

Grants Committee – External Representative Role (Feb 26)

Summary

St Martin-in-the-Fields Charity works to tackle homelessness across the UK to ensure everyone has a safe place to call home.

We are looking to recruit someone with experience of homelessness to join our Grants Committee to make decisions about grant awards.

About St Martin-in-the-Fields Charity

[St Martin-in-the-Fields Charity](#) works year-round and across the UK to tackle homelessness and towards ensuring everyone has a safe place to call home. We provide financial assistance to help individuals out of homelessness, champion and support vital frontline workers and invest in and advocate for new solutions to homelessness.

St Martin-in-the-Fields grant programmes are designed to deliver and advance the charities mission of helping individuals, supporting frontline workers and developing practice through funding projects and partnerships.

The Board of Trustees is responsible for overseeing the Charity's strategic direction, finances, and legal and regulatory duties. The Board of Trustees oversees and has decision-making authority on the strategic objectives, scope, design and budget of all new funding programmes.

St Martin-in-the-Fields Charity Grants Committee

The Grants Committee is a subcommittee of our Board of Trustees responsible for assisting the Trustee Board in:

- scrutinising and making decisions on the specific projects we award grants to, within the funding programmes agreed by the Trustee Board.
- advising on our grant making practice
- reflecting on learning.

The Grants committee will include up to four St Martin-in-the-Fields trustees and up to three external representatives with lived and / or learnt experience of the issues we are seeking to address.

If successful you will be one of the external representatives on the Grants Committee. This is not a trustee role. Your role will be limited to a Grants Committee member. We are also recruiting for a full trustee role. You are free to apply for one or both of the roles of full Trustee or just Grants Committee member.

The role of a Grants Committee Member

Discussions and decisions on who and what to fund will be informed by a clear set of considerations and recommendations from the staff team. They will consider all relevant factors including the strength of each project, how it fits with the programmes criteria, reach, diversity and funding gaps.

Key Responsibilities of Grant Committee members include reviewing and scrutinizing:





- Grant making processes. Including making sure we have good grant making practice, robust assessment processes and effective monitoring and learning.
- Grant decisions. Deciding on which projects to award grants to within the funding programmes agreed by the Trustee Board.
- Grant renewal decisions for large multi-year grants.
- Learning and development of grant programmes.

Why Lived Experience and Diversity Matters to us

At St Martin-in-the-Fields Charity, we believe that diversity of thought, background and experience leads to stronger governance and decision-making and better outcomes for the communities we serve. Our goal is to build our Board and Committees that reflect the richness and diversity of society and understands the perspectives of people who are, and have been, affected by homelessness.

We are committed to ensuring we are balanced, representative and inclusive because we know that diversity of backgrounds, perspectives and experiences is not just a value but is a driver of excellence and impact, enabling us to better understand the communities we serve, to broaden our thinking and to strengthen accountability and trust.

The support we will provide

We will be guided by you as to what support would be useful for you to fulfill your role.

Committee members will receive a comprehensive induction to the Charity, committee and role and you will have a named contact at the Charity for any questions or support needs.

We can also offer to meet with you before and after committee meetings if required and / or to consider any reasonable adjustments to the way we run meetings or provide information and papers. We can also consider any specific training needs identified.

Who We are Looking For - Person Specification

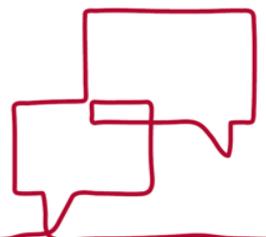
We believe that a wide range of backgrounds, perspectives and lived experiences is fundamental to impactful decision-making. We want to recruit people with lived experience of homelessness to join our Grants Committee to better equip us to:

- Understand the communities we serve
- Challenge assumptions and broaden thinking
- Make informed decisions
- Strengthen accountability and trust
- Embed equity and inclusion in decision making

You will have lived experience and understanding of homelessness in some way at some point (does not have to be recent) that will shape and inform how you think, but if or how you share that experience would be up to you. Your experience and contribution is of course not limited to or defined by homelessness so your other experiences in life, volunteering, employment or elsewhere would be useful and helpful.

We actively encourage applications from people who bring unique perspectives shaped by diverse cultural and social experiences. Our work is spread across the UK and we particularly welcome applications from all four nations and regions across the UK.

