

The Renaissance Foundation

Governance Framework Document

1. Introduction

1.1 The purpose of the framework document

This governance framework document sets out the constitution of the Renaissance Foundation charity, the reason it was established, its mission, aims and objectives and how it is intended that it should operate.

It also sets out the Terms of Reference for both the Board of Trustees and the Executive Team of the Renaissance Foundation and the delineation of responsibilities accordingly.

This framework document should be read in conjunction with the Memorandum of Association of Renaissance Foundation and in the event of any inconsistency or conflict between the documents, the latter shall prevail.

1.2 Structure of the framework document

The document is structured as follows:

Section 2	Aims, mission and vision
Section 3	Organisation structure
Section 4	The Board of Trustees
Section 5	The Executive Team
Section 6	Other Stakeholders
Section 7	Planning, activity and performance measurement
Section 8	Finance, funding and auditing

1.3 Key accountabilities and relationships

The Renaissance Foundation has a voluntary Board of Trustees which acts as an advisory body to the Executive Team, which is the operational arm of the charity. The governance framework describes the respective roles and responsibilities of members of the Board of Trustees, its relationship with the Executive Team, the roles and responsibilities of the Executive Team and paid employees of the organisation and how funding is to be found and allocated.

1.4 How the Governance Framework will be reviewed

This framework document will become effective from the date it is accepted by the Renaissance Foundation. It will be subject to review on an annual basis. Amendments may be made at any other time by agreement with the Board of Trustees.

2. Aims, Mission and Vision

2.1 Aims and Mission

The Renaissance Foundation is an educational charity, which aims to motivate and inspire young people who face significant challenges in their life.

The overarching mission of the organisation is to ensure that the young people facing challenge and adversity with whom it works are uniquely placed to use their experience to inspire others to overcome difficulties and prove that they do not have to be defined by their circumstances.

In order to do this, the Renaissance Foundation has devised a series of workshops and experiences designed to motivate and encourage the young people it works with to overcome problems and fulfil their potential. This will be achieved by establishing an individual support programme to back up a Personal Development Plan devised by each participant and that reflects their individual needs and aspirations. Each of the elements of the programme will be developed using innovative media technology aimed at encouraging positive attitude changes.

2.2 Vision

The Renaissance Foundation's "Vision", as articulated by the founders of the charity, Sat and Gurmail Singh, is the cornerstone of the organisation; it is the reason that the charity was set up and continues with its activities.

The Board of Trustees is the "custodian" of the Vision and it is their role to help the Executive Team deliver it.

The Renaissance Foundation's Vision is as follows:

Inspiring young people living with significant life challenges to achieve their full potential, using world-class inspirational opportunities and experiences, alongside vocational and one-to-one support, to build resilience, soft skills and career opportunities.

Renaissance Foundation, 62 Old Nichol Street, London, England, E2 7HP

Renaissance Foundation is a not for profit limited by guarantee company, its registration number with Companies House is 05811643.

Registered Charity Number: 1128772

2.3 Method of working and approach

The Renaissance Foundation provides innovative learning projects, supporting initiatives and creating experiences for young people to draw on. The core programme is the “i-Can Do It” workshop that has been devised in response to the growing number of demands that young people face on a daily basis. It provides a safe environment for the delegates to explore and develop their own creative solutions to enable them to achieve their personal long-term goals by adopting a ‘can-do’ attitude.

Each delegate is required to attend three interactive workshop sessions followed by their attendance at a stimulating experience aimed at taking them out of their environment and ‘comfort zone’, making a lasting impact and providing an insight that can help shape their lives in the future. Following this programme a period of up to one year’s mentoring is offered on an individual basis to help guide them through their Personal Development Plan.

2.4 Delivery of Service

The identification of suitable candidates for the i-Can Do It programme is carried out in association with schools, medical bodies and local social services.

Inspirational experiences are created by taking up the offers of individuals and/or institutions interested in the support of disadvantaged young people, and who are willing to host or talk at workshops. Often these individuals have themselves faced challenges in their own lives and provide useful role models for the delegates.

Workshop leaders are qualified to deliver the skills and experiences provided by the Renaissance Foundation.

3. Organisation Structure

3.1 The Working Relationship between the Board of Trustees and the Executive Team

The Renaissance Foundation is a registered charity governed and limited by the regulations and governance required to obtain registered charity status.

The organisation structure is made up of the Board of Trustees who not only provide support and guidance as a governing body as a whole to the Executive Team, but in addition will appoint individual trustees or Advisers to the Board of Trustees (see below) to oversee key areas of activity, e.g. Fundraising, Finance, Marketing etc. For this purpose, informal working parties led by the trustee responsible for the business area may be set up. The head of the working party will report back to the Board of Trustees who will give approval for major initiatives, authorize expenditure and provide feedback when required.

4 The Board of Trustees

4.1 The Responsibilities of the Board of Trustees

It will be a primary responsibility of the Board of Trustees to ensure that the seven principles identified in the Charity Governance Code for smaller charities are adhered to.

These are, in outline:

1. Organisational purpose

The board is clear about the charity’s aims and ensures that these are being delivered effectively and sustainably.



2. Leadership
Every charity is led by an effective board that provides strategic leadership in line with the charity's aims and values.
3. Integrity
The board acts with integrity, adopting values and creating a culture which help achieve the organisation's charitable purposes. The board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.
4. Decision-making, risk and control
The board makes sure that its decision-making processes are informed, rigorous and timely and that effective delegation, control and risk assessment and management systems are set up and monitored.
5. Board effectiveness
The board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.
6. Diversity
The board's approach to diversity supports its effectiveness, leadership and decision-making.
7. Openness and accountability
The board leads the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason for it not to be.

