

COMMUNITY FUND. PANEL MEMBER

*Candidate information & Job Description
October 2019*

WONDERFUL ON TAP



Community Fund Panel Member

Our customers, and the communities we live and work in, are at the heart of everything we do. And that's why, from 2020, we're going to donate around £10million over the next five years to support local projects, charities and community groups, helping to make a real and tangible difference in the communities we serve.

The fund will be overseen by a customer panel whose role will be to review applications and ultimately decide where our money will be spent.

We are searching for 5 Panel Members to join our Community Fund.

This document gives an overview of our community fund, the role of the panel itself, the role of the panel members, the experience and capabilities we are seeking and information on how to apply.

The community fund

Our customers have helped us to create and shape our new Community Fund. We've spoken to lots of people to better understand their community needs, and as a result, have chosen to design our fund around improving community wellbeing.

By community wellbeing we mean:

People: Projects that facilitate healthier lifestyles and skills development

Places: Projects that help to create better places to live in and use

Environment: Projects that facilitate a healthier natural environment, greater access to that environment or support the preservation of water

And of course, being a water company, we'd also love applications for projects that have a connection to the water cycle too! This might mean creating sustainable drainage, installing grey water recycling, creating water efficient green spaces or encouraging hydration for health.

We've recruited a new Community Fund team whose role will be to promote the scheme, provide support to grant applicants and to assess the grant applications against our eligibility criteria.

The Community Fund team will then make recommendations to the panel. The Community Panel will meet face to face on a quarterly basis to review these recommendations and ultimately decide where they want our money to go.

The panel itself will be approximately 9 people and include a mix of Severn Trent customers and our own employees; all with a range of interests and backgrounds.

Grant applications will open in **January 2020** via our website. In March, we'll be holding our first Customer Panel and from **April 2020** we'll be administering our first grants.

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The Panel Member role

Role objective

To be a valuable member of our customer panel by making fair and evidence-based decisions, in line with our eligibility criteria and guidelines, on which projects should be recipients of grants through Severn Trent's new Community Fund.

Key accountabilities

- Support with making fair and evidence-based decisions, in line with the fund's eligibility criteria and guidelines.
- Always act in good faith and in the best interests of Severn Trent and our customers.
- Participate and engage with the process fully including reading preparation documents prior to the meetings to facilitate informed discussions.
- Communicate well, contribute your own opinions and challenge where necessary.
- Conduct a review of smaller-sized grants by exception on a monthly basis.
- Attend quarterly panel meetings held in March, June, September and December (duration c.4 hrs per meeting).
- Follow and adhere to Community Fund guidelines, eligibility processes etc.
- Occasional support with Community Fund review reporting and strategy development, and make recommendations for improvement.

The Panel Member role

Experience

Experience in supporting decision making with ability to question intelligently and debate constructively.

A willingness to be challenged on your own views and subsequently re-examine them to reach new conclusions

Professional experience or genuine & demonstrable personal interest in one or more of the following (or similar):

- **Environmental protection**
- **Sustainability**
- **Working with young people**
- **Diversity, equality & Inclusion – including Mental Health, Social Mobility & Disabilities.**
- **Work supporting the local community**

Previous board or panel experience isn't essential.

Capabilities

- Ability to communicate well and constructively challenge where necessary.
- Ability to develop a professional rapport with other board members.
- Ability to work effectively with the group in making decisions and understand when compromise may be required.
- Capable of not letting personal attitudes toward projects or other members impede your decision making
- Have a genuine interest in supporting community projects for the benefit of community wellbeing.

We want our Community Panel & Chair to fully represent the communities we serve, therefore we are seeking to appoint someone who is a Severn Trent customer.

Additional information

Time commitment & fees

There will be 4 panel meetings held quarterly across the year in March, June, September and December which will be held at various locations across our region (duration c.4 hrs per meeting). We'll ask you come prepared having read all relevant documents prior to the meetings to facilitate informed discussions (c.1hr per month).

You will also be required to conduct a review of smaller-sized grants by exception on a monthly basis (c. 1hr per month) which can be done from home.

The role will be unpaid & voluntary, with all reasonable expenses will be covered. You will also be supplied with an iPad where all the documents can be accessed.

Our Panel Member appointments will be reviewed annually.

To apply

To apply, please submit a CV and cover letter outlining your interest in supporting community projects to Life@severntrent.co.uk 1st November 2019.