

TRUSTEE CANDIDATE PACK

Our Board of Trustees



Helen Charlton
(Chair)



Albert Chong
(Vice-Chair)



William Gillis



Laurie Lee



Colin Trend



Sheila Wheeler
(Treasurer)

The Trust seeks to develop an environment where everyone is treated as an individual, and in a fair and consistent manner. We work within the spirit and practice of the Equality Act 2010 by promoting a culture of respect and dignity.

As a charity these are the values we seek to uphold:

Kindness, empathy, respect, and working in an innovative, agile and collaborative way.

Our mission: To alleviate the detrimental impact of poverty.

Helping people in, or at risk of, financial hardship meet their energy needs and manage their energy costs through support, education and raising awareness of sound money management.

Our Aim:

To help people avoid the burden of energy debt, make informed energy choices and improve their money management skills. We envisage that this will lead to healthier homes and enhanced well-being.

To enhance the capacity of the organisations we fund: enabling the development and provision of holistic support, money, energy & advice services; to provide depth of support to people in financial hardship.

Introduction from our Chair

Dear Candidate,

Thank you for your interest in the role of Trustee at British Gas Energy Trust.

As the harmful social and economic repercussions of the COVID 19 pandemic unfold, the relief and support provided by the Trust through its various programmes in communities across England, Wales and Scotland, are needed more than ever. And as the energy system is reshaped towards future net zero, enabling people in financial hardship to navigate the complexities of the system, and to benefit from forthcoming changes, is likely to become increasingly important. These challenges, and how as a Board we approach them through the work of the Trust, are explored in our recent [2019/20 Accounts and 2020 Impact Report](#).

We are funded solely by, but are independent from our founder British Gas, our activities being funded as 'Industry Initiatives' under the Warm Home Discount Scheme, which is due to last until the end of March 2021. The Department for Business, Energy & Industrial Strategy has recently published proposals to extend the Scheme, with some minor modifications, for a further year to March 2022. The BEIS consultation also envisages a renewed Fuel Poverty strategy for England, to be published later this year, in the light of the broader impacts of the COVID-19 pandemic.

Despite such uncertainties around the future funding landscape, the relationship with British Gas continues to go from strength to strength, with Matthew Bateman (MD British Gas) publicly recognising the "importance of the work" carried out by the Trust with the launch of the Trust's Covid Response Fund in October 2020 and in "looking forward to our continued working together" in his Foreword to our recent Accounts and Impact report. As such the Board and I are confident that we will be able to continue working with our funder in addressing the issues around vulnerability and fuel poverty which concern both our organisations.

It is an interesting and challenging time to be joining the Board of Trustees, as we move into

a year of transition and continue to plan for our long-term funding plans post 2022. We are looking for individuals to join the team who have a positive outlook, a fervent interest in helping people in financial distress and hardship, and who are willing to commit their skills, patience, talents and time to the Trust and are keen to support the CEO and small team meet the challenges, and embrace the opportunities, that lie ahead.

The Trust is looking to recruit two experienced Trustees through Charisma Recruitment: one with appropriate finance and accounting skills and board level expertise to serve as Treasurer, the second with wider professional experience, for which a background in general management and leadership skills is desirable, with skills in one or more of the following areas being advantageous: Communications, HR, Safeguarding, IT and data management, or policy. For both roles, while a background in the broader energy sector is desirable, it is not essential.

As a separate but related exercise we are seeking to recruit two further Trustees with direct experience in the money advice sector, the details of which are available here www.britishgasenergytrust.org.uk/meet-the-team. When making your application, please indicate which Board role you are applying for.

As a Board we value and promote diversity and are committed to equality of opportunity for all and appointments made on merit. We believe that the best Boards are those that are balanced and reflect the communities they serve. As a Trust that funds work across England Scotland and Wales, we would welcome applications from those based in Wales or Scotland. We would also particularly welcome applications from groups underrepresented at board level.

