**Woodsmith Foundation  
Trustee Recruitment Pack**

Text, logo

Description automatically generated

**Empowering Communities | Creating Lasting Impact**

# Welcome & Introduction

Thank you for your interest in becoming a Trustee of the Woodsmith Foundation. The Foundation is seeking one new independent trustee to join our Board immediately, and wishes to identify a second individual who might join in 2026. This is an interesting time to be joining a relatively new corporate foundation that is more than a grant maker.

The Foundation aims to create a positive lasting legacy from the Woodsmith Mine being built in the North York Moors National Park with the processing facility at Redcar. We support projects that are important to the people who live in our area of benefit and which can make a positive contribution to our local communities. Our priority is to increase opportunities and tackle disadvantage and we support projects that:

* increase opportunities for better life chances;
* encourage positive changes by improving lives and places, or tackling issues that negatively impact on local people; and
* bring people together and enrich lives by ensuring there are local spaces, resources and activities that provide pleasure, learning, or community action.

It is important that our Board is representative of the communities we serve so we are keen to widen the age profile of our trustees to include younger members. In addition we would like to ensure trustees are from across our area of benefit and would welcome applications from people living in Redcar and Cleveland, Whitby, Scarborough or within the National Park. Just as important is the mix of skills and experience on the Board and we have identified three priority areas to complement our existing strengths. We would encourage applicants with:

* experience of working in or closely with local authorities; and or
* a grasp of governance issues ideally in a charity setting; and or
* expertise in creating and tracking long term change in communities.

You do not have to have previous experience of being a trustee – just a passion for the work of the Foundation, our area of benefit and the positive change we want to make.

We hope you will consider joining us in shaping the future of our Foundation and making a real difference to people’s lives.

**Ian Swales, Chair**

# About the Woodsmith Foundation

The Woodsmith Foundation was established to ensure that the development of the Woodsmith Mine leaves a lasting, positive legacy for local communities. It is an independent charity established in 2013, with a Board of Trustees who provide strategic oversight and ensure compliance with charity and company law. The board has 4 independent trustees and 3 trustees appointed by our corporate donor, Anglo American. More information on our board is available on our website [www.woodsmithfoundation.org.uk](http://www.woodsmithfoundation.org.uk) The Foundation has 4 employees.

The Woodsmith Foundation is funded by Anglo American and Anglo American Foundation with a current donation of £1m a year while the mine is being built. Once the mine goes into production this moves to a contractual contribution of 0.05% of annual revenue, estimated to be c£10m annually.

In 2024 we supported organisations across our area of benefit, which is the Borough of Redcar and Cleveland, the old Borough of Scarborough and the North York Moors National Park. We awarded 103 grants totaling £1,202,807, of which 85 were grants under £10,000 and 18 were large strategic grants. We run an open grant application process and have a good level of grant applications. We manage demand effectively by offering to have a conversation with potential applicants before they start their formal application. This ensures the majority of applications we receive are eligible and allow us to fund approximately 60% of all smaller grant requests received. We continue to use our best efforts to make it as easy as possible for people to contact us, staying in touch as ideas develop and connecting those people who have common aims or ambitions.

In addition we commission key programmes of work on issues that we knoware important for local people and the Foundation, for example a £750,000 investment over 4 years in Children and Young People’s Mental Health.

Alongside our grant making activities the Foundation has a number of flagships projects that are piloting ways we can make a significant difference on key issues. We joint fund the Achieve Education Programme with Anglo American providing a Continuous Professional Development offer in secondary schools across our area of benefit and an intensive programme of support to improve outcomes for 150 disadvantaged young people. Achieve is designed to support this cohort to realise their potential through personal development, building skills and confidence, and preparing for successful careers. We have a direct delivery programme of work with an employed Community Connector role in Dormanstown, Redcar, where we are working directly with members of the community and local organisations to identify what is important for local people. Together we want to help build on local strengths, find solutions for issues and develop spaces that meet community need. We recently extended this test and trial approach into Whitby by appointing a Youth Community Connector to work alongside young people in the town, giving them a voice and supporting them to take social action on what is important to them.

