



THE
CHORAL
FOUNDATION

THE CHAPEL ROYAL
HAMPTON COURT PALACE

A photograph of two children, a boy and a girl, wearing red robes and white ruffled collars, standing in front of a large wooden door with a metal knocker. In the background, the Hampton Court Palace is visible under a cloudy sky.

TRUSTEE RECRUITMENT PACK

Giving Choral Music a Future

Welcome from the current Chair

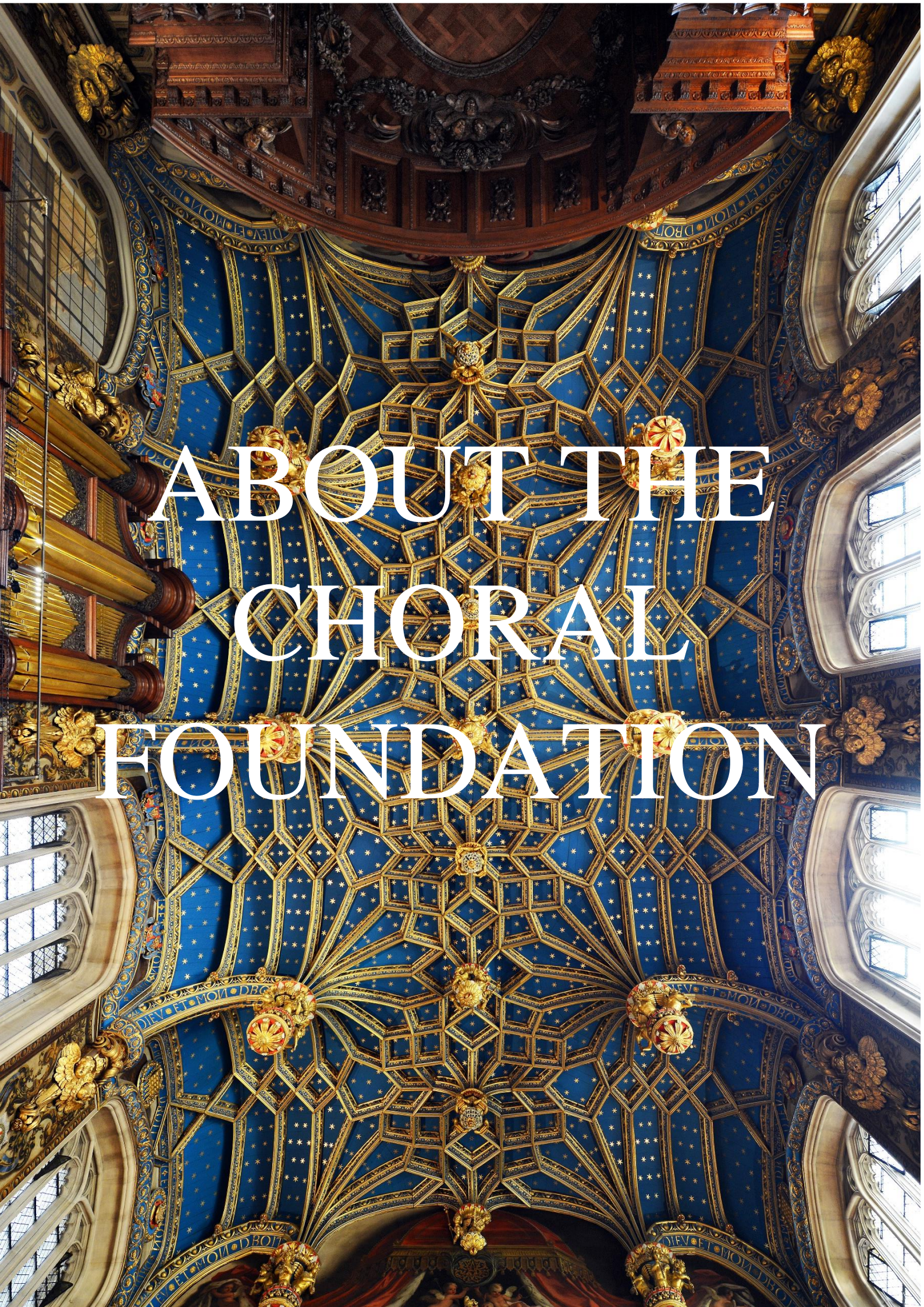
Thank you for your interest in becoming a Trustee.

The Choral Foundation preserves and promotes the unique heritage of choral music at His Majesty's Chapel Royal, Hampton Court Palace.

We fund musicians and choristers from all backgrounds, commission new choral compositions and work with local school children to make choral music accessible to all. We have ambitions to grow our reach and impact so that more people can benefit from this extraordinary musical education and the joy of coming together in song.

We very much look forward to discussing this opportunity with you and perhaps, welcoming you to our Board.

Peter Havelock



ABOUT THE CHORAL FOUNDATION

About the Choral Foundation

The Choral Foundation at His Majesty's Chapel Royal, Hampton Court Palace, preserves and promotes the unique heritage of choral music 500 years in the making. Recognised as the cradle of Evensong, composers such as Tallis, Byrd, Purcell composed for the choir and their music is still being sung by the choir today.