If you are keen to make a positive difference, in and across communities, in helping to support people in financial distress and hardship, I hope you will read on, and I encourage you to apply.

Yours sincerely

Helen Charlton

Who we are

The British Gas Energy Trust (BGET) is a Charitable Incorporated Organisation established originally in 2004 as a charitable trust. It is funded solely by British Gas. The Trust is governed by an independent Board of voluntary Trustees; who bring with them a range of relevant experience from within the money advice, energy, charitable and financial sectors.

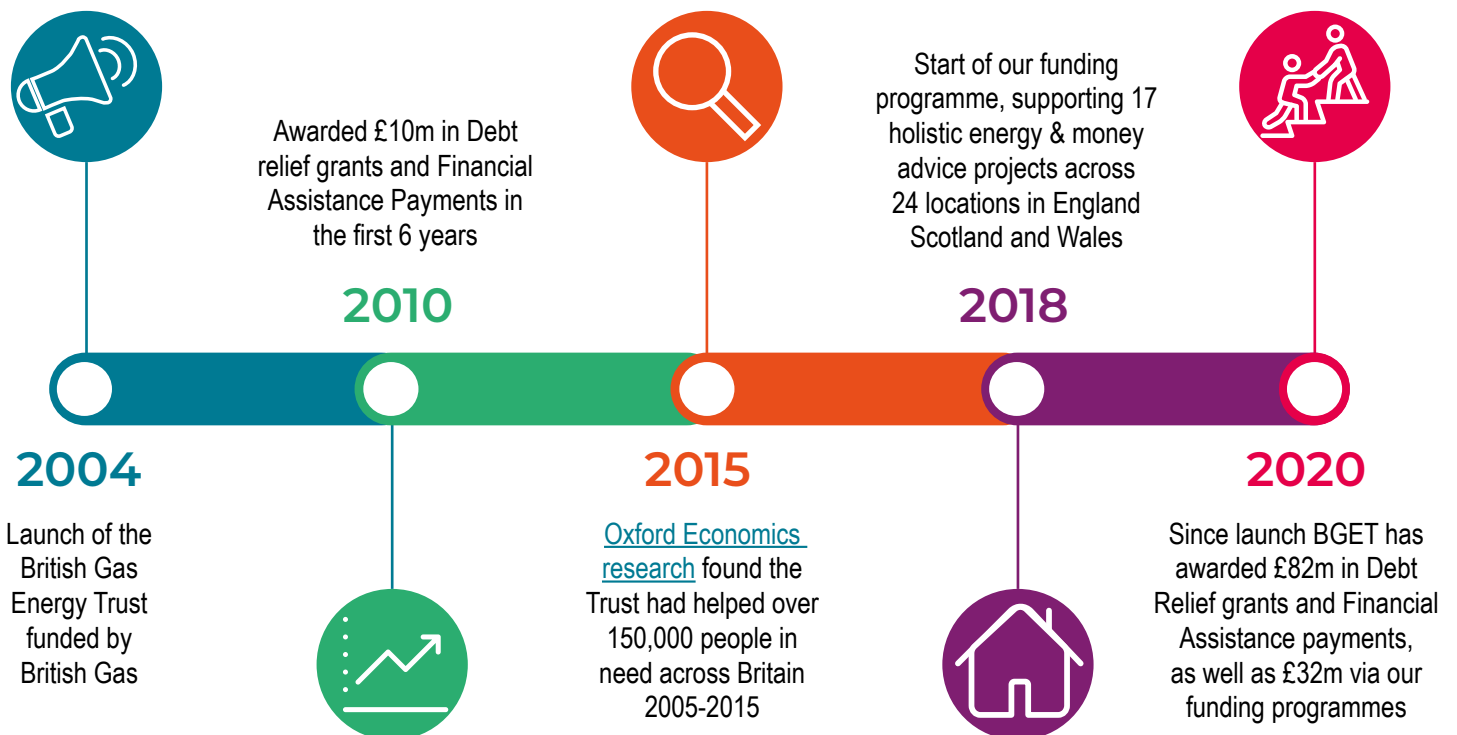
British Gas Energy Trust exists for:

- ▶ The relief of poverty particularly among those who are unable to meet or pay charges for the supply of energy provided to premises used or occupied by them.
- ▶ The prevention and relief of poverty by educating the public in relation to debt awareness and prevention.