4.2 Individual Trustees

The Board of Trustees and the Founder will jointly appoint and re-appoint the Trustees and nominate one of the Trustees to be the Chair.

An outline of the Job Descriptions for the suggested Trustee roles are attached as Appendix 1.

4.3 Decision making

The general rule about decision-making by Trustees is that unless otherwise stated, any decision of the Trustees must be a majority decision at a meeting.

4.4 Trustee's Term

Trustees will have a rolling term of office of three years each.

4.5 Board of Trustees meetings

The Board of Trustees shall hold meetings at least quarterly or more frequently as they deem appropriate.

4.6 Advisers to the Board of Trustees

The Board of Trustees may invite advisers to attend its meetings to assist the Trustees perform their duties. Advisers may be invited to join the Board of Trustees as Trustees.

5. The Executive Team



5.1 The Responsibilities of the Executive Team

The Executive Team is responsible for carrying out the day-to-day work of the Renaissance Foundation.

Their responsibilities include:

1. Activities - Organising, managing and implementing the programme of events and coaching the young people, assisting them in their interaction with inspirational figures and optimizing their contact in the acquisition of interviewing, filming and media skills.
2. Administration - Providing administrative support to the Executive Team and the charity.
3. Fundraising - Increasing the contributions of individuals, companies and groups to the Renaissance Foundation by building relationships and exploring new fundraising opportunities from various sources, and leading the charity's application to funding sources to provide financial stability to the charity's activities.
4. Marketing - Enhancing the Renaissance Foundation's profile, particularly through social media and the website, so that it is able to reach its target audience.
5. Employees - Fulfilling employer duties to employees of the Renaissance Foundation.

5.2 The Roles held by the Executive Team

The Executive Team will be made up of paid full or part time employees whose salaries will be funded by the Renaissance Foundation. They will be headed by the CEO of the Renaissance Foundation as a paid working member and act as the main conduit between the Executive Team and the Board of Trustees.

The roles required within the Executive Team will be identified as the requirements of the Renaissance Foundation and its work evolves. Job descriptions will be drawn up in conjunction with the people fulfilling the roles and suitable salaries identified, taking account of market rates and what the Renaissance Foundation can afford.

6 Other Stakeholders

6.1 Friends of the Renaissance Foundation

It is intended that in order to provide additional funding, a 'Friends' network is established. Friends will be invited to make a regular donation to the Renaissance Foundation. The expansion of this network will be crucial to the work of the Renaissance Foundation being continued.

Friends will also be asked to support the Renaissance Foundation i-Can Do It programmes and act as ambassadors for the Charity and contribute to fundraising activities.

The Renaissance Foundation is, therefore, committed to maintaining contact with its Friends to keep them aware of developments and the work it is doing and what their regular contributions are funding.

6.2 Corporate Patrons and Sponsors

A number of organisations have indicated an interest in the work that the Renaissance Foundation does. The continued interest and encouragement of these high profile companies, institutions and individuals is beneficial to the Renaissance Foundation in several ways.

A key aspect of the i-Can Do programme is providing young people with a positive and life changing experience. Such experiences are often provided by the individuals, bodies and corporate institutions that the Foundation has established contact with. It is intended that this corporate network will gradually be increased.

In addition, any funding that can be provided by such organisations could also contribute to the Renaissance Foundation's sustainability. It is intended that establishing a cohort of corporate support will be an urgent and on-going activity of the charity's fundraising.

Maintaining a frequent flow of information to our corporate patrons and sponsors to enhance and maintain their interest is essential to the charity's development and progress.

6.3 Commissioning Agencies

The identification of young people who might benefit from an i-Can Do It programme is carried out in conjunction with organisations actively involved with the young people concerned. This might be through government, medical bodies or educational establishments.

On some occasions it is possible to obtain limited funding from commissioning agencies for particular programmes. This type of funding is helpful in enabling programmes to take place but is not sufficient to pay 'back office' salaries and ensure the essential support and administration work necessary for the Renaissance Foundation to continue to develop its programmes and reach a wider audience.

Communication with commissioning clients is on-going.

6.4 Participating Clients

The relationship of the Renaissance Foundation with the young people for whom it provides workshops and mentoring support is the reason of the charity's existence. The involvement and interaction with these young people will vary over the term of the programme with which they are involved.

The Renaissance Foundation will observe its responsibilities under the Data Protection Act in relation to information it obtains on its participating clients, Trustees, Friends and volunteers during the period of the programmes, their association with the Renaissance Foundation and afterwards.

6.5 The Media

In order to promote the work of the Renaissance Foundation, the charity will undertake marketing activity and publicise the work that it does. The Renaissance Foundation will undertake to ensure that communications are informative and accurate and do not contain information that might be sensitive to the young people involved in the programmes.

7. Planning Activity and Performance Measurement

7.1 Strategic Planning

The Board of Trustees in conjunction with the Founder, will create a Strategic Plan and annual budget, which will be reviewed by the Board of Trustees at least annually.

7.2. Performance Measurement

Delegates to the i-Can Do It programmes will be asked for feedback at the end of each workshop and again at the end of their mentoring period. The information obtained from these feedback sessions will be reviewed by the Executive Team and any suggestions or concerns acted upon.

The Chair and/or Founder will report on progress against the Strategic Plan and budget at the Trustee Board meetings.

7.3 Complaints

Any complaints regarding the service the Renaissance Foundation offers, its personnel or Board of Trustees (either individually or as a body) will be taken seriously and initially will be addressed by an internal investigative procedure.

Any investigation of a complaint will be undertaken thoroughly and objectively and the outcome of the investigation will be reported to the Board of Trustees either as a whole or by a discreet working party identified by the Trustees to consider the complaint and make recommendations as to how the matter should be resolved.

