

Fellowship Trustee

Voluntary positions, London SW1

The Resolution Foundation is an independent think-tank focused on improving living standards for those on low to middle incomes. Our reputation for rigorous analytical work that results in effective policy solutions places us at the forefront of the UK debate on economic and social policy.

The Board of Trustees of the Resolution Foundation invite applications of interest to join them as a Fellowship Trustee. This is a new and rare opportunity for a mid-career professional to get hands-on insight into the role and function of a Board of Trustees in the charitable think tank sector. Alongside contributing into board meetings where strategic plans and organisational budgets are discussed and agreed, the Fellowship Trustee will be mentored by another member of the Board and invited to attend RF events, shadow members of the Senior Management Team and take part in governance training. This is a two-year associate member position, providing opportunity to work closely with our experienced Board, developing skills in charity governance. The objective is to equip the successful candidate with the experience and confidence needed to step into a trustee position elsewhere in the sector.

What does the role involve?

Our existing team of trustees led by Clive Cowdery, Founder and Chair, oversee the work of a highly impactful organisation managed by Torsten Bell, Chief Executive. The Foundation is a small friendly group with high standards and an extensive output and the Board works closely with senior management to deliver our ambitious plans.

Trustees have overall control of a charity and are responsible for making sure it is effectively carrying out its purposes for public benefit and complying with charity law, statutory regulations and other relevant legislation. Trustees safeguard the charity's people and resources, ensuring maximum benefit for beneficiaries, and help to devise strategy, offering guidance and expertise as required.

As the Foundation seeks to strengthen its role as the UK's leading home of expertise on living standards, and bring about economic and social change, it will draw on the insights of an expanded and diverse trustee group.

The Fellowship Trustee will take part in all the activity of the Board, contributing to key decisions about strategy, governance and finance, but they will not have formal voting rights. It's an opportunity to experience the role of trustee at a high-profile economic think tank, enjoying full participation in the shared responsibility of the Board without being legally responsible for the charity's funds and activity.

What kind of person are we looking for?

First and foremost, we are looking for an individual who is passionate about improving living standards for those on low and middle incomes. You are probably currently working in the public policy arena with an interest and knowledge of economics, policy making and / or matters relating to the labour market. We're looking for individuals with three to five years managerial experience in a relevant professional role, but with no previous experience of trustee work. The role would suit a dedicated professional who is looking to expand their experience with a view to progressing into a senior role. Most important is the desire to understand how a Board in the charity sector works and a willingness to try something new.

What is the time commitment?

Board meetings are held in person four times a year in our London office. It may be possible to attend some Board / other meetings remotely, but we envisage the majority of the Fellowship Trustee's interaction with the team will be face to face, in order to maximise the development opportunities available. The Fellowship Trustee will also be invited to attend RF public events and informal meetings with relevant members of the Senior Management Team. Board roles are voluntary, unpaid positions, but travel and other expenses will be covered.

Diversity at the Resolution Foundation

The Resolution Foundation values and is committed to increasing diversity within both our own organisation and the economic policy making sector more widely and we are particularly keen to attract applications for the Fellowship Trustee position from under-represented communities and groups. For more information about our ongoing work in this area, please see our recruitment brochure. If you are interested in applying and would like to speak to someone informally to assess whether we are the right organisation for you, please contact our Senior Resources Manager, Sharmina.khanam@resolutionfoundation.org.

In line with our determination to attract a diverse team, we regularly analyse a variety of diversity statistics in order to inform the focus of our work in this area. To help with this, we would be grateful if you would also complete the equal opportunities monitoring form provided on the application platform. Any information you provide is collated anonymously and used solely to track the effectiveness of our recruitment campaign.

Closing date: 08:59am on 4 October 2022

Interviews: Week beginning 17 Oct 2022

Main duties and responsibilities

Trustee Responsibilities

The duties of Resolution Foundation trustees are as follows:

- Providing strategic oversight and constructive input to help the Foundation develop and agree long-term strategy, ensuring it achieves impact and that its performance is evaluated appropriately
- Ensuring the Foundation applies its resources exclusively in pursuance of its stated charitable objects (purposes) and adheres to the terms of its governing document (i.e. its memorandum and articles of association) and other relevant legislation
- Safeguarding the good name and values of the Foundation
- Ensuring the effective and efficient administration of the Foundation, including ensuring appropriate policies and procedures in place
- Ensuring the financial stability of the Foundation
- Protecting and managing the assets of the Foundation and ensuring the proper investment of the charity's funds.

In addition to the above statutory duties, each Trustee contributes their knowledge and experience to help the Board of Trustees reach sound decisions and guide the strategic direction of the organisation. This may involve scrutinising board papers, participating in discussions, focusing on key issues, and providing advice and guidance on new initiatives as required.

About you

Essential requirements:

We're looking for individuals with the experience and ability to interact with our existing Board and Senior Leadership Team and candidates are expected to have three to five years managerial experience and the ability to operate at a strategic level. We also require:

- A commitment to the Foundation's core mission
- The ability and willingness to devote the requisite time and effort
- Strategic vision and good, independent judgement
- An ability to think creatively and a willingness to speak your mind
- An understanding and acceptance of the duties and responsibilities and responsibilities of trusteeship
- Excellent communication and interpersonal skills
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life (i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership)
- Enthusiasm for acquiring skills in charity governance.