The Trust contributes to the relief of poverty, with a particular focus on fuel poverty. Its main aim is helping families and individuals experiencing hardship who are struggling with energy debts by awarding grants to address the debt; funding emergency fuel credit and boiler replacements.

The Trust also funds third sector and social enterprises across England, Wales and Scotland who provide fuel debt and money advice services within a wide range of communities.

Our story so far



In October we published our [2019/20 Report and Accounts](#) and [2020 Impact Report](#). Together these provide an overview of the Trust, its activities and future approach. Some highlights are shown below, see our [Impact Report](#) for more information.

Organisational Grants Programme

From October 2018 – September 2019



Individuals and Families Grants Programme

From April 2018 – March 2020



£2.9m of fuel debt cleared for 3,300 households

73% of grants paid to British Gas customers and **27%** to applicants registered with other providers



1,800 households

received emergency credit worth over **£78,000**



4,800 households

received **6,700 grants** worth **£3.3m**

Our new Strategic Framework 2020

In September 2020, the Trustees approved the new Strategic Framework for the Trust. This sets the Trust's strategic intent for the coming years and directly informs our Theory of Change (ToC), this is the tool we use to ensure the Trust's programmes and activities are impactful and delivering positive change for those we support.

Theory of Change

Our mission: To alleviate the detrimental impact of poverty.

Helping people in, or at risk of, financial hardship meet their energy needs and manage their energy costs through support, education and raising awareness of sound money management.

The people we help

To help people **avoid the burden of energy debt**, make **informed energy choices** and **improve their money management skills**. We envisage that this will lead to **healthier homes** and **enhanced well-being**.

- Low income and fuel poor households
- People with serious or long term health conditions
- People experiencing multiple vulnerabilities
- People facing unexpected hardships

- Unmanageable household bills & debt
- Low incomes or incomes that have dropped unexpectedly
- Difficulty navigating energy support
- Challenges accessing relevant benefits & support

- Financial support (e.g. income maximisation, debt management, financial capability)
- Grants: debt clearance, emergency credit, boilers & heating
- Energy-related advice, debt management, money advice, case-work and practical measures

- More energy efficient homes, more affordable bills & greater awareness of energy saving actions
- Reduced stress and anxiety
- Improved financial skills, budgeting ability & financial literacy
- Healthy household budgets, increased income, reduced debt, lower energy bills

- Households managing finances & energy use
- Improved wellbeing
- Warmer, healthier homes
- Reduced stress and anxiety

Aims



Who do we support?



What problems do they have?



How do we help?



What are the immediate outcomes?



What are the longer term outcomes?



The organisations we support

To **enhance the capacity of the organisations we fund**: enabling the development and **provision of holistic support** money, energy & advice services; to **provide depth of support to people in financial hardship**.

- Advice providers
- Debt relief charities
- Social enterprises

- Lack of resources
- Demand for services

- Training
- Infrastructure
- Capacity building
- Partnerships
- Funding

- Increased advice capacity & ability to deliver greater depth of support
- Support organisations better able to reach those in need

Enhanced money advice sector capacity

Objectives

Foster individual skills, capabilities & competencies so people can build financial stability and thrive.

Help people in financial hardship maximise their income, avoid the burden of energy debt, meet their energy needs and manage their energy and other household costs, whilst informing their energy decisions and supporting choice in a changing world.

Identify impactful interventions to improve the support services for those facing financial hardship.

Effectively manage our funds and develop our organisation to be more impactful.