Any complaint will be considered against a background of the relevant employment or other legislation current at the time of the issue arising.

Whilst all procedures will incorporate an appeal process, the decision of the Board of Trustees or those identified as acting on its behalf will be final.

8. Finance, Funding and Auditing

Responsibility for the financial affairs of the Renaissance Foundation will be led by the Trustee Treasurer.

The relevant roles and responsibilities for both of these positions will be outlined in the job descriptions in Appendix 1 to this document.

The Trustee appointed to the role of head of the Fundraising Team will work closely with the Treasurer ensuring that he/she is constantly appraised of income and any expenditure arising from events devised to raise funds and generate monies. In addition, the Treasurer will maintain responsibility for income generated by the 'Friends' initiative.

9. Personnel

The work of the Renaissance Foundation will be undertaken by a variety of personnel.

9.1 Volunteers

Volunteers will be a constant requirement both to support the administration work of the Charity's 'back office' and to assist with the delivery of the i-Can Do It programmes.

9.2 Salaried Full-Time and Part-Time Staff

The Renaissance Foundation is committed to the appointment of a limited number of staff to provide the basic administration and the delivery of the i-Can Do It programmes. Assistance will be provided from the Board of Trustees to the CEO (if required) in the appointment of such staff as he thinks necessary to carry out these roles, subject to budgetary constraints.

9.3 Short Term Temporary Appointments

From time to time it may be necessary to enrol short-term temporary staff to assist in a particular funding initiative or in the delivery of a workshop. These will usually be fixed term appointments.

9.4 Interns

The Renaissance Foundation will, when it can, provide a learning opportunity for students and others looking to gain experience in the charity sector. In providing such opportunity, the Executive Team will seek to ensure that anyone taking on this role should not be abused in terms of the length of time they spend undertaking such work without payment.

9.5 Provision of HR Services

The Renaissance Foundations undertakes to provide a safe and friendly working environment in which to work.

JOB DESCRIPTION: Chief Executive

Overall responsibility:

The Chief Executive will report to and work with the Board of Trustees to ensure that the charity's vision, mission and strategic plans are regularly reviewed. They will ensure that the charity is well administered and meets its governance responsibilities. They are responsible for enhancing Renaissance Foundation's impact and profile locally and for the efficient leadership of the organisation.

Main duties and responsibilities:

Leading and managing the organisation

- Work with the Board to ensure that a long-term strategy is in place, which can guide the organisation in achieving its objectives.
- Lead the implementation of the strategy, including reviewing progress against the plan and set appropriate targets.
- Develop operating policies to ensure programmes and activities are implemented effectively.
- Ensure the organisation remains responsive to the needs of our Young Leaders and can demonstrate the value of the services provided and the impact of its work.
- Have responsibility for day-to-day financial management of the charity, including preparation of budgets for agreement by the Trustees and ensuring that income is maintained and expenditure is controlled in line with budgets and that potential risks are identified and managed.
- Define and secure the resources (human, material and financial) needed to operate effectively.
- Lead, manage and support the staff team to maximise their personal contributions.
- Ensure that the charity has the appropriate policies, procedures, systems and processes in place and that they are being implemented

Promotion of the Charity

- Maintain effective networks with all principal supporters and stakeholders.
- Seek opportunities to expand and promote the role of the charity
- Ensure the charity is presented in an appropriate and professional manner to its stakeholders.
- Represent the charity in public forums such as speaking at conferences; attending sector policy forums; producing written material for the charity's own publications/promotional material as well as any appropriate external channels
- Represent Renaissance Foundation and maintain effective relationships and networks with principal supporters, partners and stakeholders.

Fundraising and income generation

- Develop fundraising strategies to maintain and enhance the level of funding from existing sources and develop new funding streams.
- Develop and build relationships with partners, supporters, funders and potential funders to maximise opportunities for income generation.
- Provide direction and support to any staff and volunteers involved in fundraising activities and ensure team efforts are coordinated.

Working with the Board of Trustees

- Ensure appropriate presentation and reporting on the progress of the organisation
- As agreed with the Chair and Secretary, develop policy proposals for Board discussion and decision.



- Provide in a timely and appropriate manner information that will assist the Board in carrying out its responsibilities
- Support the Chair in ensuring the continued engagement/involvement of all members of the Board.
- As appropriate, monitor and advise on the composition of the Board, its committees and the process of self-assessment and development.

JOB DESCRIPTION: Office Manager

Overall responsibility

The Office Manager will provide high quality and efficient administration, human resources and facilities management for the smooth running of Renaissance Foundation's office, including maintaining and developing systems, policies and procedures.

Main duties and responsibilities:

Office administration

- Lead the development of office administration, including paper and electronic filing systems for all office staff
- Responsible for the drafting, review and updating of all policies, procedures and guidance notes, staff handbook and induction pack.
- Ensure all staff records including health and safety, annual leave and sickness are up to date

Finance & Management

- Liaise with the Secretary of the Trustee Board on organising monthly Board meetings, agendas and papers
- Work with the Treasurer of the Board on monthly budgets and accounts and the initial drafting of the annual accounts
- Contribute to and manage the annual planning and budgeting process. Line management of all volunteer interns
- Identifying training needs of direct reports and support their professional development through regular support and supervision.