Desirable characteristics:

- A good understanding of the economic and social policy measures that impact the living standards of low- and middle-income households
- Professional experience in economics and / or policy making
- An awareness of the issues of life on a low to middle income.

How to apply

If you would like to speak to someone informally about the Fellowship Trustee Programme before you apply, please contact our Senior Resources Manager, sharmina.khanam@resolutionfoundation.org in the first instance.

Resolution Foundation uses an online application platform, Be Applied, which was developed by the Behavioural Insights Team in order to eliminate unconscious bias in the recruitment process. If you would like to apply, please visit <https://app.beapplied.com/apply/mcqdhlm29>.

The application process has three stages:

1. About you: The platform will ask you for some personal details and to upload your CV. Applications are assessed blind by multiple reviewers so this information will only become visible to the Foundation if you are shortlisted. Applications are assessed solely on the responses you give to section II below.
2. Eligibility Declaration: in order to be eligible for this role you must meet all of the criteria required for charity trusteeships (see Eligibility Declaration section below for full details).
3. Short answer questions: You will be asked to complete three questions which are relevant to the role. These will be marked against the essential requirements listed above. Each question has a 250-word limit and you will have the opportunity to amend these sections before submitting your application.

N.B. each of your answers will be reviewed separately and anonymously by different people. This means the person reviewing your answer to question 2 will not have access to your answer to question 1, and so on. Therefore, please do not refer in one answer to what you have written in another (e.g. avoid using phrases like "as explained above"). If it is relevant, explain again in full.

Eligibility Declaration

In order to be eligible for the Fellowship Trustee position, you must meet all of the criteria required for charity trusteeships listed below.

- Are over the age of 18.
- Do not have an unspent conviction for an offence involving:
 - deception or dishonesty
 - terrorist offences
 - money laundering
 - bribery
 - misconduct in public office, perjury, perverting the course of justice
 - contravention of certain preventative Orders of the Charity Commission (s.77 of the Charities Act 2011)
 - attempting, aiding or abetting these offences.
- Have not been found in contempt of court.
- Are not on the Sex Offenders' Register.
- Have not been found guilty by the High court of disobeying a Commission order or direction.
- Have not been removed from:
 - trusteeship, or as an officer, agent or employee of a charity by the Court or the Commission for misconduct or mismanagement
 - a position of management or control of a charity in Scotland for mismanagement or misconduct.
- Have not had a disqualification order under the Company Directors Disqualification Act 1986.
- Are not an undischarged bankrupt or in a composition or arrangement with creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.

Closing Date

To be considered for this opportunity, please ensure you submit your application by 08.59 on 4 October 2022.

Interviews

We expect to hold interviews with a shortlist of those interested w/c 17 October 2022 but we will be in touch with all who apply shortly after the closing date to confirm next steps. Please do feel free to indicate your availability if useful and let us know if you have any specific requirements so we can make any necessary reasonable adjustments in advance.

Financial Assistance

Assistance for travel expenses may be provided where interviews happen in person, subject to agreement in advance. We are also happy to pay for childcare (or other caring obligations) to enable you to attend interviews in person or online. If you are invited to attend an interview and would like to be reimbursed for interview expenses, please let us know when confirming your attendance.

Contact

If you would like to speak to someone informally about the role before applying, please contact jayne.desmond@resolutionfoundation.org.

If you would like further information about the application process, or if you have a disability that might affect your ability to complete an application and / or attend an interview, please contact recruitment@resolutionfoundation.org and a member of staff will get in touch. For more information about our work and what it is like to work for the Resolution Foundation, please see our [Recruitment Brochure](#).

Privacy notice for job applicants

When you apply for a job with the Foundation, we collect and process a range of information about you.

This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

The Foundation may collect this information in a variety of ways. For example, data might be provided by recruitment agencies, contained in applications, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests. The Foundation may also collect personal data about you from third parties, e.g. references supplied by former employers, information from employment background providers. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Foundation process personal data?

The Foundation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

The Foundation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Foundation processes such information to carry out its obligations and exercise specific

rights in relation to employment.

The Foundation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the Foundation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The Foundation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Job applicant personal information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers and managers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you.

Your data will not be transferred outside the European Economic Area (EEA).

How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Recruitment data is kept in a secure location with access restricted to HR employees only.

For how long does the Foundation keep data?

The Foundation will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

If your job application for employment is unsuccessful, the Foundation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the Foundation to keep your personal data on file, the Foundation will hold your data on file for a further 6 months

for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have rights under data protection laws in relation to your personal data. You have the right to:

- Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data’s accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- Request the transfer of your personal data to you or to a

third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

- Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.
- If you would like to exercise any of these rights, please contact dataprotection@resolutionfoundation.org. If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

No fee usually required: You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you: We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond: We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

What if you do not provide personal data? You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

Automated decision-making: Recruitment processes are not based solely on automated decision-making.

For more information about Google’s privacy policy, please visit: <https://privacy.google.com/index.html#>. We do not make, and do not allow Google to make, any attempt to find out the identities of those submitting the form. Information is used for monitoring purposes only and completing this form is not a requirement of application.