

A photograph of St Michael's Church in Oxford, featuring a prominent stone tower and a large tree in the foreground. The scene is set on a sunny day with a clear blue sky. People are visible walking on the street in front of the church.

TRUSTEE RECRUITMENT PACK

July 2025

St Michaels and All Saints Charities

St Michaels Church Centre
Cornmarket Street
Oxford
OX1 3EY

Thank you for expressing an interest in working with St Michael and All Saints Charities.

Who We Are

Background

A Charter of 1612 under the Great Seal of James I (now on display in the Tower) requires the Trustees, hereinafter called Feoffees, of the Parish of St Michael at the North Gate to employ the money resulting from the letting of various properties in Oxford for the care and upkeep of St Michael's Church.

The St Michael's, Oxford, Parochial Charity was regulated by a Scheme of the Charity Commissioners dated 24th July 1885, which was amended by a Scheme dated 3rd July 1961, when the Charity was renamed "The St Michael's Ecclesiastical Charity".

Following the closure of St Martin's church at Carfax in 1890, the benefice was united with All Saints and the charitable funds vested in the Feoffees of All Saints to maintain the church and, any money not required for that purpose, was to be given in the form of grants to local people, charities and other organisations whose work focuses on the relief of hardship, community benefit and education.

When the Church of All Saints was closed in 1971 and transferred to Lincoln College for use as the College Library, the benefice was united with St Michael at the North Gate and the Charities were merged with a new Charity Commission Scheme sealed in 1980 later amended by a scheme in 1991. This Scheme stipulates five ex-officio Feoffees and six Nominative Feoffees, the latter appointed for terms of four years by the Parochial Church Council of St Michael at the North Gate.

Current Situation

There are two separate Charities, The Church Houses Relief in Need Charity and The St Michael's and All Saints' Charity.

The Church Houses Relief in Need Charity (the 'Relief Branch') and The St Michael's and All Saints' Charity (the 'Church Branch') are together referred to as The St Michael's and All Saints' Charities. They share the same body of Feoffees, and the meetings of the two Charities are joint.

The Charities help St Michael's continue to be an active church community in the heart of Oxford, with the Vicar acting as City Rector with Oxford City Council and working pastorally with city centre businesses and visitors. The Charities support the upkeep of the church buildings, allowing the church to be open every day for personal quiet and for the enjoyment of its historical heritage. For many years, the Charities have been able to support local charities, focusing on community benefit and relief of hardship in Oxford and the surrounding county.

Achieving these charitable objectives are made possible by income from its permanent endowment, derived from property in Oxford and other investments.

The Feoffees hold four Board meetings each year; additional meetings are held as and when required. The Chair is appointed annually at the Feoffees' first meeting of the year. Meetings are usually held in St Michael's Church Centre on Cornmarket.

About three weeks before Feoffees' meetings, a Property and Investment Committee, comprising Feoffees with appropriate experience, meets for the purpose of overseeing the Charities' finances and making recommendations to the full Board. In addition, the Committee is given authority to make decisions on routine matters requiring attention between Feoffees' meetings.

Feoffees have wide discretion as to the purposes for which grants may be awarded. In awarding grants the Feoffees follow self-imposed guidelines. From time to time a Grants Committee meets to review these guidelines and make recommendations to the full Board. Decisions on grant awards are made at full meetings of the Feoffees, thus bringing to bear the full range of Feoffees' expertise and experience.

The Feoffees are at an advanced stage of implementing a strategic review of their property holdings and future administrative needs and structure; this review started in 2022. All Feoffees participate in the decision making required to develop and deliver the strategic review. In doing so, they are seeking to maximise the Charities' positive contribution to the future of the church and city in Oxford. Joining the Feoffees is an opportunity to be part of Oxford's history and to serve both its current community and future generations by taking a long-term view on delivering the objectives of the Charities.

The Feoffees' approach to responsible investment policy is to follow closely the Church of England's responsible investment principles of Respecting People, Respecting the Planet, and the need for Good Governance.

Nominative trustees are nominated, that is they are appointed, by the Parochial Church Council of St Michael's and the North Gate; in doing so they follow a formal process agreed with the Charities.

The Feoffees are supported by a part-time Clerk, a paid employee at present working three days a week. The Clerk is responsible for the management and day-to-day oversight of the charities, including preparing the papers for all meetings, implementing Feoffees' decisions and being the interface between the Feoffees, their professional advisors and the wider public. The Clerk works from an office adjoining St Michael's at the North Gate. Between meetings the Clerk consults as necessary with the Chairs of the Feoffees and Committees and is available to support the Feoffees generally.

