

Treasurer Recruitment - January 2019

Trustee Responsibilities

Trustees have overall legal responsibility The Bishop Simeon Trust. Trustees must ensure that

- Bishop Simeon Trust pursues its purposes as set out in the governing document
- The assets of the Trust are protected and used exclusively to pursue its purpose
- The Trust complies with the law and its governing documents
- The Trust remains solvent and is not exposed to undue risk

Trustees must act at all times in the best interest's the Trust and its beneficiaries. They must avoid situations where their personal or other interests conflict with the interests of the Trust and must not profit from the trustee role unless this has been allowed. Trustees are not expected to be experts in every field, but they have a duty to take advice when they are not confident about making a decision. The trustee board takes decisions collectively at trustee meetings.

Further details on the responsibilities of charity Trustees may be found in the following government publication:

[The essential trustee: what you need to know, what you need to do \(CC3\)](#)

Trustee Role

The overall role of the treasurer is to maintain an overview of the Trust's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role and person specification are summarised below.

Specific Responsibilities

- To oversee and present budgets, accounts and financial statements.
- To liaise with staff about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation e.g. charity legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.
- To present financial reports to the Board.

- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the organisation's reserves policy and investment policy.
- To advise on the financial implications of the organisation's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held and the aims and objects of the charity.

Qualities and Skills Preferred

- A relevant financial qualification.
- Experience of financial control and budgeting.
- Experience of fundraising and pension schemes.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Individuals with a genuine interest in South Africa and who will be motivated by supporting all aspects of our work with children.
- An understanding of the charity sector
- Previous experience as a charity trustee is desirable.

Time Commitment: The role of the Treasurer requires the following estimated time commitment:

- 2 hours each month reviewing financial reports
- 1 weekday each quarter working with the Director and Finance & Administration Coordinator to review and approve reports to the Board
- 1 weekend day each quarter to attend Board meetings and present financial reports

Selection Process

Applicants should submit a recent CV along with a covering letter of no more than 2 pages outlining their motivation and interest in joining the Board of the Bishop Simeon Trust. This should be sent to info@bstrust.org no later than 5pm on Friday 15th February 2019 with the subject heading: Treasurer Application.

Final candidates will be selected and invited to attend an initial Skype interview in the week commencing 28th February 2019. The final candidate will then be invited to meet with other Board members on the 8th or 9th March 2019 in London. A final decision will then be taken by both the Board and the candidate following this.



Bishop Simeon Trust

Trustees' Information

January 2019

Our Vision

A South Africa where all people benefit equally from the fruits of democracy and where poverty and HIV/AIDS do not prevent people from achieving their full potential in life.

Our Mission

To ensure that marginalised people and vulnerable children, including those affected by HIV/AIDS, are enabled to achieve their potential, ensuring that poverty, lack of education, discrimination or circumstance does not exclude them from society.

Our Strategic Objectives

1. To build the capacity of our South African partners to deliver sustainable services, support education and promote the rights of marginalised people and vulnerable children including those affected by HIV/AIDS.
2. To build and maintain strategic partnerships with other organisations with whom we may better deliver our vision and mission.
3. To build a programme of activities in the UK which increases awareness of need in South Africa and generates a diversified income to sustain our work.
4. To build and maintain a strong and effective organisation in the UK and South Africa

Our Values

The following values are central to the way in which the Bishop Simeon Trust works.

- **Respect:** we believe in compassion, recognising the value and rights of all those we work with.
- **Integrity:** we are transparent and accountable to ensure that we have the trust of those we serve and those who support us.
- **Sustainability:** we work in a way that promotes independence and continuance of support beyond our interventions.
- **Collaboration:** we believe that working in partnership with those who share our vision and values builds on existing knowledge and achieves greater impact.
- **Learning:** we believe that it is through the power of learning that we will improve the lives of those we serve and assure the efficacy and impact of our work.

Who we are

The Bishop Simeon Trust is a British development agency and registered charity with a 30-year track record of supporting community development initiatives in South Africa. Based in the United Kingdom the Trust raises funds and supports work in South Africa carried out by indigenous partner organisations, including non-governmental organisations (NGOs) and community-based organisations (CBOs).