Human Resources

- Manage and develop the recruitment process, and be a repository of knowledge on recruitment matters.
- Devise and implement recruitment strategies for staff/volunteer vacancies and tenders for consultants/services if required.
- Participate in interview panels for staff and volunteer roles and request references for successful applicants.
- Oversee and develop the process of induction for all new staff and volunteers and analyse results from post induction surveys.
- Conduct exit interviews with volunteers and staff, when appropriate
- Assist in identifying training needs for staff and organising internal and external training courses.
- Manage payroll where appropriate, working with external provider ensuring good service and timely payment
- Support the Chief Executive in assisting and advising staff on HR issues and undertaking research on relevant legislation and best practice with regards to human resources and internal policies

Facilities management

- Lead on relationships with service providers making recommendations for improving the existing services or changing the service providers





- Lead on the proactive maintenance and general upkeep of the office space and equipment to a high standard providing an attractive and safe working environment for the team and visitors
- As required lead on the reorganisation of workstations and office space to accommodate change in staff numbers and manage relationships with the building maintenance or landlord
- Lead on promoting a friendly social environment (staff lunches, socials and celebrations).
- Support the Chief Executive in ensuring compliance with health and safety legal requirements and good practice.

Other Duties

- Participate in team and organisation-wide meetings.
- Perform other duties and tasks, as required in non-routine circumstances, from time to time.

Person specification

Skills and experience:

- Substantial experience of and commitment to administrative work including creating, maintaining and developing and improving office systems and processes.
- Strong administrative and organisational skills.
- Ability to design maintain and develop paper and electronic systems which help others to be more organised and efficient and promoting their use
- Advanced level IT and MS Office skills.
- Considerable experience of administering the end-to-end processes of recruitment and handling routine human resources related matters for staff and volunteers.
- Experience of creating, maintaining and developing paper and electronic filing systems.
- Experience of managing and developing volunteers in an office environment
- Experience of negotiating with suppliers, with particular regard for value for money
- Working within a diverse workplace.
- Working in a charity environment is highly desirable.

Personal qualities:

- A commitment to the values and principles of Renaissance Foundation
- Proactive, team player
- Flexible, and willing to work in the fast-paced and constantly changing environment of a growing service-providing charity
- Conscientious and responsible.
- Ability to support and enthuse others and maintain a professional image.
- Excellent verbal and written communication skills with confidence and ability to communicate with a wide range of people
- Effective time management skills and ability to multi-task and prioritise competing demands, even when under pressure, in a methodical and systematic manner
- Strong interpersonal skills and proven ability to handle diverse sources of information in a confidential, sensitive manner with due care, respect and discretion.
- Willingness and ability to work irregular hours on occasions.
- Awareness of cross-cultural sensitivities and capacity to listen actively to people from varying backgrounds.

JOB DESCRIPTION: Fundraising & Development Coordinator



Overall responsibility

The Fundraising and Development Coordinator will play a key role in the development and implementation of Renaissance Foundation's fundraising activities in order to secure funding for programme work and organisational core costs.

Main duties and responsibilities

Trusts and Grant-Making Bodies

- Build on relationships with existing trust supporters, writing reports to meet deadlines and submitting further applications for funding.
- Manage and lead the identification of, and approaches to trusts and foundations that have not previously supported the work of Renaissance Foundation, building on an annual calendar of key prospects.
- Develop core generic trust proposals for each programme that requires funding.
- Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations.
- Identify and submit applications for prizes and awards that will raise the profile of Renaissance Foundation and secure funding.

Corporate

- Manage current corporate partnerships, suggesting a number of ways to build on these relationships, maximising engagement with employees at all levels.
- Identify and approach corporate prospects, securing financial contributions and the support of employees.
- Manage the relationship with payroll giving agencies and other organisations in order to increase the number of regular givers who support the work of Renaissance Foundation.
- Promote and market Renaissance Foundation events and sponsored challenges to corporate employees

General Fundraising & Events

- Support the Chief Executive and Trustees in the development of Renaissance Foundation's fundraising and action plans.
- Contribute new ideas for fundraising and identify suitable funding initiatives
- Produce detailed annual action plans on specific areas of responsibility outlined above, identifying areas for growth and development and outlining measurable objectives.
- Plan, manage and deliver fundraising events with donors with support from interns
- Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development.
- Maintain organised hard and soft files of all fundraising information.
- Participate in the day-to-day work of the organisation – such as reporting, attending team and Board meetings as required, and taking a flexible approach to general administrative and support tasks.
- Managing the donors' database, ensuring that records are up to date and that all new contacts and correspondence has been entered.
- Represent the work of Renaissance Foundation at events to members of the public and supporters, where necessary delivering presentations

Person Specification

Skills and experience:

- At least one years' experience in Trusts or Corporate fundraising.



- Proven record of successful applications for substantial funding from Trusts and other grant-making bodies
- Demonstrable ability to develop relationships with Corporate partners and Trusts
- Experience of researching Trust and Corporate funding opportunities.
- Working within a charitable environment
- Demonstrable knowledge of UK Trusts and Foundations and Corporate giving in general and with a development focus in particular
- Advanced level IT and MS Office skills.

Personal qualities:

- A commitment to the values and principles of Renaissance Foundation
- Proactive, team player
- Flexible, and willing to work in the fast-paced and constantly changing environment of a growing service-providing charity
- Conscientious and responsible.
- Ability to support and enthuse others and maintain a professional image.
- Excellent verbal and written communication skills with confidence and ability to communicate with a wide range of people
- Effective time management skills and ability to multi-task and prioritise competing demands, even when under pressure, in a methodical and systematic manner
- Strong interpersonal skills and proven ability to handle diverse sources of information in a confidential, sensitive manner with due care, respect and discretion.

JOB DESCRIPTION: Youth Outreach Coordinator

Overall responsibility

The Youth Outreach Coordinator will work to develop appropriate, constructive relationships with our external stakeholders and with our Youth Leaders. You will undertake the initial contact and assessment of potential participants for the Renaissance Foundation programme, preparing and supporting participants as they join. You will work closely with the rest of the team to ensure the effective flow of information and appropriate levels of support for all participants. You will also be required to liaise with various stakeholders including referring agencies, our partners (such as hospitals, schools) and local authorities, developing and maintaining effective relationships while promoting and encouraging the continued support of these programmes.

