



CHARITY RELATIONSHIP TRUSTEE

ROLE DESCRIPTION

The main role of the Charity Relationship Trustee is to maintain a link between Hendy Foundation and the charities, charitable organisations and individuals who have been successful in being awarded a grant and that they are successfully communicated with after the grant has been awarded. The role will ensure the final element of the due diligence process is completed at the 12-month period to ensure that the funds have been spent in accordance with the relevant terms and conditions. Additionally, ensuring there is a positive relationship between the successful applicant, helping promote both Hendy Foundation and the successful applicant.

In addition to the general responsibilities of a trustee, duties of the Charity Relationship Trustee include the following.

- Help develop new and existing relationships with charities, trusts and individuals to ensure a positive relationship is maintained.
- Ensure that the financial grants awarded to successful grant applicants have been spent in accordance with their terms and conditions within the 12-month period.
- Arrange visits with successful grant applicants.
- Arrange testimonials and digital content for use in Hendy Foundation's social media channels, and other promotional channels.
- Ensure the website is updated to communicate the latest grant awards.

Skills and attributes

- Organisational ability
- Strong networking skills
- Strong communication skills
- Organised and methodical with strong attention to detail.
- Excellent written communication skills.
- Ability to maintain confidentiality.
- Good interpersonal skills and the ability to work effectively as part of a team.
- Proactive in identifying areas for improvement in processes and working practices.