We are passionate that a better South Africa is a fairer South Africa; that people working together can overcome the problems they face in powerful ways. We don't pretend that this is easy. We know that it's not. But we do know that people can demonstrate incredible resourcefulness, innovation, compassion and dignity in the face of great challenges. Our work is about people speaking out and taking action. Our communications must reflect our belief in the power of action.

Our part is to support local community based organisations to take action, to build facilities where they can provide support to vulnerable children and their families. We build their skills and knowledge so that they can become independent of us, enabling them to access local funding which can support their work in the long term.

We help our local community partners to support vulnerable children so that they can speak openly about the problems they face, whilst helping them to identify the solutions and share them with their peers. Further, we enable our partners to give them voice to advocate, inform and influence those national policies which affect their lives.

Our role is to help them to build a better future for themselves on their own terms.

Where we work

Currently the Trust's support is focused in the Province of Gauteng. In the past we have also worked in Mpumalanga and the North West, but under the current strategy we have chosen to focus our support in one area as befits our capacity. This enables us to focus our support as we seek to develop outwards from here.

We formerly worked in partnership with the Diocese of the Highveld, which covers the Eastern portion of Gauteng and Mpumalanga, but this partnership operationally ended in 2015. We retain friendly contact with them.

All our work benefits people regardless of religion, gender, age, race, beliefs or economic status. Inevitably HIV affects the poorest people and these are the main beneficiaries of the programme throughout the whole region.

Our History

This is the story of the Bishop Simeon Trust – the man who inspired it, the vision that developed it, and the partnerships that sustain it.

Simeon Nkoane was a young man of 19 when in 1948 the Nationalists were elected to government in South Africa on an apartheid manifesto. He was educated at St Peter's School in Johannesburg, where Trevor Huddleston taught other leading lights of black South Africa. He went from there to St Peter's Theological College. In the mid 1950's he arrived at Mirfield in England in order to test his vocation and subsequently became a member of the Community of the Resurrection.

In the 1960's Simeon returned to South Africa, lecturing for a time at the theological college in Alice in the Eastern Cape. He went again to Johannesburg as priest of the township of Katlehong, and was then appointed to be Archdeacon of South Eastern Transvaal. He succeeded Archbishop Emeritus Desmond Tutu as Dean of Johannesburg, and when Desmond became Bishop of Johannesburg, Simeon became his assistant Bishop with oversight for the south-eastern Transvaal – an area the size of Belgium. Both Tutu and Nkoane were deeply engaged in fighting the injustices of apartheid and bravely spoke out against the government, while doing all they could to care for the spiritual, material and educational welfare of their people.

These were dark and frightening days. Simeon, now living in KwaThema, was constantly harassed by the agents of the State. His home was firebombed and he was on an assassination list.

In spite of his own personal danger Simeon was passionately concerned that something should be done about the young black people of South Africa who were so badly missing out on education.

He wrote to a friend in the UK:

"There is no doubt that an educated leadership will be crucial for South Africa in the future. The school crisis in the black townships is far more serious than many people realise."

The Formation of the Trust

It was in response to Simeon's concerns that Judith Scott, Simeon's friend in the south-west of England and now President of the Trust, formed the Devon Churches Support Group for South Africa. By raising funds and encouraging gifts in kind, such as free educational places at schools and colleges, they enabled the first young black South Africans to fulfill Bishop Simeon's hopes of young leaders for a future democratic South Africa.

As the students multiplied and were scattered over the UK, support groups were set up to care for them and involvement gradually spread further afield.

After some years, a more structured approach was needed for the raising of funds and the monitoring of the way they were spent. It was at a meeting in London in 1988 with Bishop Simeon, Judith Scott and supporters, that the idea of the Trust was conceived. Simeon by this time was very seriously ill, and there was a sense of urgency about getting the project off the ground. Sadly Bishop Simeon died in 1989, but before his death it was possible to tell him that the Trust bearing his name had been properly and legally set up. In line with the vision of Bishop Simeon and our founders the Trust's Deed specifically prohibits the promotion of religion or religious education and is for the benefit of disadvantaged people where need is greatest.