Main duties and responsibilities

Youth Outreach

- Assess and prepare all potential participants for Renaissance Foundation programmes, working closely with referring agents and any other stakeholders to ensure that appropriate participants are found.
- Ensure that relevant information about potential participants is clearly identified and communicated to the rest of the team
- Develop relationships through support sessions and group work with participants.
- Deliver and facilitate workshops, training and group presentations for our Young Leaders
- Adhere to Renaissance Foundation's Safeguarding policies and procedures at all times.

Partner Outreach

- Liaise with referral agencies and individual referral agents to ensure that our programmes are appropriate to their needs and that they are kept up to date with developments at Renaissance Foundation.





- Maintain positive relationships with all stakeholders, reporting any issues in a timely manner to the Chief Executive
- Proactively engage current stakeholders and partners to buy into Renaissance Foundation programmes, and keep them informed of the outcomes for their young people.
- Research possible new referral sources and attend external meetings to establish partnership working arrangements.
- Liaise with the rest of the team to ensure effective communication and the efficient use of any resources.

Monitoring and evaluation

- Prepare participant information and keep records as appropriate, ensuring that systems are maintained for tracking and recording post course progress and outcomes appropriately with regard for confidentiality and safe practice.
- Liaise with the Office Manager to ensure accurate compilation of data for post course support and evaluation purposes.

Other

- Undertake any training and professional development as and when required to ensure effective work with young people at risk.
- Undertake any other reasonable duties, commensurate with the job title, as may be determined by the Chief Executive
- Attend and engage in team and external meetings, support and supervision sessions, and the appraisal process.

Person specification

Skills and experience:

- Qualifications and/or experience in youth work, community education, community outreach, social work, development training or a related discipline.
- Proven experience of working with vulnerable young people, recognising the issues that affect them and ways to guide, encourage and support them.
- Ability to communicate effectively with stakeholders at all levels with a particular emphasis on young people, Renaissance Foundation team and Trustees and outside agencies.
- Knowledge of voluntary and statutory sectors in London
- Ability to work to deadlines and support strategic planning.
- Ability to work on own initiative.
- Effective time management.

Personal qualities:

- A commitment to the values and principles of Renaissance Foundation
- Proactive.
- Team player.
- Flexible, and willing to work in the fast-paced and constantly changing environment of a growing service-providing charity
- Conscientious and responsible.
- Ability to support and enthuse others and maintain a professional image.
- Willingness to travel and spend time away from home as and when appropriate.
- A solution focussed and person centred outlook.



JOB DESCRIPTION: Media & Communications Coordinator

Overall responsibility

The Media & Communications Coordinator is responsible for managing the design and delivery of media strategies, which aim to publicise positive, consistent and meaningful coverage for Renaissance Foundation's work and thereby promote greater public awareness of, and understanding and support for Renaissance Foundation. They will work closely with the wider team, the Chief Executive and the Trustees to ensure that coverage is integrated into wider communications plans and tactics and across multiple channels.

Main duties and responsibilities

- To deliver media and communications strategies that secure positive, consistent and meaningful coverage for the organisation's work and concerns and which support the delivery of its charitable priorities.
- Lead and deliver a dynamic and responsive news service to raise the organisation's profile for its work with its stakeholders, donors and in the wider community.
- Build networks amongst the media where necessary.
- Work creatively to maximise opportunities for coverage using all appropriate channels, including social media, the website and donors' mailing list
- Manage individual media projects including maintaining the website and developing new media such as videos, newsletters and other forms of external publicity.
- Maintaining the Charity's photographic and film library ensuring that it is readily available for fund raising and promotional purposes
- Providing practical skills' training for our Young Leaders in using modern technology, particularly photography, filming and media communication
- To participate actively in the work of the team, including in learning reviews and team planning exercises.
- To undertake any other duties as requested by the Chief Executive.

Person specification

Skills and experience:

- Substantial experience of and proven ability in media and communications
- Experience of using word processing packages and databases
- Excellent writing and presentation skills
- Able to handle sensitive and confidential information with good judgment
- Working knowledge of media in the UK
- A proven understanding of digital and social media
- Able to prioritise and work under pressure to meet deadlines
- Project management

Personal qualities:

- A commitment to the values and principles of Renaissance Foundation
- Proactive, team player.
- Ability to support and enthuse others and maintain a professional image.
- Excellent verbal and written communication skills with confidence and ability to communicate with a wide range of people
- Able to forge and maintain excellent working relationships, internally and externally
- Dynamic, creative and results focused
- Able to work well as part of a team
- Able to work unsociable hours, including on call on rotation and, if required, overseas on short trips.

JOB DESCRIPTION: Trustee

Overall responsibility

Trustees are responsible for providing appropriate oversight, governance and leadership to Renaissance Foundation in the pursuit of its strategies to fulfil its charitable purposes. Where a charity employs staff, Trustees should scrutinise the performance of the management in meeting agreed goals and objectives and monitor the reporting of performance in key areas. They should satisfy themselves as to the integrity of financial and other information and that financial and other quality controls and systems of risk management are robust and defensible. Trustees are responsible for determining appropriate levels of remuneration of staff and have a prime role in appointing and where necessary removing senior staff and in succession planning.

Trustees are responsible and liable for the governance and functioning of the charity. They are accountable in varying degrees to a variety of stakeholders, including: beneficiaries, funders, the Charity Commission, and other regulators (e.g. Companies House). Above all else, trustees must adhere to any legal and regulatory requirements applicable to the charity's activities, specifically under the Companies Act 2006.

