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# Appointment of Chief Executive

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June 2025



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# Welcome from the Chair

Dear Applicant

Thank you for expressing an interest in the role of Chief Executive for the Glasspool Charity Trust.

We are a UK-wide grant funder, established in 1939 with a permanent endowment from Richard Louveteau Glasspool, a Hertfordshire businessman and philanthropist. He experienced financial hardship as a young man, but when his income became more than enough to meet his personal needs, he started to provide financial support to individuals. He died in 1949, aged 65, but his legacy lives on in the Glasspool Charity Trust.

We were thrilled in 2024 to be named with our Chief Executive, the Association of Charitable Organisations (ACO) Charity of the Year, in recognition of our courageous and transformative approach to grant-making. Our Head of Grants, Nicole Woodward, was also awarded the ACO's Outstanding Achievement Award for her longstanding dedication and commitment to the grant-making sector.



Our founder,  
Richard Glasspool

**The Board is strongly supportive of the staff team. The CEO will implement the charity's new innovative strategy, working closely with the Board.**

This will involve continuing the strong relationships we hold with our existing partners and building new partnerships.

The attached information describes the Chief Executive role in more detail as well as the qualities and experience we shall be seeking in making this appointment.

If you share our commitment, energy and interest and have the skills and experience as a leader to advise the Board of innovative opportunities across the activities of the charity, to grow our income and reputation, we would be keen to hear from you.

Yours sincerely,

**Kerri Phillips**  
Glasspool Charity Trust Chair



## Post

Chief Executive



## Responsible

Chair and Board of Trustees



## Location

Mainyard Studios, 102 Rookery Court,  
80 Ruckholt Road, London E10 5FA



## Key internal relationships

Trustee-directors and staff



## Key external relationships

Grant Delivery Partners, investment,  
accounting, legal, grant makers



# The organisation

Glasspool is an endowed trust with eight trustee-directors and administered by two staff members. The Board is supported by three sub-committees, finance, grants and human resources. Each committee has a Chair, Deputy Chair, and at least two other trustees, supported by the Chief Executive Officer.

Our sole grants programme the Flexible Frontline Fund was launched in April 2024. It enables frontline organisations that provide whole-person support to access and distribute grant funds to their service users and clients.

The Trust is one of the few national charities making grants to individuals via Grant Delivery Partner organisations, which has no restrictions on the type of beneficiary. Our aim is to provide timely, life-enhancing support to people in need; short-term involvement for long-term impact.

Our vision is of a society where people in need receive sufficient support to over-come hardship.

Glasspool is a small team with a Chief Executive and Head of Grants but has an enormous impact. The organisation has a strong culture known and recognised for the care that it takes for all its programmes.



# The CEO role

To grow, lead and manage the Glasspool Charity Trust (Glasspool) in line with its strategies, policies and procedures. To ensure Glasspool's long-term financial stability and growth. To lead the development of innovative grants programmes, collaborating with others to achieve effective outcomes for people in financial hardship. To provide governance, policy and service delivery advice to trustee-directors.



## Key responsibilities

### Strategic development

- Collaborating with trustee-directors to set and deliver Glasspool's strategic and policy direction.
- Developing and implementing a non-investment income generation strategy.
- Scanning horizons to identify and actively manage risk, working to identify opportunities and threats, working closely with the Board to ensure and preserve the standards and reputation of the charity.

### Governance and compliance

- Support the Chair in ensuring the continued engagement/involvement of all members of the Board.
- Ensuring trustee-directors have sufficient management information to fulfil their governance responsibilities and comply with regulatory, legal and financial requirements.
- Taking overall responsibility for all sound financial management.
- Monitoring the effectiveness and standards of Glasspool's operations and services.
- Implementing equity, diversity and inclusion in all aspects of service delivery and management.
- To ensure that the charity complies with all relevant health and safety legislation.
- Attending, participating and servicing as required, trustee meetings.



## Grants management

- Developing, overseeing and evaluating the delivery of new and existing work programmes.
- Identifying opportunities to improve service delivery and advising trustee-directors on the suitability and viability of these opportunities.
- Leading the recruitment and induction of Grant Delivery Partners.
- Leading the allocation of grant funding to Grant Delivery Partners.
- Overseeing the management of Grant Delivery Partner performance and reporting to trustee-directors and external funders.

## Staff management & development

- Advising trustee-directors on the staffing requirements necessary to enable Glasspool to be a high-performing organisation.
- Continue to develop a strong, supportive organisational culture in line with our values.
- Ensuring appropriate levels of induction and training; and managing performance and development through staff supervision and appraisal.
- Participation in Continuing Professional Development (CPD).

## External relationships and communication

- Representing Glasspool and lead on all external relationships.
- Establishing and maintaining collaborative relationships with a range of stakeholders, including, funders, Grant Delivery Partners and other grant-makers.
- Proactively engage with PR activities as they arise to promote the charity's aims and activities.

The duties outlined above are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities that can reasonably be expected of the post.

# Why is this a great role?

Glasspool has a distinctive approach to grant making. The CEO has a fascinating organisation to lead, delivering real impact and changing the lives of thousands of people. It is strategically and operationally complex, and the CEO sits at the heart of that exciting complexity. There is a strong, positive culture, enjoyed by an enthusiastic and dedicated team.

The role interacts at senior level with a wide range of external stakeholders and the CEO works with an ambitious and supportive Board.



# Candidate profile

Background is less important than experience and personal qualities.

## Strategy

- Ability to think creatively to identify and deliver growth.
- A proven track record of turning a collective strategic vision into reality.
- Intellectually curious and agile.
- Demonstrate empathy with our culture balanced with a focus on the future.

## Governance and compliance

- An understanding of the statutory, voluntary, and community sectors, along with the complexities of the environment in which Glasspool operates.
- Knowledge of effectively supporting charity trustees and boards to carry out their duties and responsibilities.
- Commitment to equity, diversity and inclusion.

## Administration

- Sound financial management.
- Excellent administrative skills and attention to detail.
- Knowledge and experience of using IT to enhance operational efficiency and effectiveness.

## Staff management and development

- Experience of managing a small staff team.
- As a leader, demonstrate a thoughtful, collaborative and engaging approach, to build on the strong existing culture.

## External relationships and communication

- Demonstrate a track record of successful networking skills at a senior level.
- Experience of collaborative working, income generation and communications.
- To be the primary spokesperson for Glasspool.



# Terms and conditions

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- £ Salary: £75,000 per annum
- piggy bank 11.5% Pension contribution
- calendar Annual holiday entitlement of 25 days plus bank holidays
- house Flexible working pattern, office and home based

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## How to apply

Please download further details of the position from our website: [www.maryleboneexecutivesearch.com/jobs](http://www.maryleboneexecutivesearch.com/jobs)

**For an informal confidential discussion call**

**Richard Evans on 07958 984161 or 020 3126 4858**

**or Kevin Everett on 07771 783265**

Apply online with a full curriculum vitae detailing your skills and experience together with a two-page letter of application clearly outlining your motivation to undertake the role and how you meet the competencies required for the position as stated in the Candidate Profile.

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**Closing date for applications › 16 July 2025**

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Long list interviews      › 18 July – 30 July 2025

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Final panel interviews      › 18 and 19 August 2025

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To find out more visit: [www.glasspool.org.uk](http://www.glasspool.org.uk)





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[www.glasspool.org.uk](http://www.glasspool.org.uk)

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