The choir forms part of the Ecclesiastical Establishment of the Royal Household and is an integral part of the iconic Tudor palace open to the public, but it is not fully funded. The Choral Foundation was set up in 2011 to fund the musicians and choristers and build an endowment to secure this historical tradition in perpetuity.

The institution may be 500 years old, but the Choral Foundation is forward thinking. The choristers come from a broad range of schools through an open recruitment process designed to spot potential and the Choral Foundation funds their musical education, giving every boy with talent the opportunity to gain a place in the choir directed by Carl Jackson MVO. The Choral Foundation works to bring the music to new audiences and to commission or introduce to the repertoire new choral pieces. Most recently, a local schools' programme called Songstars has been developed to bring singing into local schools, working with children and their teachers at schools in Hounslow to nurture musical education and the joy of coming together in song.

"...this particularly historical foundation is on the leading edge of accessibility in recruiting choristers." Judith Weir CBE, Master of the King's Music, Patron of the Choral Foundation

The Choral Foundation is now looking to the future in terms of its strategy and succession planning for its Board. We wish to enrich this choral heritage further and build an endowment to ensure that choristers from every background will be part of this exciting next stage of our nations' history.

More information is available at www.chapelroyalhamptoncourt.org.uk



THE ROLE

The role

We are looking for a Trustee who has expertise in fundraising to join the Board of the Choral Foundation.

We expect, in due course, to appoint a Development Director /fundraiser who will manage day to day operations and

- we need your skills to help update our fundraising strategy
- we expect you to be involved in shaping the operational role and appointing the Development Director
- your role would include monitoring and supporting the new job holder

Time commitment

- Full Board meetings 4 times per year, usually in person at Hampton Court Palace, sometimes in London, usually Wednesday evenings between 5-6.30pm
- Chairing the Fundraising Committee as needed, mostly virtually and around 6 times per year with calls and correspondence in the interim.
- Supervising the work of the Director of Development/ fundraiser once appointed, probably via weekly calls. Conducting annual appraisal with input from Chair and other Trustees.
- Attending occasional events during the year.
- Attending services or events at the Chapel Royal Hampton Court Palace

Term of office

Trustee appointments are for three years. They may serve second terms, if approved, and have this extended further in exceptional circumstances.

Our governance and board

The Choral Foundation, The Chapel Royal, Hampton Court Palace (“The Choral Foundation”) is a company limited by guarantee (registered company number 07542466) and a registered charity (registered charity 1142075, England and Wales).

The Board consists of a Chair and element Trustees, chosen for their skills and experience. All are non-executive and unpaid:

Peter Havelock (Chair)

Justin Basini

Jane Crowther

Deborah Fearn

Charles McDougall

Michele Price

Richard Rothwell

Alexander Scully

Nigel Walley

Richard Champness (Secretary)

The main Board meets four times a year, currently late afternoon on the first Wednesday in March, June, September and December. There are main sub committees covering Finance & Investment, Fundraising and Songstars (committee which oversees the work of our community singing programme). The Chair is invited but may not always attend the latter two.

A group of students, primarily of Asian descent, are singing in a church choir. They are wearing school uniforms: white collared shirts, dark skirts or trousers, and blue cardigans. The student in the foreground has a circular crest on her blue cardigan that reads "H.T.S. UNIVERSITY". They are standing in a line, looking towards the front of the church. The background features a wooden interior with arched windows and warm, glowing lights. The text "CANDIDATE PROFILE" is overlaid in a large, white, serif font.

CANDIDATE PROFILE

Candidate Profile

The charity supports the music in a Church of England Chapel, so we need an individual who is sympathetic to and supportive of the environment and believes in the cause to support the continuation of high-level church-based music, the education of choristers and support of adult musicians. However, we would like to emphasize that we encourage applicants from all faiths and none. We also wish to encourage applicants from a diverse range of backgrounds.

We are a small charity, and we need someone who has time available to devote to the practical tasks outlined and be willing to 'roll up their sleeves'.

You may be or have been a fundraiser or have experience of fundraising from a role on the board of another charity. You also need:

- an existing understanding, or the ability to acquire quickly, an understanding of the legal duties and responsibilities of being a Trustee;
- the ability to challenge and bring a new perspective in a positive and constructive manner; and
- understanding and experience of multi stakeholder environments.



HOW TO APPLY

How to apply

Applications via cv and letter (maximum 2 pages) to jane.crowther@hrp.org.uk by 31 May 2023

Shortlisted candidates will be invited to an interview on 19 or 20 June. Successful candidates will then be invited to second round interviews on 26 June, with stakeholder meetings in early July.

Please complete the anonymous [trustee diversity monitoring form](#) before submitting your application.

If you would like to have a conversation with one of our current Trustees before applying, please contact our administrator louise.cole@hrp.org.uk.

Further information

Diversity and inclusion

The charity supports the music in a Church of England Chapel, so we need an individual who is sympathetic to and supportive of the environment and believes in the cause to support the continuation of high-level church-based music, the education of choristers and support of adult musicians. However, we would like to emphasise that we encourage applicants from all faiths and none. We also wish to encourage applicants from a diverse range of backgrounds.

Reasonable adjustments

If you would like a confidential discussion regarding any reasonable adjustments ahead of making your application or during the process, please contact us.

Conflicts of interest

If you have any interests that might be relevant to the work of the organisation, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application

Due Diligence

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information

