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| **Trustee role description** | A picture containing graphical user interface  Description automatically generated  **Helping artists, nurses**  **and women in hardship** |

**Introduction**

The Eaton Fund is a UK-registered charity (Charity Number  1197452), originally set up in 1954. We provide financial help to women in hardship and to artists and nurses in need, regardless of their gender. Most of the support we give goes to UK charities that work directly with the people we support.

The Eaton Fund is run by a Board of five Trustees. We’d like to welcome a sixth Trustee to join our small, friendly Board. We wish to strengthen and diversify our Board to ensure that we have more insight from the range of communities supported by our grants. We welcome applications from anyone regardless of their age, ethnicity, heritage, sexuality, gender or socio-economic background. Please note that we use English for all our discussions and documentation.

**Trustee Role Description**

The Eaton Fund Trustees comply with the Charity Commission’s guidance.

In brief, Eaton Fund Trustees accept ultimate responsibility for directing the affairs of our Charity, to ensure that it is solvent, well-run, and delivering charitable outcomes for public benefit, in line with Charity Law and our governing document.

Eaton Fund Trustees delegate certain powers to our investment managers and delegate the back-office work to an administration manager, but we retain the responsibility for taking the final decisions in how best to run our Charity.

**Eaton Fund Trustees are expected to:**

* Work with colleagues to monitor and review the work of the Eaton Fund and develop policies, strategy and plans to ensure the charity’s effectiveness.
* Contribute to our grant assessment process. We have a grants programme that offers approximated 40 grants per year to organisations and we also award around 20 grants per month to individual artists.
* Participate in Trustees’ meetings (currently 4 per year). Meetings cover governance, finance and a few grant applications that need detailed consideration. Papers are circulated in advance and will require preparation time of 1-2 hours. Meetings are held in person in central London.
* Attend occasional Eaton Fund meetings which may be held to discuss specific strategy issues
* Be reasonably available for consultation (by email or phone) by other Trustees and the manager.
* Take part in training and development opportunities as need and opportunity arise, which may mean attending conferences in London from time to time.

**Eaton Fund Trustees can expect to**:

* Be supported to carry out the role of Trustee. We can offer mentoring and training.
* Work voluntarily without payment
* Be reimbursed all reasonable out-of-pocket expenses incurred through duties carried out as a Trustee, including, for example, transport to meetings or childcare to enable you to attend our meetings.
* Receive meeting papers 10 – 14 days before meetings.
* Terminate the position in writing at any time.
* Be eligible to stand for re-election every five years.

**Person specification**

**Essential attributes:**

* A commitment to ensure the mission and purpose of the Charity is maintained
* Interpersonal skills to work with a small group of Trustees to reach sound decisions
* Attendance at meetings (usually four per year, which are a half-day and usually held in the afternoon)
* Access to a computer and computer skills for communication (we use email and Google Drive).
* Willingness to engage with strategic and financial matters

**Additional experience:**

We are interested to hear from a wide group of candidates. We are particularly interested in people with experiences in any of the following areas:

* Lived experience of surviving domestic abuse, homelessness or migration
* Lived experience of being an artist
* Working in the not-for-profit sector
* Working in the social care sector
* Working in the health sector

Above all, Trustees are expected to be committed to the aims of the Eaton Fund: providing help to the people who are our beneficiaries.

**March 2025**

[**www.eatonfund.org.uk**](http://www.eatonfund.org.uk)

**Registered Charity No 1197452**