

# Peter Harrison Foundation Trustee Recruitment

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To arrange an informal conversation with our Director, please contact [Sridley@peterharrisonfoundation.org](mailto:Sridley@peterharrisonfoundation.org).

## **WELCOME**

Thank you for your interest in the Peter Harrison Foundation (PHF). We are a family foundation committed to championing inspiring and entrepreneurial organisations that foster lasting improvements in lives.

PHF was founded 25 years ago by Peter Harrison. Since our establishment, PHF has granted more than £50 million to projects across the UK. Although Peter passed away on June 18, 2021, his spirit of generosity lives on through the Foundation's work.

Our mission is to provide access to life-altering opportunities for individuals facing physical, mental, social, or economic disadvantages. We achieve this through the allocation of funding via our two distinct programmes, both of which invite applications from charities and CASCs. We support initiatives:

- Providing opportunities for personal development through sport and physical activity taking place across the nation
- Improving the lives of disadvantaged children and young people in the Southeast of England (excluding London).

We are actively seeking an individual to join the Board as a Volunteer Trustees. Board members play a crucial role in overseeing the governance of the Foundation. We are particularly interested in candidates with experience and understanding of:

- Disability and/or disadvantage
- High-impact programme delivery
- The distinctive dynamics of family foundations

If you share a genuine interest in our work and are eager to contribute your skills and experience to our ongoing journey, we encourage you to get in touch with us. Your unique perspective and dedication could play a pivotal role in furthering our mission.

Please do not hesitate to reach out to us if you have any questions or require additional information. We are excited about the prospect of working with an individual who is as passionate about our cause as we are.

Peter Lee, Trustee, Peter Harrison Foundation

## ABOUT PHF

### Our vision, mission, objectives and values

| Peter HARRISON Foundation |   |   |  |  |
|---------------------------|---|---|--|--|
| <b>STRAP LINE</b>         | <b>Opportunities for Active Lives and Positive Futures</b>  |   |  |  |
| <b>VISION</b>             | A society in which all people have access to opportunities to achieve their potential.  |   |  |  |
| <b>MISSION</b>            | To improve lives by supporting opportunities that enable people who are physically, mentally, socially or economically disadvantaged to achieve their potential.  |   |  |  |
| <b>OBJECTIVES</b>         | To support inspiring and entrepreneurial organisations and projects that create a legacy that improves lives by providing access to opportunities that enable people who are physically, mentally, socially or economically disadvantaged to achieve their potential. |   |  |  |
| <b>VALUES</b>             | <b>Excellence</b><br>Supporting and implementing best practice.   | <b>Entrepreneurship</b><br>Operating with ambition, inspiration and determination | <b>Integrity</b><br>Acting responsibly, respectfully, reflectively and transparently | <b>Sustainability</b><br>Empowering stakeholders to deliver a lasting legacy |

### Our programmes

The Foundation operates through three primary grant-making programmes:

#### Opportunities through Sport and Physical Activity

This programme provides support to grassroots sports and physical activity projects that enable individuals with physical, mental, social, or economic challenges to develop essential life skills and realise their potential. We welcome applications to this programme from charities and CASCs throughout the United Kingdom. Grants for this programme typically range up to £30,000.

#### Positive Futures for Children and Young People

This initiative supports projects that enhance the lives of children and young people in the Southeast who face physical, mental, or social disadvantages. This programme is open to applications from charities and CASCs in Berkshire, Buckinghamshire, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey, East Sussex, and West Sussex. Grants for this programme typically range up to £30,000.

#### Trustees' Discretion

This programme supports projects of specific interest to the Trustees that may fall outside our primary programmes. As part of this programme, we provide bursary opportunities for children from Reigate and Redhill in Surrey, enabling their attendance at Reigate Grammar School. Applications are not solicited for this programme.

## **Our history**

PHF was established by Peter Harrison KGCN CBE in April 1999. Born in Cheadle, Cheshire, Peter left school at 16. After qualifying as a chartered accountant he embarked on a successful business career during which he transformed Chernikeeff, a Crest Nicholson group company, into the UK's largest privately held computer networking firm. In 1999/2000, Peter sold Chernikeeff using the proceeds to establish the Foundation.

A dedicated sailor and former rugby player, Peter believed sports paves the way for self-development and self-reliance. This belief led the Foundation to champion sporting achievement and participation among disabled and disadvantaged individuals. Although Peter passed away on June 18, 2021, his spirit of generosity lives on through the Foundation's work.

## **Our financial resources**

Since our establishment in 1999, PHF has granted more than £50 million to projects across the UK. With assets of more than £70m, the Trustees have committed to providing grants circa. £1.5 million per year.