Testimonials

I have worked with St Michael's and All Saints' Charities since the 1980's, firstly as their property agent: I was a partner in a local firm of Chartered Surveyors advising and acting in the management of their property portfolio, which provided the mainstay of their income. From July 2012, on retirement from my career as a surveyor, I was employed as their Clerk and then, following my retirement at the end of September 2024, I was appointed a Feoffee.

It has always been a joy to work alongside the Feoffees. There is the satisfaction of seeing their resources being applied to the maintenance of the building and outreach of

the parish of St Michael's at the Northgate, together with the award of grants to charities at the cutting edge of addressing need in Oxford and the surrounding county. There is the pleasure of being part of a group of people with shared values; in my experience there has always been an attractive friendliness among the Feoffees, but at the same time, they bring high intelligence and insight to their work.

It is a privilege to be a Feoffee and to have been at their service for many years. The Feoffees can trace their origins back many centuries and there are properties in their portfolio that have been in the ownership of their predecessors since Medieval times: such longevity is remarkable and to be part of such an ancient foundation inspires a keen desire to protect and continue the good work the Feoffees have for so long carried out.

Rupert Sheppard
Feoffee and former Clerk

The life of St Michael at the North Gate, financially underpinned by the good work of St Michael's and All Saints' Charities, continues to flourish. As the City Church of Oxford we serve a complex, crowded and diverse community and are immensely grateful for the wisdom and commitment of the Feoffees in their support.

As Vicar, I sit on the Feoffees and am struck by the mix of professionalism and compassion, friendliness and insight, that members bring to serving the needs of the Oxford and the surrounding area, not only through St Michael's but through supporting charities of all kinds across the county. It is a privilege to be part of it.

Rev Anthony Buckley, City Rector of Oxford

I have been grateful as a Feoffee for the learning experience it has given me – learning from the experiences and talents of fellow trustees but even more so, learning from the people involved in the charities we have been able to support and the work that they do. It has helped me understand more about the Oxford we live in, and Oxfordshire more widely, with its varied communities - all who contribute to the whole.

Being part of the St Michael's and All Saints' Charities, with its history reaching back centuries but its ability to continue to contribute to the modern city, has been fascinating especially navigating the challenges as Chair through covid. I have felt very supported by the Clerk and other trustees in the role of Chair. It is exciting that new trustees will be joining the team, bringing their own knowledge and experience to support the long-term charitable aims, and continuing to develop the strategy for a sustainable future.

Ruth Loseby, Chair of The St Michael's and All Saints' Charities 2020-2025

About the Role

The Charity finds itself in the rare position of being able to welcome two new trustees who share our values, passion and dedication, who are willing to develop a sympathetic understanding of the work of the Charities and are experienced in working in an environment governed by a legislative/regulatory framework, be it charitable, non-profit or private sector.

The Charities invites expressions of interest for the following roles:

- Chair Designate of the Board of Trustees; the current Chair plans to retire from the role in 2026.
- Trustee who can also commit to supporting the Charities' Property and Investment Subcommittee.

Our priority is to increase both the legal and financial or investment management expertise on our Trustee board and so applicants should be able to evidence experience in at least one of these two areas.

Additional skills, understanding and experience that would be welcome are:

- Governance, compliance and assurance
- Community involvement

Essential trustee responsibilities to ensure good governance:

- To provide good leadership ensuring the work of the charity is well informed and based on the needs of its beneficiaries
- Develop a strategy that is aligned with the purpose and aims of the charity
- To have oversight of strategic risks and ensure measures are in place to monitor and control
- To make sure that the charity complies with relevant legislation and regulations
- To use resources efficiently and safely
- To have oversight of overall performance to allow the charity to plan for change and improve resilience
- Develop a culture based on the charity's values

Commitment required

We expect all Trustees to make the following essential commitments:

- To attend and be an active member at all Board meetings (usually 4 per year).
- To attend and be an active member of one of the subcommittees, as per the role description.
- To be prepared for each meeting by reading papers or providing reports as agreed.
- To participate in ad hoc meetings and conference calls if required and respond to emails and other communications from members of the Board and Executive.

- To promote the work of the Charity which may include attending occasional functions, meetings and events.
- To broker meeting with partners and other relevant parties.

How to apply

Expressions of interest can be made by submitting your CV and a covering letter explaining how you would contribute to the Charities as a trustee (no more than 2 sides of A4) to louise.packer@smng.org.uk by 21st August 2025.

Please read carefully both the trustee role description and, if you are additionally interested, the additional information regarding the Chair Designate role detailed below in the appendices. Please state in your covering letter whether you wish to be considered for the Chair Designate role.

