Currently or recently living in the North West of England [highly desirable]
- v. Financially literate: able to understand and interpret financial statements and accounts [highly desirable].

We would particularly welcome applications for this position from women and/or people of colour.

REMUNERATION

The remuneration/honorarium for Trustees is currently £4,500 per annum.

APPLICATIONS FOR THE TRUSTEE POSITION

Applications, comprising a letter of application, a brief *curriculum vitae* and the names of two referees should be sent to the Secretary, Dowager Countess Eleanor Peel Trust, at secretary@peeltrust.com by **5pm on July 12th 2024**.

Please address any informal enquiries about this Trustee position to Professor Maggie Pearson, Chair of DCEPT Trustees, at maggie.pearson@peeltrust.com who would be happy to hear from potential candidates and discuss the position further.

Professor Maggie Pearson

Chair of Trustees, Dowager Countess Eleanor Peel Trust

Email: maggie.pearson@peeltrust.com

29 April 2024