



Role Description for URC representative on World Day of Prayer National Committee

Role Description

Role Title	Trustee on Westhill Endowment Board of Trustees
Main Points of Contact	Trust Office Manager, Westhill Endowment Chair of the Board of Trustees, Westhill Endowment
Sources of Support	Trust Office Manager, Westhill Endowment Chair of the Board of Trustees, Westhill Endowment
Location	In-person meetings are held at The Lodge Westhill, Selly Oak, Birmingham, with options to join online. Optional project visits take place across the UK. Travel expenses are reimbursed.
Time Commitment	5 to 10 days per year. Includes 3 Full Board meetings (Feb, June, Nov), 1 annual half-day Strategy Workshop, and 2–3 sub-committee meetings per year (Grants & Projects, Financial Strategy, or Governance).
Remuneration	Volunteers are not remunerated. Financial expenses incurred by volunteers while supporting the work of this Committee will be reimbursed.
Background: Westhill Endowment grew out of Westhill College, founded in 1907 by George Cadbury and George Hamilton Archibald to train Sunday School leaders. Today, it is an independent grant-giving charity (Registered Charity No. 1104736). Westhill awards grants (ranging mostly between £2,000 and £5,000) to support formal/informal religious education, creative arts, and inter-faith community cohesion projects. It also manages <i>CreateTalk</i>, a free touring exhibition programme using art to inspire reflection and action across the UK.	

Principal responsibilities and duties

Governance & Strategic Direction

- Attend and actively participate in three Full Board of Trustees meetings per year and the annual half-day Strategy Workshop.
- Support the charity's vision, values, and strategic interests, ensuring proper compliance and governance in line with Charity Commission guidance.
- Review Board papers, operational updates, and financial reports in advance of meetings to contribute constructively.

Sub-Committee Engagement

- Serve actively on 1 or 2 sub-committees based on personal skills and interests:
 - *Grants and Projects Committee* (evaluating and approving grant applications).
 - *Financial Strategy Group* (overseeing financial strategy, endowment investments, and budgets).
 - *Governance Committee* (managing board appointments, policies, and trustee oversight).

Grant & Project Advocacy

- Help assess grant proposals that foster community cohesion, religious education, or inter-faith dialog.
- (Optional) Undertake occasional project visits to meet grant holders, attend networking events, or view *CreateTalk* exhibitions.

Ecumenical & Denominational Liaison

- Serve as an bridge between Westhill Endowment and the United Reformed Church, sharing news of grant opportunities and impactful projects within URC networks.
- Maintain regular contact with both the URC Nominations Committee and Westhill's Chair of Trustees or Trust Office Manager.
- Collaborate warmly with other trustees and co-opted members.

Expected Standards

This section refers to the way in which the role should be done as opposed to the duties/responsibilities themselves.

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
4. Ensure compliance with safeguarding practice and charity law requirements.

This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.