



# Prosper

Investing in a fairer Wakefield district

# Trustee Recruitment Information Pack





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[info@prosperwakefielddistrict.org](mailto:info@prosperwakefielddistrict.org)  
[www.prosperwakefielddistrict.org](http://www.prosperwakefielddistrict.org)

## Join us to make a difference

Prosper Wakefield District, (formerly Wakefield and District Health and Community Support) is an independent grant making charity that wants to make a big difference. We are recruiting new trustees to strengthen and diversify our small but dynamic board so that we can have a greater impact in the Wakefield District, at this exciting time in the charity's history.

The role of trustee is a voluntary one, although trustees are able to claim travel expenses if required. We will offer training and development opportunities to support you in your role.

### Key responsibilities of trustees

- Helping ensure Prosper complies with relevant legislation and regulation and ensuring the charity pursues its charitable purposes for the public benefit.
- Contributing to the development of a long-term strategy and evaluating the charity's performance against agreed goals.
- Protecting and managing our assets and ensuring the proper investment of our funds.
- Maintain an up-to-date understanding about the charity's activities, and actively contribute to discussions and decisions, during board meetings.
- Abide by the Trustees Code of Conduct and be a strong advocate of, and ambassador for Prosper Wakefield District.

### Personal Qualities

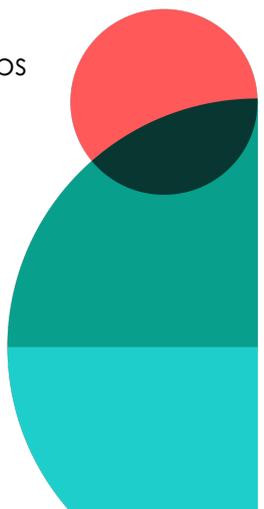
- Passion for supporting the VCSE sector across the Wakefield District
- Sufficient time to commit to your role as trustee for a minimum 3-year term
- Excellent communication skills, including the ability to advocate clearly and compellingly for our work
- Ability to work well as part of a small team of trustees
- Professional qualifications are not required for this role; volunteering, community involvement, or informal leadership experience is equally valued

### Diversity

- We welcome applicants from a broad range of backgrounds, communities and cultures especially those of under-represented groups

The Junction, Horbury, Wakefield WF4 5FH

Prosper Wakefield District Ltd. Charity number: 226121  
A company limited by guarantee, registered in England & Wales No 00489136





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## Skills / Knowledge

We have identified specific gaps in the following key areas

- Finance & Investments
- The VCSE
- Grant Making
- Health & Social Care
- HR
- Law/Legal

## Governance and management

Prosper, formerly Wakefield & District Health & Community Support Ltd is a registered charity (No 226121) and Company Limited by Guarantee (No 489136). We are governed by the rules and regulations of the Charity Commission and Companies House and our board are both Trustees of the Charity and Directors of the Company.

We are a charity with strong governance arrangements, which ensure all compliance and scrutiny requirements are delivered.

The charity's assets, (including investments, liquid assets and property and buildings), are actively managed, creating a more diverse and balanced portfolio, which provides the means to support sustainable grant making and develop other investment opportunities as well as providing a social benefit.

Our Memorandum and Articles of Association were reviewed and updated in January 2021, in order to ensure they are more relevant to how we operate today.

## Meeting schedule

The full Board meets every quarter, including the Annual General Meeting, as well as taking part in an Annual Strategy Away Day. Meetings tend to take place in the early evening, as many of our trustees are in full-time employment. They last for c 2-3 hours and are currently taking place in person, but they may be via Zoom on occasion.

## Our staff

- Head of Grants, Emma McKee
- Head of Impact, Sarah Tudor
- Community Insight Coordinator, Conor Williams

Our offices are at The Junction in Horbury.

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## Vision, Mission and Values

Our vision is to create a stronger, healthier, more equal Wakefield, where charities, community organisations and other partners working together to support people to thrive.

Our mission is to build communities where organisations work together to improve health and reduce health inequalities, especially for the most disadvantaged people, groups and communities. As an independent grant-maker we provide financial and practical support to help build sustainable change within the district.

We have a strong and clear focus on what we do and operate by a set of principles that underpin our values.