Main duties and responsibilities

Board activities

- upholding the highest standards of integrity and probity
- participating fully in the work of the Board, ensuring the collective responsibility of the Board of Trustees
- attending and possibly chairing, committees and *ad hoc* meetings of the Board
- participating in a Board induction, any training and other evaluation identified as an individual and as part of the Board or committee
- maintaining the Trustees' commitment to board diversity, renewal and succession management, in line with the charity's governing document and/or current best practice
- undergoing an individual and Board performance appraisal, and attending any additional training highlighted as a result of the evaluation process
- maintaining absolute confidentiality about all aspects of the Trustees' business, bearing in mind the overriding legal obligations placed upon Trustees.
- Trustees may bring a particular area of expertise to enrich the Board's diversity or increase the Board's breadth of knowledge. These areas of expertise are necessary to the efficient leadership of Renaissance Foundation and may include, but are not exclusive to:
 - Secretarial / Governance: Corporate Governance, Charity Law, other types of Law, corporate secretarial skills, project management
 - Treasurer / Finance: Audit, risk management, management accounts
 - Safeguarding & Welfare: Working with vulnerable people (e.g. young people, those in education, those in hospital or with long-term illnesses, young carers), DBS checking
 - Human Resources: employment law, training, health & safety, recruitment, remuneration
 - Advocacy: Marketing & communications, social media, press & PR, campaigning, access to policy makers
 - Fundraising: Grant making trusts, corporate sponsorship, individual giving, legacies

Strategy

- establishing clear objectives to deliver the agreed plans and strategy to meet the Renaissance Foundation's objectives in accordance with short, medium and long-term plans and regularly reviewing performance against those objectives
- holding the Chief Executive to account for the effective management and delivery of the organisation's strategic aims and objectives, where appropriate



- promoting and developing Renaissance Foundation in order for it to grow and maintain its public benefit
- recognising the situation when it may be more appropriate to wind the charity up where there is no longer a need for the charity to provide the services it does or because the charitable objectives are no longer relevant to contemporary social situations
- analysing and contributing positively to the strategic development of long term plans for the charity and its beneficiaries
- actively participating in discussions on the strategic development of the charity
- contributing to and informing the vision of Renaissance Foundation to capitalise on the freedoms it enjoys as a result of its status
- contributing to constructive debate regarding the strategic development of the charity and any other material and significant issues facing the organisation
- safeguarding the good name and reputation of Renaissance Foundation
- agreeing an effective communication strategy that includes the needs of staff, beneficiaries and other stakeholders
- representing Renaissance Foundation at functions, meetings and in the wider media, in line with the charity's agreed media strategy
- promoting the charity and its work to fulfil its charitable objectives.

Compliance

- ensuring that Renaissance Foundation complies with its governing document, charity law and any other applicable legislation and regulations
- working to achieve the purpose of the charity and to pursue the charity objectives, and provide public benefit
- ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance
- managing and using the charity's resources so as to optimise impact and the delivery of the charity's objects
- maintaining the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity
- participating in the appointment of the Chief Executive
- with the assistance of the Secretary, promoting the highest standards of corporate governance and other regulatory requirements and best practice, where appropriate
- taking appropriate professional advice in all matters where there may be a material risk to the charity, or where the Trustees may be in breach of their duties
- upholding the values of Renaissance Foundation by example, and to ensure that the organisation promotes equality and diversity for all its stakeholders.

Performance monitoring

- ensuring that strategies and actions approved by the Board of Trustees are implemented effectively, where appropriate, by the Chief Executive and the Renaissance Foundation team
- ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the Chief Executive officer
- setting challenging objectives for improving performance and monitoring performance against those targets
- Agreeing the remuneration of the Chief Executive against relevant performance measures and aligned to peers in similar roles in other charities.

Person specification



The following characteristics, knowledge and experiences (or commitment to gain them) would be advantageous to the role of charity trustee:

- relevant experience in a specific area of expertise needed on the Board of Trustees
- a high level of understanding and interest in the issues Renaissance Foundation seeks to address/represent
- a commitment to the values and principles of Renaissance Foundation
- strong business and financial acumen
- experience of committee work
- highly developed interpersonal and communication skills
- ability to understand complex strategic issues, analyse and resolve difficult problems
- sound, independent judgement, common sense and diplomacy
- politically astute, with the ability to grasp relevant issues and understand relationships between interested parties
- clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees
- sound knowledge of charity governance and sufficient time and commitment to fulfil the role.

JOB Description: Treasurer

Overall responsibility

The Treasurer will lead the Trustees in the oversight of Renaissance Foundation's strategic financial management. While all trustees are collectively responsible for the management of the charity's resources, the Treasurer will act as the lead trustee in articulating the financial governance of the organisation and will play an active role in ensuring that all trustees are fully able to understand the charity's financial arrangements and contribute to financial discussion and decisions.

Main duties and responsibilities

In addition to those duties and responsibilities performed by all Trustees, the Treasurer is generally considered to lead on:

- overseeing and presenting budgets, accounts, management accounts and financial statements to the Board of Trustees
- ensuring that proper accounts and records are kept, ensuring financial resources are spent and invested in line with Renaissance Foundation's policies, good governance, legal and regulatory requirements
- being instrumental in the development and implementation of financial, reserves and investment policies
- liaising, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation
- to oversee the preparation and scrutiny of the annual accounts, liaising with the charity's auditors or independent examiner, where appropriate
- liaising with the Secretary to ensure that the charity's annual accounts are compliant with the current Charities SORP (Statement of Recommended Practice)
- monitoring and advising on the financial viability of the charity after liaising with the charity's auditors
- creating sound financial instruments for the control of charity assets
- implementing and monitoring specific financial controls and systems are in place accordingly and adhered to
- advising on the financial implications of the Renaissance Foundation's strategic plan
- acting as a counter-signatory on charity cheques (including any electronic transactions) and any applications for funds
- maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the charity's objectives
- contributing to the fundraising strategy of the organisation

Person specification

The following characteristics, knowledge and experiences are essential for the role of Treasurer:

- a good understanding of financial management and accounting
- strong business and financial acumen
- a commitment to the values and principles of Renaissance Foundation
- clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees
- sound knowledge of governance and sufficient time and commitment to fulfil the role.