## **OUR PEOPLE**

### **Our Trustees**

#### **Mrs Julia Harrison-Lee LL.B**

Julia Harrison-Lee is a qualified solicitor with considerable experience in commercial and contract law. She was a senior legal adviser to FTSE 100 companies Securiguard and Rentokil before joining the family business, Chernikeeff Networks Limited, in the mid-1990s and playing a significant part in negotiating its successful sale. In 2001 she became a director of GBR Challenge, helping to mastermind her father Peter's bid for the America's Cup and was also the first woman director of the Challenger of Record Management for the America's Cup.

Julia has continued the family interest in sport and philanthropy. In 2012 she ran the London Marathon for 'Get Kids Going', a national charity which encourages and helps to fund sport for disabled children. In 2014 she ran the New York marathon for the same charity. A keen amateur horsewoman and successful stud farm owner with competitive experience in Europe and the USA, she breeds champion showjumpers.

#### **Mr Peter Lee DL LL.B**

Peter Lee is the Principal of the Harrison Family Office, based in Reigate, Surrey, where he is responsible for managing family trusts and investment funds. He is a qualified solicitor with over 30 years' experience. One of the founding trustees of the Peter Harrison Foundation, he also sits on the boards of Chancerygate Ltd and Hortons Estate Ltd, both successful commercial property companies.

Peter was appointed by the Queen to be High Sheriff of Surrey for 2014/15. He used this role to promote actively the strengths of the voluntary sector in Surrey and to focus attention on the advantages of encouraging young people into sport and exercise. In July 2015 outgoing Lord Lieutenant of Surrey, Dame Sarah Goad, appointed Peter as a Deputy Lieutenant (DL) for the County which gives him a platform to continue to promote the voluntary sector in Surrey through the Charities & Communities Group set up by the Lord Lieutenant, and to represent the Lieutenancy in East Surrey. Peter is a Vice President of Surrey Clubs for Young People.

#### **Mr Nick Harrison**

Nick Harrison has been a Trustee of the Peter Harrison Foundation since May 2013 and, through his family trusts, has made significant contributions to the Foundation's capital. He was born in Surrey and educated at Reigate Grammar School. He has taken a particular interest in the Foundation's support for the Harrison Scholars at the School, who are given an educational opportunity which would otherwise not have been open to them. He played rugby for the Old Reigatians R.F.C. He shares his family's love of sport and like his father is a keen supporter of Chelsea F.C. Another of his passions is motor sport, and he is a collector of high performance supercars. A shrewd investor in residential property, Nick still lives in Reigate where he was brought up.

## **Our Staff**

### **Sarah Ridley - Director**

Sarah has over 30 years' experience of charitable grant giving in the UK and US. From 2014 to 2021 she was responsible for The London Marathon Charitable Trust's substantial grants programme, helping to encourage wider participation in physical activity. Before that she was Executive Director of environmental charity the Tubney Charitable Trust. Previously she worked in Washington DC where she distributed grants for national cultural projects on behalf of two US Presidents and developed access and outreach programmes for the Smithsonian Institution. She has herself served on numerous boards, including Rockefeller Philanthropy Advisors Europe and the BBC Wildlife Fund, and was previously Vice Chair of Carers Worldwide. She is currently a trustee of the Charles Dickens Museum. She has been an independent adviser on philanthropy and has also written and presented on the subject for the Association of Charitable Foundations and Bayes Business School amongst others.

### **Rachael Crooks - Grants Administrator**

Rachael joined PHF in 2018, and has over 15 years' experience in the charity sector. In her early career she coordinated arts education programmes for excluded young people in inner city Birmingham, before going on to be part of the small team that set up the Clore Social Leadership Programme. Prior to joining PHF, Rachael worked for The Samaritans, managing the London Underground strand of their Rail Suicide Prevention Programme.

## Trustee – Peter Harrison Foundation (PHF) Role Description

|                        |  |
|------------------------|--|
| <b>Remuneration</b>    | The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed. |
| <b>Location</b>        | Reigate, Surrey  |
| <b>Time commitment</b> | 4 Board meetings per year.   |
| <b>Reporting to</b>    | Board of Trustees  |

### Purpose

The role of a Trustee of PHF is to ensure that PHF fulfils its duty to its beneficiaries through high impact grantmaking and delivers on our vision, mission and values. Trustees must hold the charity “in trust” for current and future beneficiaries by:

1. Ensuring that PHF has a clear vision, mission and strategic direction and is focused on achieving these.
2. Being responsible for the performance of PHF and for its behaviour; ensuring that the charity complies with all legal and regulatory requirements.
3. Acting as guardians of PHF’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
4. Ensuring that PHF’s governance is of the highest possible standard.

The role requires Trustees:

1. To prepare for and attend Board meetings and any sub-committee or working groups as required.
2. To play an active role in the business of PHF, communicating with other Trustees, staff and other organisations as required.
3. To contribute to the establishment of the priorities and strategic objectives of PHF.
4. To contribute to the financial and operational stability of PHF.
5. To ensure the resources of PHF are harnessed to best effect including the proper investment of PHF’s funds.
6. To be accountable to the Charity Commission, ICO and other regulators.
7. To represent PHF at events and meetings as required.
8. To assist in promoting PHF and its work.