We are looking for people who:





- have personal experience of homelessness or related challenges, or deep understanding of issues affecting vulnerable communities.
- are willing to share their knowledge and insights to help the committee reach sound decisions.
- have a passion for tackling homelessness and supporting vulnerable communities.
- are interested in how funding decisions are made and willing to engage in detailed discussions.
- will champion equality, diversity and inclusion in all decisions.
- can commit to attending and contributing to Grant Committee meetings as detailed below.
- have good communication skills.
- are willing and able to work as part of a team to share ideas and reach consensus, respecting different perspectives and experiences.
- are reflective and learning focused.
- support and will be driven by the mission and purpose of the Charity in all decision making.
- will act as an enthusiastic ambassador for the Charity.
- have the ability to maintain confidentiality where required and to navigate sensitive issues.

Grant Committee members will be selected on the above criteria. Consideration will also be given to ensuring there are a range of people with different skills and experiences on the committee and to bringing voices to the committee who are not usually heard. No previous experience of being on a committee or board is necessary.

Requirements of the Role

It is likely that there will be between two-four meetings a year. Commitment is for at least one year with a maximum of three years.

Meetings will be planned in advance as necessary in response to the need for grant and renewal decisions and where relevant, more broader learning, reflection and development conversations.

Dates and times of meetings have not been set, so where possible, we will try to make Committee meetings fit around your other commitments.

Ideally meetings will be held in person at St Martin-in-the-Fields Charity (central London) but the Grants Committee can meet online if required.

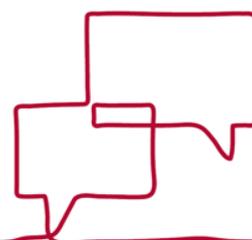
You will be required to prepare for each meeting by reading the papers and proposals the Programme Team put together.

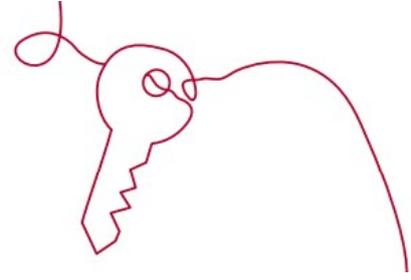
The role is voluntary and unpaid but all reasonable, out-of-pocket expenses related to the role will be reimbursed in line with the Charity's expenses policy.

How can I find out more - Candidate information sessions (online)

You may want to find out more about this opportunity and role so [Expert Link](#), with St Martin's in the Field Charity, will be hosting two short online information sessions for anyone interested in applying.

These sessions are informal and open, a chance to ask questions and get a feel for the Grants Committee member and trustee role.





- Expert Link is a peer-led organisation that facilitates people with lived experience to influence change, and helps organisations to meaningfully embed lived experience in governance, strategy, and decision making.

These sessions will be held online via Zoom at 12pm on Thursday 5 March or Tuesday 10 March

- Please email: shannon.johnstone@expertlink.org.uk for the details.

How to apply:

If you are interested in being a Grants Committee member we would ask you to submit:

1. A **CV** detailing your skills and experience, including any work or voluntary activity you have undertaken (maximum two sides of A4)
2. A **short statement** setting out (maximum one side of A4)
 - a. Why you think you would like to be a Grants Committee member of St Martin-in-the-Fields Charity
 - b. What you would seek to bring to the role, drawing on any experience personal, professional or other that you think is helpful and relevant – please refer to the “Who we are looking for – Person Specification” section above to help you
 - c. Any support you might like to enable you to best fulfil the role of a Grants committee member.

You can do this in **writing** or we would be happy to accept a **video application** covering your responses to the same questions (maximum 5 minutes please)

We are also looking to recruit Trustees who have lived experience of homelessness. You are therefore free to apply for one or both roles of full Trustee or just Grants Committee member.

If you could please submit your application to: info@stmartinscharity.org.uk by 10am on Monday 23rd March.

We will invite candidates, who we consider best meet the requirements of the role to an interview. We will let you know dates and arrangements for that as soon as we can.

Some Useful Links

Main Charity website [St-Martin-in-the-Fields | UK homeless charity \(smitfc.org\)](https://www.stmartin-in-the-fields.org.uk)

Our current Trustees <https://smitfc.org/our-trustees/>

BBC Radio 4 Christmas Appeal webpage [BBC Radio 4 - Radio 4 Christmas Appeal](https://www.bbc.com/radio4/charity)

Our Impact <https://smitfc.org/our-impact-2024-25/>

Charity's YouTube channel [St Martin-in-the-Fields Charity - YouTube](https://www.youtube.com/channel/UC...)

Expert Link <https://expertlink.org.uk/>