JOB DESCRIPTION: Secretary

Overall responsibility

The Secretary is primarily responsible for the smooth and efficient running of meetings of the Board of Trustees and any committees. The Secretary will work closely with the Chair to provide assistance and support. The Secretary may be closely involved in monitoring the compliance with various legislative and regulatory requirements affecting Renaissance Foundation and its activities. The Secretary will assist the Chair in ensuring that the Trustees' decisions are acted upon, and that all decisions made by the Trustees are in accordance with the governing document, reflect the objects of the charity and comply with the relevant legislative and regulatory requirements the charity is subject to.

Main duties and responsibilities

Board of trustee meetings:

- facilitating the smooth operation of the Renaissance Foundation's formal decision-making and reporting
- organising Board of Trustee meetings along with those of its committees
- ensuring that there is proper and appropriate co-ordination of Board and committee meetings and an effective flow of information
- formulating meeting agendas with the Chair (and Chief Executive) and advising on content and presentations for the meeting
- collecting, organising and distributing such information, documents or other papers for meetings
- ensuring that all meetings are minuted, certified copies are distributed and that action is taken on matters arising
- communicating Board decisions to those required to implement them and ensure that actions and tasks assigned are managed appropriately and to the required timetable, reporting back as required
- ensuring that Board of Trustee meetings and all board committees are properly constituted and provided with clear terms of reference
- advise and guide the Board on any legal and regulatory implications of the Renaissance Foundation's strategic plan.

Annual General Meeting (AGM):

- ensuring that an AGM is held in accordance with the requirements of the Renaissance Foundation's governing document.
- preparing and issuing notices of the AGM
- obtaining internal agreement to all documentation for circulation to members
- formally minuting those aspects of the meeting that are required to be recorded.
- establishing and monitoring the election processes for trustees

Governing document:

- ensuring the charity complies with its governing document and where appropriate drafting and incorporating amendments in accordance with correct procedures



- lead the process of non-financial compliance with the charity's governing document, including management of any governance reporting requirements
- review, propose and implement approved changes to the charity's governing document.

Regulator requirements:

- establishing and monitoring procedures to ensure that Renaissance Foundation complies with the requirements of the Charities Act 2011, Charity Commission reporting and other relevant legislation such as company law and Companies House requirements
- ensuring that the requirements of any compliance frameworks are fulfilled appropriately and in a timely manner
- acting as initial point of contact between the charity, the Charity Commission and other regulators
- Ensuring that formal documentation is filed with appropriate bodies and to report certain changes regarding the charity:
 - annual report and accounts
 - changes to trustees.

Registers:

- Maintaining the following registers and responding to appropriate requests concerning the information they contain:
 - members of the Board of Trustees
 - Trustees' interests
 - gifts and hospitality accepted and refused

Annual report and accounts:

The charity secretary should be closely involved in the co-ordination of the preparation, publication, distribution and presentation of the annual report (including annual accounts). This may be done in consultation with the charity's internal and external advisers.

Governance

- facilitating the proper induction of trustees into their role
- advising and assisting the trustees with respect to their duties and responsibilities
- advising and facilitating board performance evaluations and any ongoing development matters resulting from that exercise
- counselling trustees when preparing presentations and memoranda
- ensuring Renaissance Foundation has a robust framework for compliance with charity governance standards
- maintaining and reviewing procedures for the sound governance of the charity and advising on developments in governance issues
- ensuring the charity has adequate insurance arrangements
- ensuring the charity's stationery, including electronic communications (emails, websites etc), orders, invoices, cheques and other relevant documents include all the details required under company law and, if applicable, charity law and/or VAT law.
- arranging for the charity to access a comprehensive legal service, where appropriate
- Reporting to the board of trustees on any matters of non-compliance.
- Acting as a counter-signatory on charity cheques (including any electronic transactions) and any applications for funds, where applicable.

Person specification

The following characteristics, knowledge and experiences are essential for the role of Secretary:





- Experience in Corporate Secretarial work or as a Secretary on a Board of Trustees
- a good understanding of governance, charity law and applicable regulators (e.g. Charity Commission)
- strong organisational skills
- a commitment to the values and principles of Renaissance Foundation
- clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees
- sound knowledge of governance and sufficient time and commitment to fulfil the role

JOB DESCRIPTION: Chair of Board of Trustees

Overall responsibility

Trustees are responsible for providing appropriate oversight, governance and leadership to Renaissance Foundation in the pursuit of its strategies to fulfil its charitable purposes. The Chair's main role is to provide clear leadership of the Board of Trustees, demonstrate an ability to set the Board agenda and lead the other Trustees in playing a full role in the development and determination of Renaissance Foundation's strategy.

The person appointed to this role will be elected by vote. All Trustees will be party to the election of the Chair as outlined in the Renaissance Foundation Governance Framework document. The appointment to Chair is for one year, with the possibility of rolling over for subsequent years with the voted agreement of the Board of Trustees.