Trustee appointments: what we are seeking

British Gas Energy Trust is currently seeking up to four new Trustees. To be considered you must be able to make a commitment to the Trust and devote the necessary time to the role – as well as have strategic vision, independent judgment and the ability to think creatively, together with the willingness to work in a constructive and collaborative way.

There are four particular roles that are being sought:

1. Treasurer
2. Trustee (a background in general management and leadership skills is desirable, with skills in one of the following areas being advantageous: Communications, HR, Safeguarding, IT and data management, and Policy)
3. Trustee (Money Advisor or Advice Sector Experience)
4. Trustee (Money Advisor or Advice Sector Experience)

The recruitment of the first two of these roles 1) Treasurer 2) Trustee (general management and leadership skills, with skills in one or more of the following areas being advantageous: Communications, HR, Safeguarding, IT and data management, and Policy) is being led by Charisma Recruitment.

Separately, the Trust is seeking two Trustees who have worked as qualified Money Advisors with significant project and organisational leadership experience; a key responsibility of these two Trustee roles will be to inform the development of new grant programmes, as well as supporting the ongoing development application and assessment processes for direct grants. Details regarding applications for the Money Advisor roles can be found on page 12.

For all roles, a background in the energy sector is desirable although not essential.

Successful applicants will be committed to the mission of the charity and to using their sphere of influence and their skills to advance the charity in achieving its vision.

Experience

The Trustees are keen to add expertise in Communications, HR, Policy, IT and data management, and Safeguarding. Priority will be given to applicants demonstrating proven experience in these areas. It is likely the successful candidate will have gained this from an accomplished career to date, running exemplar projects or leading relevant study or research initiatives.

The Board are seeking new Trustees who:

- ▶ will contribute their own specialist skills and knowledge to the thought and discussion process.
 - ▶ have sound decision-making skills, underpinned by robust analysis and strategic vision.
 - ▶ are motivated and willing to attend and participate in the board meetings, sub-committees, special events and initiatives of the Trust.
 - ▶ are experienced at communicating effectively at all levels; in particular the ability to demonstrate tact and diplomacy in dealings with stakeholders.
 - ▶ are adept at working constructively, collegiately, and diplomatically with all stakeholders, including fellow Trustees, the CEO and BGET Team.
 - ▶ are interested in the wider socio-economic challenges faced across England, Scotland and Wales; with an understanding of and empathy with the detrimental impact of poverty and fuel poverty on the lives of vulnerable people.
- ▶ have excellent strategic vision, independence and impartiality, with the ability to think creatively and look for opportunity as well as risk.
 - ▶ understand and accept the legal duties, responsibilities and liabilities of trusteeship.
 - ▶ are willing to devote the time necessary to fulfill their duties as Trustee (6-7 days a year for a Trustee and circa 8-10 days a year for the Treasurer with the possibility of further time for participation in Board sub-committees and working groups).
 - ▶ are committed to the vision, values and ethos of the Trust and its charitable purpose.

Key competency	Essential	Desirable
Knowledge		
A breadth of experience operating at a strategic level in a charity, social enterprise or similar organisation		✓
Leadership role in overseeing, assuring or delivering towards strategic objectives, and evidencing improvement to services or outcomes within available resources	✓	
Demonstrable understanding and experience of working within an environment with multiple stakeholders		✓
Knowledge and delivery of effective governance/ accountability systems to secure quality, performance and 'value-for-money' improvement at an organisational level	✓	
Specialist skills		
A range of general management and leadership skills would be highly advantageous (including skills in one or more of the following areas: Communications, HR, Safeguarding, IT and data management or Policy)		✓
A keen intellect to analyse complex problems	✓	
People skills		
An effective people manager, who sets high standards, motivates and develops people and stakeholders and promotes personal, organisational and cultural development	✓	
Supports and facilitates the development of people	✓	
Good political and organisational awareness, emotionally intelligent and astute	✓	
Communication skills		
Experience of communicating effectively at all levels; in particular the ability to demonstrate tact and diplomacy in dealings with stakeholders.	✓	
Decision making		
The ability to take decisions where there is conflicting or insufficient information, with independence and impartiality.	✓	
Provide appropriate advice, support, judgement and decision making to ensure effective delivery, whilst showing the ability to think creatively and look for opportunity as well as risk.	✓	
Equality and diversity		
Demonstrate appreciation and acknowledgment of the range and complexities of diversity; self-awareness in terms of emotional intelligence, biases and personal triggers; cultural competence – cultural sensitivity and awareness	✓	