If you would like to discuss either role before applying, please contact louise.packer@smng.org.uk in the first instance.

Interviews will take place in the week commencing 1st September 2025. Successful applicants will be invited to observe the next Board and Subcommittee meetings ahead of official nomination and induction sessions arranged with the Chair and Clerk.

Appendices

Appendix 1: Trustee Role Description

What our Trustees do

- Ensure effective and efficient administration of the organisation which includes risk management and governance that will allow the Charity to fulfil its duty and responsibilities to beneficiaries.
- Ensure compliance with relevant legislation and regulations.
- Contribute to the strategic development and financial management and health of the charity.
- To maintain the integrity of the Charity's activities through the ongoing review and development of systems and practices.
- Attend Board meetings and committee meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect the Charity's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of the Charity's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Provide support and challenge to the Charity's Clerk in the exercise of their delegated authority and affairs.
- Keep abreast of changes in the Charity's operating environment.

The above list is indicative only and not exhaustive. As a small charity, there may be times when Trustees will need to be actively involved beyond formal meetings. This may involve scrutinising papers and reports, leading discussions, providing advice and guidance, presenting externally or other issues in which the Trustee has knowledge or expertise.

What we are looking for

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Strong interpersonal and relationship building abilities, including the ability to demonstrate tact and diplomacy, inspire and motivate, and to listen and engage effectively.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission and willingness to lead according to the Charity's values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Ability to commit time to conduct the role well, including travel and attending meetings and events out of office hours.

If you have not been a trustee before please read the Charity Commission guidance of trustee responsibilities, risks and eligibility <https://www.gov.uk/guidance/trustee-board-people-and-skills>.'

Terms of appointment

Remuneration: The role Trustee is not accompanied by any financial remuneration, although reasonable expenses may be claimed.

Location: Oxford.

Terms of office: Trustees are appointed for a 4-year term of office. There is currently no maximum term.

Time commitment: (estimated at 2 days per month)

- Attending 4 Board meeting annually. Meetings are held, preferably, in-person in an Oxford city centre location.
- To attend 4 Property and Investment Subcommittee meetings annually. Meetings are held, preferably, in-person in an Oxford City centre location
- Attend ad-hoc meetings such as strategic planning and review sessions.
- Training as required.

Appendix 2: Chair Designate Role Description

We are seeking an experienced Chair Designate who is compassionate and motivated and who can commit the time to help drive the charity forward and govern the charity effectively, in service of the Charities purpose, mission and aims. The current Chair plans to retire from the role in 2026.

This role description should be read in conjunction with the Trustee Role Description advertised.

Role Specification

What our Chair does

- Provide strategic leadership to the charity and the Board, ensuring that St Michaels and All Saints achieves its mission
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve the Charity's financial statements.
- Plan and chair the board meetings, with others as appropriate
- Oversee the Charity's financial plans and budgets and monitor and evaluate progress.
- Appraise the performance of Trustees and the executive/clerk on an annual basis.
- The Chair will hold the Board to account and ensure each Trustee fulfils their duties and responsibilities for the effective governance of the charity
- The Chair will provide inclusive, collaborative and fair leadership, support the board to work together well
- Work in partnership with the Clerk to achieve our mission
- Optimise the relations between the board and St Michael's and All Saints Charities staff and volunteers
- The Chair will act as an ambassador for the Charity and the public face of the charity in partnership with the Clerk.

The above list is indicative only and not exhaustive; the Chair will be expected to perform all such additional duties as are reasonably required commensurate with the role.

Terms of appointment

Remuneration: The role Trustee is not accompanied by any financial remuneration, although reasonable expenses may be claimed.

Location: Oxford.

Terms of office: Trustees are appointed for a 4-year term of office. There is currently no maximum term.

Time commitment (estimated at 2 to 4 days per month)

- Attending 4 Board meeting annually. Meetings are held, preferably, in-person in an Oxford city centre location.
- Monthly scheduled meetings with the executive/clerk with flexibility to respond swiftly to the occasional ad hoc issue.
- Attend ad-hoc meetings such as strategic planning and review sessions.
- Training as required.

Committee support: Occasional support through working groups and/or to support the Clerk.

Privacy Statement

Please be assured that the Charity adheres to and processes data in accordance with the Data Protection Act 2018. Any personal information collected will be stored and processed exclusively for the purposes of recruitment to the post (s) advertised.

Your personal information and details of enquiry are stored on a secure database and will not be kept for longer than is necessary for the purposes of its use, up to a maximum of 12 months for all applicants.