Main duties and responsibilities

In addition to those duties and responsibilities performed by all trustees, the Chair is generally considered to lead on:

- holding the Chief Executive to account for the effective management and delivery of the Renaissance Foundation's strategic aims and objectives
- instigating and facilitating discussions on the strategic development of Renaissance Foundation
- providing clarity of vision to the Board in fulfilling its charitable objects
- providing leadership and support to the Chief Executive
- appraising the performance of the Chief Executive
- building and maintaining close relations between Renaissance Foundation's various constituencies and stakeholder groups to promote the effective operation of the charity's activities
- upholding the values of the charity by example, and to ensure that the organisation promotes equality and diversity for all its stakeholders
- liaising with the Secretary, and Chief Executive where appropriate, with the drafting of agendas and supporting papers for Trustee meetings and ensuring that the business is covered efficiently and effectively in those meetings
- attending and chairing committees and other *ad hoc* meetings of the Board
- liaising with the Secretary to lead on the planning, setting and chairing of Trustee meetings and Annual General Meetings
- casting a deciding vote in the event of a tie in meetings of the Board on any matter and/or address complaints that may arise in the running of the organisation
- participating in any Board induction, training and evaluation identified as an individual Trustee and as part of the Board or a committee
- maintaining the Trustees' commitment to board diversity, renewal and succession planning, in line with the charity's governing document and/or current good practice
- undergoing an individual and board performance appraisal, and attending any additional training highlighted as a result of the evaluation process
- acting between full meetings of the Board in authorising action to be taken within the Chair's power e.g. banking transactions and signing of legal documents





- representing Renaissance Foundation at functions, meetings and in the wider media, in line with the charity's agreed media strategy

Person Specification

The following characteristics, knowledge and experience (or commitment to gain them) would be advantageous to the role of Chair:

- previous experience as a Chair on a charity Board of Trustees
- high level of understanding and interest in the issues Renaissance Foundation seeks to address/represent
- a commitment to the values and principles of Renaissance Foundation
- strong business and financial acumen
- experience of committee work
- highly developed interpersonal and communication skills
- proven leadership skills
- ability to understand complex strategic issues, analyse and resolve difficult problems
- sound, independent judgement, common sense and diplomacy
- politically astute, with the ability to grasp relevant issues and understand relationships between interested parties
- clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees sound knowledge of governance and sufficient time and

JOB DESCRIPTION: Board Advisor

Overall responsibility

Board Advisors are responsible for providing appropriate guidance, governance and leadership to the board of Renaissance Foundation in the pursuit of its strategies to fulfil its charitable purposes. They should satisfy themselves as to the integrity of financial and other information and that financial and other quality controls and systems of risk management are robust and defensible.

Above all else, Advisors must adhere to any legal and regulatory requirements applicable to the charity's activities, specifically under the Companies Act 2006.

Main duties and responsibilities

Board activities

- upholding the highest standards of integrity and probity
- participating fully in advising the Board
- attending and possibly chairing, committees and *ad hoc* meetings of the Board
- participating in an induction, any training and other evaluation identified as an individual
- undergoing an individual performance appraisal, and attending any additional training highlighted as a result of the evaluation process
- maintaining absolute confidentiality about all aspects of the Trustees' business
- Advisors may bring a particular area of expertise to enrich the Board's diversity or increase the Board's breadth of knowledge. These areas of expertise are necessary to the efficient leadership of Renaissance Foundation and may include, but are not exclusive to:
 - Secretarial / Governance: Corporate Governance, Charity Law, other types of Law, corporate secretarial skills, project management
 - Treasurer / Finance: Audit, risk management, management accounts





- Safeguarding & Welfare: Working with vulnerable people (e.g. young people, those in education, those in hospital or with long-term illnesses, young carers), DBS checking
- Human Resources: employment law, training, health & safety, recruitment, remuneration
- Advocacy: Marketing & communications, social media, press & PR, campaigning, access to policy makers
- Fundraising: Grant making trusts, corporate sponsorship, individual giving, legacies

Strategy

- establishing clear objectives to deliver the agreed plans and strategy to meet the Renaissance Foundation's objectives in accordance with short, medium and long-term plans and regularly reviewing performance against those objectives
- promoting and developing Renaissance Foundation in order for it to grow and maintain its public benefit
- analysing and contributing positively to the strategic development of long term plans for the charity and its beneficiaries
- actively participating in discussions on the strategic development of the charity
- contributing to and informing the vision of Renaissance Foundation to capitalise on the freedoms it enjoys as a result of its status
- contributing to constructive debate regarding the strategic development of the charity and any other material and significant issues facing the organisation
- safeguarding the good name and reputation of Renaissance Foundation
- agreeing an effective communication strategy that includes the needs of staff, beneficiaries and other stakeholders
- representing Renaissance Foundation at functions, meetings and in the wider media, in line with the charity's agreed media strategy
- promoting the charity and its work to fulfil its charitable objectives.

Compliance

- working to achieve the purpose of the charity and to pursue the charity objectives, and provide public benefit
- managing and using the charity's resources so as to optimise impact and the delivery of the charity's objects
- with the assistance of the Secretary, promoting the highest standards of corporate governance and other regulatory requirements and best practice, where appropriate
- upholding the values of Renaissance Foundation by example, and to ensure that the organisation promotes equality and diversity for all its stakeholders.

Person specification

The following characteristics, knowledge and experiences (or commitment to gain them) would be advantageous to the role of Board Advisor:

- relevant experience in a specific area of expertise needed by the Board of Trustees
- a high level of understanding and interest in the issues Renaissance Foundation seeks to address/represent
- a commitment to the values and principles of Renaissance Foundation
- strong business and financial acumen
- experience of committee work
- highly developed interpersonal and communication skills
- ability to understand complex strategic issues, analyse and resolve difficult problems
- sound, independent judgement, common sense and diplomacy





RENAISSANCE
FOUNDATION

- politically astute, with the ability to grasp relevant issues and understand relationships between interested parties
- clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees
- sound knowledge of charity governance and sufficient time and commitment to fulfil the role.