Treasurer Role – Additional Responsibilities

The duties of the Treasurer

In addition to the general responsibilities of a Trustee, as above, the duties of the Treasurer include the following:

- ▶ Developing a sound understanding and overview of the organisation's financial affairs.
 - ▶ Ensuring accurate financial records and procedures are maintained.
 - ▶ Chair the Finance Audit and Risk committee, which either reviews, approves and recommends budgets, management accounts and other financial statements either to or on behalf of the wider Board.
 - ▶ Supporting the effective, ongoing development of the RISK register to ensure the Board is aware of priority risks and mitigations in place.
 - ▶ Being confident that the financial resources of the organisation meet its present and future needs. This includes ensuring robust and appropriate accounting procedures and controls are in place.
 - ▶ Ensuring that the charity has an appropriate reserves policy.
 - ▶ Liaising with the CEO and supporting the planning and presenting of financial reports to the board.
 - ▶ Understanding and being able to coherently explain any financial implications of the organisation's strategic plans.
- ▶ Ensuring that there is no conflict between any investment held and the aims and objects of the charity; and monitoring the organisation's investment activity to ensure it is consistent with the organisation's policies and legal responsibilities.
 - ▶ Ensuring that the accounts are prepared and disclosed in the form required by the Charity Commission, and that accounts are scrutinised in the manner required and any recommendations are implemented. This includes close liaison with the CEO and the Trust's independent auditor to monitor the production of and sign off of the Trust's annual accounts.
 - ▶ Keeping the Board informed about its financial duties and responsibilities

In addition to the personal attributes that are sought for a Trustee, the Treasurer should possess the following qualities and experience:

- ▶ Senior financial qualifications and leadership experience, with the time and patience to contribute support both formally and informally. Ideally they would also have been a Treasurer.
- ▶ A balanced view of risk. With the skills to analyse proposals and examine their financial consequences, as well as work constructively to resolution or suggest appropriate alternative approaches.
- ▶ A willingness to listen, debate and discuss any opportunities and risks, and provide support to the CEO on a fortnightly or monthly basis.

How to Apply

British Gas Energy Trust is working exclusively with Charisma Charity Recruitment on the recruitment of these two roles, to apply, please email info@charismarecruitment.co.uk, quoting reference JO2790, with the following:

- ▶ A comprehensive CV of no more than three pages
- ▶ A supporting statement (two sides of A4), explaining how you believe your skills and experience match the requirements of the role, directly addressing the person specification.

For an informal and confidential discussion about the Treasurer or other Trustee role, in the first instance please contact:

Jenny Warner, Managing Director of Charisma Charity Recruitment
0207 998 8888 / 01962 813300

Suitable candidates shall be offered a discussion with the CEO of the Trust, this may be prior to formally applying.

Candidates with Money Advice experience who are interested in a Trustee role should apply directly to the Trust and can find further information at www.britishgasenergytrust.org.uk/meet-the-team.

Statutory Duties of all Trustees

Trustees are responsible for the operation of the charity, before you apply please ensure you understand the legal requirements. More information can be found in [The Essential Trustee](#)

Timetable

The timetable for all Trustee roles is as follows:

Closing date for applications: 11th January 2021

First interview panel date: Thursday 28th January (via Teams or Zoom)

Successful candidates will be expected to attend the Board meeting as observers on the 11th February or the 19th May 2021.

The Treasurer role will need to be available to commence their Trustee role as of March 2021.



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www.britishgasenergytrust.org.uk

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