

Job Description – Trustee Manager (URC Nominee)

Retired Ministers' and Widows' Fund

Role Title: Trustee Manager (Volunteer) - 1 post

Organisation: Retired Ministers' and Widows' Fund

Nominating Body: United Reformed Church (URC)

Location: Meetings held online, with occasional in-person meetings in London

Time Commitment: Approximately 2 meetings per year plus light preparation time

Remuneration: Voluntary (reasonable expenses may be reimbursed if applicable)

Purpose of the Role

To serve as a Trustee Manager of the Retired Ministers' and Widows' Fund, contributing to the effective governance, financial oversight, and future direction of the Fund, and ensuring that the United Reformed Church is appropriately represented in its stewardship.

Background

The Fund is a historic charitable trust, established nearly 300 years ago, to support retired ministers and widows from Congregational and related traditions. Trustees are drawn from several denominations, including the United Reformed Church, the Congregational Federation, the Baptist Union, and the Unitarians.

The Fund currently holds invested assets of approximately £1 million and is giving active consideration to its long-term future, including the possibility of winding up and distributing its assets.

Key Responsibilities

- Attend and contribute to **trustee meetings** (typically two per year).
 - Review and approve **grant applications** in line with the Fund's purposes.
 - Provide **oversight of financial management**, including reviewing accounts, investments, and expenditure.
 - Contribute to discussions regarding the **future direction of the Fund**, including any proposals relating to winding up or distribution of assets.
 - Ensure that decisions are taken in accordance with the Fund's governing document and relevant **charity law and regulations**.
 - Act in the **best interests of the Fund and its beneficiaries** at all times.
 - Work collaboratively with trustees from other denominations.
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Key Relationships

- Fellow Trustee Managers (including representatives of partner denominations)

- Secretary/Treasurer (responsible for administration and financial management)
 - Nominating body (United Reformed Church)
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Time Commitment

- Two trustee meetings per year (usually online; typically short in duration)
 - Reading of papers and preparation in advance of meetings
 - Occasional additional time if specific issues arise (e.g. discussions about the future of the Fund)
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Skills and Experience

- Experience or interest in **facilitating support, accounting, or financial oversight** (desirable)
 - Ability to understand and question financial information
 - Good judgement and decision-making skills
 - An understanding of, or willingness to learn about, **trustee responsibilities**
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Personal Qualities

- Integrity and a strong sense of responsibility
 - Willingness to contribute and engage in discussions
 - Ability to work collaboratively and respectfully
 - Reliability and commitment to the role
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Additional Information

No prior trustee experience is required. Support and guidance can be provided for those new to trusteeship.

This is a valuable opportunity to contribute to the stewardship of a historic charitable fund at an important point in its development, while gaining experience in governance and financial oversight.

Contact: Julian Macro at julian.macro@mansfield.oxon.org for more information.