- Effective: Achieving results and using resources wisely
- Honest: About why and how decisions are reached
- Strategic: Taking the long view, not just today's needs
- Trusted: Working collectively in the best interests of the charity
- Professional: Competent and knowledgeable staff and trustees who are trained and legally compliant
- Purposeful: Delivering a clear mission / evaluating progress

## Grant making

We have a £10m endowment which is carefully invested in order to generate an annual return which we then distribute in grants. Our business plan includes a focus on income generation in two main areas: raising further money that we can distribute in grants; and working with other funders to increase the amount of funding that is invested in the local 3<sup>rd</sup> sector.

Some of the local charities, that you may have heard of, that we have assisted over the years include: The Wakefield Street Kitchen, Disability Sport Yorkshire CIC, Homestart Wakefield, The Addy at Knottingley, Wakefield District Sight Aid, Open Country, Incredible Edible and the community hubs.

## The process

We fund local charities and community organisations in the Wakefield District. We do sometimes fund outside the district, if the organisation can demonstrate how their work is benefiting local residents.

We have recently introduced a new process. All applications are subject to a full due diligence assessment which allows us to ask for further information and clarification, before applications are submitted to the sub-committee for review.

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## How we make grants

We intend to focus on 3 key programme areas over the next few years:

1. A small grants programme for community groups and charities that support the health and wellbeing of local residents.
2. A strategic grants programme (such as children & young people) that targets specific areas of need and funds interventions aimed at tackling the root cause of problems. This will be done in partnership with other funding and delivery partners.
3. Providing financial support for a programme that provides support for third sector organisations, and individual leaders, in areas such as capacity building, financial resilience and skills development.

## Developing our grant making strategy

Recent research has informed the following grant making approaches. It will help us to develop our thinking about how we:

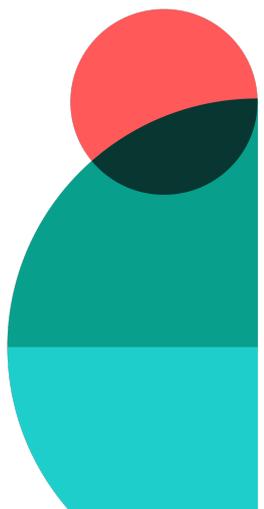
- invest in helping children and young people to be ready for the future
- improve the health and wellbeing of vulnerable and disadvantaged people including the elderly
- build stronger communities in areas of disadvantage, deprivation and poverty
- tackle the underlying social determinants of health
- reduce health inequalities
- have a specific focus on communities of interest that remain over-looked and under-funded including BAME-led organisations and people from the LGBT+ communities.

## Working strategically

We believe in partnership working and have excellent working relationships with the health and statutory partners in the Wakefield District. We build relationships with the organisations we fund, and this enables us to have a greater understanding of the issues facing local people and groups. We are part of the Yorkshire Funders Forum, a strategic network of Community Foundations and other independent grant makers.

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## Our history

The charity has a long tradition of supporting health and wellbeing and can trace its history back to the mid 1700's as a social welfare benefits agency, similar to the Credit Unions of today, helping its members pay for costs such as medical and hospital bills. To see a complete timeline of our history visit the About Us section of our website.

## Our future

A systematic review has led to some transformational changes in several areas of operation and in our governance arrangements. The impact of the coronavirus pandemic and now the current cost of living crisis on the people and communities in the Wakefield District is a key driver in the way in which the charity will focus its work, especially over the next 2 years.

Our enthusiastic Board of Trustees are keen to develop the organisation's role and purpose in the Wakefield District, in order to achieve the maximum positive impact and benefit for local people and communities.

## Join us!

This is a fantastic charity delivered by people who care deeply about what they do. If you believe you can contribute through your skills and experience and are motivated about making a big difference in Wakefield, then we would love to hear from you!

## How to Apply

For an initial discussion about this opportunity please contact Cath Longley, Chair of Trustees on 07974703182, alternatively you can download an application pack from our website in the News section, or email [info@prosperwakefielddistrict.org](mailto:info@prosperwakefielddistrict.org) to request a pack directly.

Before applying, we encourage you to read the Charity Commission's trustee guide: [www.gov.uk/government/publications/theessential-trustee-what-you-need-to-know-cc3](http://www.gov.uk/government/publications/theessential-trustee-what-you-need-to-know-cc3) and the Governance Code [www.charitygovernancecode.org](http://www.charitygovernancecode.org)

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