### Vision

Our vision is a society in which all people have access to opportunities to achieve their potential.

### Mission

Our mission is to improve lives by supporting opportunities that enable people who are physically, mentally, socially or economically disadvantaged to achieve their potential.

### Values

**Excellence**--Supporting and implementing best practice.

**Entrepreneurship**--Operating with ambition, inspiration and determination

**Integrity**--Acting responsibly, respectfully, reflectively and transparently

**Sustainability**--Empowering stakeholders to deliver a lasting legacy

### **Statutory duties of a Trustee**

As a registered charity Trustees have responsibilities under Charity Law. The statutory duties of a Trustee are:

1. To ensure that the organisation complies with its governing document, charity law and any other relevant legislation or regulations;
2. To ensure that the organisation pursues its objects as defined in its governing document;
3. To ensure the organisation uses its resources exclusively in pursuit of its charitable objects--the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are;
4. To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
5. To safeguard the good name and values of the organisation;
6. To ensure the effective and efficient administration of the organisation;
7. To ensure the financial stability of the organisation;
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
9. To appoint the Director and monitor his or her performance.

### **Duties of PHF's Trustees**

In addition to the above statutory duties of all Trustees, each Trustee should:

1. Use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to PHF's work in which the Trustee has special expertise;
2. Attend meetings, and read papers in advance of meetings;
3. Participate in other tasks as arise from time to time, such as interviewing new staff or Trustees, mentoring new Trustees, helping with beneficiary liaison and monitoring etc;
4. Keep informed about the activities of PHF and wider issues which affect its work.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

### **Time Commitment:**

Board meetings are held a minimum four times a year. Some duties, such as reading Board papers, occur between meetings. Trustees may also be asked to take on additional responsibilities associated with aspects of PHF's governance. The total time required is equivalent to half a day per month.

### **Term of Office:**

Trustees are asked to commit to a term of office of a minimum of three years. Trustees can serve for a maximum of 9 years in three three-year terms.

### **Expenses:**

The position of Trustee is unpaid. Trustees will be entitled to claim for expenses connected with their duties on behalf of PHF where such expenses have been approved in advance by the Chair or the Board of Trustees. Expenses will be paid based on proof of expenditure being provided.



## **Person specification**

### **Required Skills and Qualities**

1. Eligible to serve as a Trustee;
2. Commitment to the mission, vision and values of PHF;
3. An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship;
4. A commitment to PHF and willingness to devote the necessary time and effort;
5. Strategic perspective;
6. Good communication and interpersonal skills;
7. Good, independent judgement;
8. An ability to think creatively;
9. A willingness to speak his or her mind;
10. An ability to work effectively as a member of a team;
11. Willingness to undertake induction and training offered to Board members;
12. Adherence to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
13. A sense of fun.

### **Desirable Experience:**

1. Demonstrable experience and understanding of disability and/or disadvantage
2. Experience of high impact programme delivery
3. Experience of operating within a Board in a charitable, public sector or commercial organisation
4. Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
5. Proven track record of sound judgement and effective decision making
6. History of impartiality, fairness and the ability to respect confidences

### **Approval and Review**

PHF reserves the right to change the responsibilities and terms of the Trustees from time to time and to introduce a replacement as may be required. The responsibilities and terms of engagement of the Trustees will be reviewed annually from the date on which it was signed by the Chair to ensure continuing appropriateness.

## HOW TO APPLY AND TIMETABLE

If you're interested in applying to become a Trustee of PHF, please email the following information to [sridley@peterharrisonfoudnation.org](mailto:sridley@peterharrisonfoudnation.org) by **19 May 2024**:

- Your contact details
  - A concise covering letter (no longer than two pages) explaining why you would like to take on this role and what you would bring to the role.
  - An up-to-date CV.
  - Names and contact details of two referees (referees will only be approached at the final stage of the process, and only with your express permission).
- 
- Sunday 19 May 2024           Deadline for applications to be submitted
  - Tuesday 28 May 2024       Applications shortlisted
  - Tuesday 4/11/18/25 June   First interviews take place (TBD)
  - Tuesday 2 July 2024        Second interviews take place (if necessary)
  - Tuesday 9 July 2024        New Trustees appointed and formally join the Board

## DATA PROTECTION

The personal information that you provide will be used to process your application for appointment with PHF. Personal information about unsuccessful candidates will be held securely for six months after the recruitment exercise has been completed; it will then be destroyed or deleted. If your application is successful and you take up the role, the information will be used in the administration of your work with us. It will be kept secure and will only be used for purposes directly relevant to your work.