The Chief Executive works strategically across our area of benefit to identify partners who can match fund shared priority work and to influence the wider system for the benefit of the organisations and communities we support. An example of this partnership approach is the joint investment with Redcar and Cleveland Borough Council, Tees Foundation, Rank Foundation and Lloyds Bank Foundation to fund a three year service to provide support to charities and community groups in Redcar and Cleveland.

# Trustee Role Description and Person Specification

**Key Responsibilities:**• Ensure compliance with governing documents, charity law, and company law  
• Uphold the Foundation’s charitable objectives and strategic vision  
• Provide strategic oversight, policy input, and risk management  
• Ensure financial integrity and the responsible use of resources  
• Support and constructively challenge the Chief Executive and Foundation team  
• Champion the Foundation’s work, uphold its values, be an enthusiastic ambassador for the charity and build a knowledge of our work and the communities we work in.

**Person Specification:**• A deep understanding of our area of benefit and a commitment to the Foundation’s desire to improve lives and locality  
• The courage and willingness to speak your mind and to have informed discussions with other trustees for the benefit of better decision making   
• Curious and open minded with personal and professional integrity  
• Strategic vision and good, independent, non-political judgement  
• The time to contribute fully to the Foundation’s work  
• An understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustees or the willingness to attend trustee training to gain this knowledge  
• A good understanding of charity governance or a willingness to attend training and complete reading of Charity Commission guidance to better understand it

Our work would be strengthened by gaining one or more of the following:

• Increased representation and knowledge of local communities and voluntary organisations in our area of benefit  
• A more diverse age range on our Board so welcome applications from people under 40  
• Experience of working in, or closely with, a local authority  
• Replacing some of the skills we will be losing with our resigning trustee – an exacting eye for checking contracts and governance processes ideally in a charity setting  
• Expertise in specifying, creating and tracking long term change in communities

We welcome people from all different backgrounds. We are happy to consider any reasonable adjustments that candidates may need during the recruitment process or as a trustee so please let us know how we can help.

Trustees are expected to prepare for and commit to attending four meetings each year at different locations across our area of benefit. Meetings generally start at 3pm and last 2 to 3 hours. Some years there is an additional day added to a board meeting to allow a strategic planning session to be run with the trustees. Attendance in person is preferred, although we can accommodate the occasional online attendance where required. It is expected that trustees will communicate and carry out key tasks between scheduled meetings which on average would be a few hours a month, for example reviewing documents or attending occasional grant holder events.

One appointment will begin in January 2026, the other later in 2026. With an initial term of four years. This is a voluntary, unpaid role. Reasonable expenses will be reimbursed including travel and child care costs.

# Application Process

If you would like a conversation with either the Chair, Ian Swales or the Chief Executive, Leah Swain please email the Foundation at [info@woodsmithfoundation.org.uk](mailto:info@woodsmithfoundation.org.uk) indicating who you would like to talk to, your phone number and the best time to contact you. Rebecca Wagner will be in touch to arrange a date and time.

To apply, please send:

* Your current CV
* A covering letter (max 2 sides of A4) highlighting your motivation for applying and explaining how your skills, experience and knowledge meet the requirements of the role and person specification
* Please provide details of two referees (name, relationship, and contact details)

Please email these by **5pm on Friday 17th October 2025** to [info@woodsmithfoundation.org.uk](mailto:info@woodsmithfoundation.org.uk)

Shortlisted candidates will be invited to interview on **30th October in Redcar.** We are happy to reimburse shortlisted candidates for travel costs and childcare costs incurred as a result of attending an interview.

If you are successful, we will carry out the required checks on you being a ‘fit and suitable’ person as a trustee. Prospective trustees should be aware that the charity will need to carry out due diligence, to check eligibility before appointment. Trustees will be invited to join our Board meeting on 28 January 2025 and will be voted onto the Board at this point.

# Useful Information

You can find more information about the Woodsmith Foundation on our website [www.woodsmithfoundation.org.uk](http://www.woodsmithfoundation.org.uk)

The Woodsmith Foundation annual report and accounts <https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5052014?_uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet_organisationNumber=5052014>

Further guidance on being a trustee and corporate foundation governance can be found at:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

<https://acf.org.uk/acf/ACF/Research---resources/Resources%20content/Funding-practices-resources/Good-Practice-Guide-for-Corporate-Foundations.aspx>

<https://www.charitygovernancecode.org/en/front-page>