



Quartet
Community
Foundation

Trustee Recruitment Pack

Summer 2026



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Foundation

Thank you for your interest in Quartet

We're delighted you are considering volunteering with us as a member of our Board of Trustees.

Our Board of Trustees actively contribute to setting the strategic direction of Quartet, helping to advise and run the organisation.

Quartet is a charity that distributes approximately £5 million in grants each year to support charities across the West of England providing vital support to local communities. You can read about our work at www.quartetcf.org.uk, look at our latest [news](#) and check our [Annual Accounts](#) on the Charity Commission. If you have any questions about Quartet, the trustee role, or the information in this pack, please don't hesitate to get in touch using the contact details on the last page.

Please also share this pack with anyone else who you think may be interested – previous trustee experience is not essential, and this could be the perfect development opportunity for the right candidate.

If you require this application pack in another accessible format, or if you have any other access needs or questions as a candidate for this vacancy, please just get in touch with us by emailing charitysecretary@quartetcf.org.uk or by calling 0117 989 7734 and asking to speak to the Head of Operations.

In this pack you'll find the following info:

[About Quartet and our values, our strategy and the organisations we support...](#)

[The role of a Trustee](#)

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[Vacant Trustee roles and what it involves](#)

[Skills and experience required](#)

[How to apply](#)

About Quartet

Local giving to meet local need



Quartet Community Foundation is the community foundation for the West of England covering Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire. Our donors, supporters and the charitable organisations we work with have strong roots in the region care deeply about the issues facing people living here. Our aim is to support communities across our region and aim to support those at most disadvantage by funding the VCSE sector (charities and CICs) to do their expert work. We are part of a national network of 47 Community Foundations across the UK matching people who want to give money locally with organisations and charities working to help local communities on the ground. Our main office is in central Bristol at Royal Oak House, and we have a satellite office in central Bath.

Quartet is here to inspire local people and businesses to give locally. We provide expert philanthropy advice to our generous donors and work closely with them to channel their giving to charitable causes that they feel passionate about. We do this by awarding approximately £5 million in grants each year to a wide range of local charities and community groups addressing pressing social needs.

This year marks our 40th anniversary. Over the last four decades we have awarded over £80 million through 27,500 grants to local charitable organisations and advised over 350 fund holders.

Our Values



❖ Communities at our heart

Funding vital work in and for the communities who need it the most.

❖ Trusted

Inspiring trusted giving to create lasting local impact

❖ Evolving

Learning and adapting, to grow for good

❖ Integrity

Embodying accountability and integrity in all we do.

❖ Inclusive

Including and respecting everyone, everywhere.

Our Strategy

Over the next three years, we aim to inspire increased philanthropic giving, enabling us to respond to greater need in the communities across our region. We will use this funding to increase grants to the voluntary and community sector to reach and have impact on the most disadvantaged areas in the West of England. Our goals are to:

- ❖ **Grow our endowment to £100 million, significantly expanding our impact across local communities.**
By 2029 we will have increased our endowment by £30 million, through trusted relationships with existing donors and reached an additional 20% first time donors, leading grant giving in the West of England.
- ❖ **Diversify and strengthen our donor base, increasing philanthropic giving so we can distribute £6.5 million annually by 2029 in grants throughout our region.**
By 2029 we will have Inspired place based giving through a broader donor base, focusing on areas of unmet need, including rural needs, disadvantage and embedding ourselves in North East Somerset, South Gloucestershire and North Somerset.
- ❖ **Forge high impact partnerships to channel resources into the sector and strengthen sector resilience.**
By 2029 we will have added value to relevant and innovative local partnership opportunities, funding stronger communities in our region.
- ❖ **Embed a culture of continuous improvement, inclusion and learning at every level of our work.**
By 2029 we will have listened to the sector and our donors, giving responsibly, inclusively and flexibly through an expert philanthropy service and a trusted, accessible grant giving service. Our decisions continue to be founded on credible research and evidence.

Examples of organisations we support

- ✓ Bath Ethnic Minority Senior Citizens' Association
bemsca.org.uk
- ✓ Family Centre (Deaf Children)
fcdc.org.uk
- ✓ Bristol Horn Youth Concern
bristolhornyouthconcern.com
- ✓ Chinese Community Wellbeing Society
chineseccws.org.uk
- ✓ Mind Your Music
mindyourmusic.org
- ✓ Pride Bristol
bristolpride.co.uk
- ✓ Project Mama
projectmama.org
- ✓ Bristol Muslim Strategic Leadership Group
bmslg.org
- ✓ West of England Rural Network
wern.org.uk
- ✓ Young Carers Development Trust
ycdt.org.uk
- ✓ ...and many more!



Friends of Redcatch Park



Our Board of Trustees



Richard Tredwin
Chair of Trustees
(from Sept 2026)



Sue Mountstevens
Chair of Trustees
(Retiring Sept 2026)



Nick Lee
Deputy Chair of
Trustees
(Retiring Sept 2026)



Matt Crossman
Deputy Chair of
Trustees (from Sept
2026)



Siôn Lutley
Trustee &
Chair PMG
Committee



Matthew Lee
Trustee & Chair F&I
Committee



Edward Thompson
Trustee & Chair
Governance
Committee



Oliver Delany OBE
Trustee & Chair
Programmes
Committee



Ella Patel
Trustee



Junior Sheikh
Trustee



Di
Robinson
Trustee



Lee Dineen
Trustee



Lauren Couch
Trustee



Dan Wood
Trustee

The role of a Trustee

Main responsibilities and commitments



You will be supported to understand and engage with all these elements:

- ❖ To be actively engaged in setting the strategic direction and policy of Quartet.
- ❖ To contribute to the performance management of the strategic plan and related targets.
- ❖ To live and reflect our values when representing Quartet.
- ❖ To help set and agree a balanced financial budget and support the Chief Executive and staff in achieving it.
- ❖ To be an ambassador and advocate for the work of Quartet in the wider community.
- ❖ To participate in grant-making panels as a representative of Quartet, as required.
- ❖ To visit at least one funded project per year.
- ❖ To attend quarterly board meetings, the AGM and the meetings of one sub-committee (this is eight meetings in total)
- ❖ To ensure that Quartet complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations.
- ❖ To attend relevant external events across the region , our annual events and be a spokesperson for Quartet.

What the role of a trustee involves

As a Trustee, you will work with other members of the Board to form an effective, accountable governing body which provides **leadership** and **support** for the dedicated staff team delivering Quartet's strategic plan.

Trustees are expected to attend four board meetings a year (each of which normally takes place during normal working hours and lasts approximately 2.5 hours), and Trustees are asked to join one of our four sub-committees below which report to the board, each of which normally meets three or four times per year:

- ❖ Finance and Investment
- ❖ Governance
- ❖ Philanthropy, Marketing and Growth
- ❖ Programmes

As ultimate responsibility and authority for a charity lies collectively with its trustee board, you will need to understand some key elements of charity law and governance – so we'll give you induction training and help you to stay up to date.

Appointments are currently for three years initially, with an option of one further term of three years. This is a voluntary role, Reasonable expenses can be claimed by Trustees, such as travel and parking.

Skills and experience required

Trustees come from all walks of life, and we make sure the whole organisation represents the diverse communities of the West of England. So, if you have never been a charity trustee or sat on a board before, please do still consider applying or getting in touch to discuss the role. All joining Trustees will have the opportunity to shadow a more experienced member of the board, and will be supported by the board and staff team via induction, training and support.

Quartet Community Foundation is a registered charity and a company limited by guarantee, so Trustees are the Directors with the legal responsibility to ensure the organisation is well run and fulfils its public benefit mission. Trustees are expected to set and then commit to the vision, mission and values of Quartet Community Foundation, including an understanding of and commitment to equal opportunities.

Shortlisting for this role will also assess suitability of skills and experience based on the following criteria:

- ❖ **Essential:** Commitment to Quartet's mission, strategy and values, with the judgement, integrity and collaborative approach needed to fulfil charity trustee responsibilities and contribute to effective strategic governance.
- ❖ **Desirable:** Experience or insight relevant to Quartet's work and strategy — such as community engagement and social welfare, grant-making, philanthropy, wealth advice, finance and accountancy, law, property, charity governance or the public or voluntary sectors — alongside an understanding of the needs and diversity of Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire.

Accessibility, EDI and fair recruitment

Quartet is committed to improving equity, diversity and inclusion in all aspects of our work. We want to reflect the diversity of the people who live in the West of England area. This includes those who govern and deliver our work, the donors to our fund, and those who are awarded grants.

As a part of our 2026–29 strategy we are actively seeking to increase diversity on our board (see previous slide). We recruit by merit on the basis of fair and open competition. As a Disability Confident Committed organisation, we will make reasonable adjustments to ensure access needs are met during the application and interview process, and throughout the course of their tenure, while also ensuring that such adjustments will not influence our decision-making. You can read more about our recruitment approach [here](#).

Quartet is passionate about ensuring the organisation is representative of the diverse communities across the region, and therefore we're particularly interested to hear from candidates with the following backgrounds and lived experience, which are currently under-represented on our board:

- People who identify as female
- Younger people
- People who identify as deaf, disabled or have a long-term health condition
- People from Black, Asian and minoritised communities
- People of non-Christian faiths.



Further information and application

Applying

If you are interested in this opportunity and feel that you have skills and experience that would be beneficial on the board, we'd love to hear from you.

- ❖ If you would like to arrange an informal conversation prior to applying, please contact Quartet's CEO Anna Smith via email anna.smith@quartetcf.org.uk who will be very happy to arrange to speak with you.
- ❖ To apply, complete the Trustee Application Form and send it to us along with your CV. The simple application form includes questions asking why you are interested in becoming our trustee and what skills and experience you would bring to the role.
- ❖ Please also complete the confidential equality and diversity form to help us better understand and diversify our workforce. Both forms can be downloaded from the vacancy page here: <https://quartetcf.org.uk/about-us/vacancy/join-quartet-as-a-trustee>
- ❖ Once completed, please send these forms along with a copy of your current CV to: recruitment@quartetcf.org.uk
- ❖ Deadline: 10am Monday 7th September 2026.

Next Steps

- ❖ Candidates shortlisted for interview will be invited to attend an interview on Thursday 18th September or Monday 21st September between 9am–5pm, in central Bristol (these dates are subject to change and will be communicated to shortlisted candidates in advance). Interviews will be held with a small, friendly panel of Trustees and the CEO, and will last less than one hour.
- ❖ All applications will be responded to in advance of interviews being held.
- ❖ All appointments will be subject to pre-appointment checks and a declaration of interest procedure.



A company limited by guarantee | Registered in England & Wales Company Number: 3981052 | Registered Charity Number: 1080418

Registered office: Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB.

Email Contact: charitysecretary@quartetcf.org.uk Telephone: 0117 989 7734