The Trust Today

Over time the role of the Trust and the support provided has transformed in line with the changes in contemporary South Africa. Education in South Africa continues to need improvement, but is openly available to young people in way that is far from the circumstances in which the Trust was formed.

The Trust celebrated the demise of Apartheid a quarter of a century ago, but South African communities left fragile by this appalling system have struggled to recover as they faced the HIV/AIDS epidemic and the appalling impact this has on families and children in particular. The Trust is now focused on supporting vulnerable children and young people by removing the obstacles which prevent them from accessing the education available to them.

We seek to do this by strengthening local Community Based Organisations (CBOs) to develop community services around the nationally accredited Isibindi Safe Park model. These act as a safe space for children from where Child & Youth Care Workers may provide advice and support for children and their families.

Our work seeks to integrate further community services alongside the central Isibindi model in a multi-purpose community centre approach:

- Early Childhood Development: providing care and early education support for 3-6 year olds;
- Home Based Care: providing palliative care for the sick within communities, releasing children from care duties so that they may access education;
- Community gardens: establishing urban food gardens so that the centres may provide sustainable nutritional support to those they serve.

We seek to work with up to 10 CBOs at any one time, with the objective being to strengthen their skills in service delivery alongside their organisational capacity to independently manage their work, to such a point that they qualify for statutory funding available to deliver this work in their communities. Our support for CBOs is

defined by them via a process of facilitated self-assessment which is designed to produce development plans which the CBOs themselves have ownership of and within which the Trust is a service provider.

We do not seek to build a permanent role in supporting individual CBOs - rather we seek to move them to the point of independence and sustainability before moving on to support those other CBOs who aspire to reach this same level. Our ultimate objective would be our own obsolescence, but such is the need in South Africa we are some distance from this point.

Our structure

The Trust is governed by its Trustee board who are all volunteers committed to working with the Trust to increase the support and opportunities for vulnerable children in South Africa in line with the strategy of the Trust.

Our trustees are:

Ray Harding - Chair
Lucie Pursell - Vice Chair
Vicky Harris - Vice Chair
Jan Fredrickson
Sarah McDowell
Sally Houghton
Marie Heyes
Rebecca Macklin
Susie Williams
Matshepo Kodisang
Michael Angus
Lynne Matthysen

We meet as trustees once a quarter in London. We seek to meet in St Martin in the Fields; we value our close connection with this church, which dates back to the 1970's.

In the UK we have two members of staff:

Martin Keat - Director
Deborah Redding - Finance & Administration Coordinator

In South Africa we have a principal operational partnership with firm called Auxilium Health. We have a contract with them to deliver services to local CBOs.

Patrons

We also are proud of our high profile supporters. These include the following:

Archbishop Desmond Tutu
Sir Michael Parkinson CBE
Baroness Glenys Kinnock

Baroness Helena Kennedy QC
Terry Waite CBE
Sir Simon Hughes

Rt Hon Alistair Burt MP
Lord Dennis Stevenson CBE
Zerbanoo Gifford
Lord Harries of Pentregarth
Fergal Keane
Sir Trevor McDonald OBE
Jonathan Scott
Archbishop Khotso Makhulu



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Further details on the responsibilities of charity Trustees may be found in the following government publication:

[The essential Trustee: what you need to know](#)

Time Commitment

The expected time commitment of Trustees is as follows:

- Attendance at Board meetings at least once a quarter – usually on Saturdays between 1.30pm – 5pm UK time. These tend to be in March, June, September and December. Meetings are held in London, although Trustees may also attend via video conference facilities;
- Virtual engagement in decision making in-between Board meetings, usually via email contact, occasionally with short turnaround times where necessary;
- Attendance at strategy review and planning meetings, usually once a year alongside the March meeting of the Board;
- Some Trustees provide support in-between meetings for Board sub-groups. At present these include: Finance; Fundraising; Communications and Marketing. This commitment usually requires one virtual meeting each month, consultation via email and face to face meetings quarterly.

Our Offices

Our UK offices are in Hebden Bridge in West Yorkshire. Contact details as follows:

Linden Mill
Linden Road
Hebden Bridge
HX7 7DP
T: 020 8133 9369

Find out more at: www.bstrust.org or find us on Twitter and Facebook.