



THE CHORAL FOUNDATION

THE CHAPEL ROYAL
HAMPTON COURT PALACE

A photograph of two children, a boy and a girl, standing in a courtyard. They are both wearing bright red robes. The boy is in the foreground, smiling, and the girl is slightly behind him, also smiling. They are standing in front of a large wooden door with a metal knocker. In the background, there is a large, historic brick building with a central archway and several towers, likely Hampton Court Palace. The ground is paved with light-colored stones.

TRUSTEE RECRUITMENT PACK

Giving Choral Music a Future

Welcome from the Chair

Thank you for your interest in becoming a Trustee of the Choral Foundation of the Chapel Royal. Sitting at the heart of Hampton Court Palace, His Majesty's Chapel Royal welcomes a regular congregation as well many thousands of visitors from across the globe.

Our primary charitable purpose is to preserve and promote the unique heritage of English choral music and make it available to all. In so doing, we help to keep alive a music tradition spanning half a millennium in one of Britain's most important and beautiful places of worship.

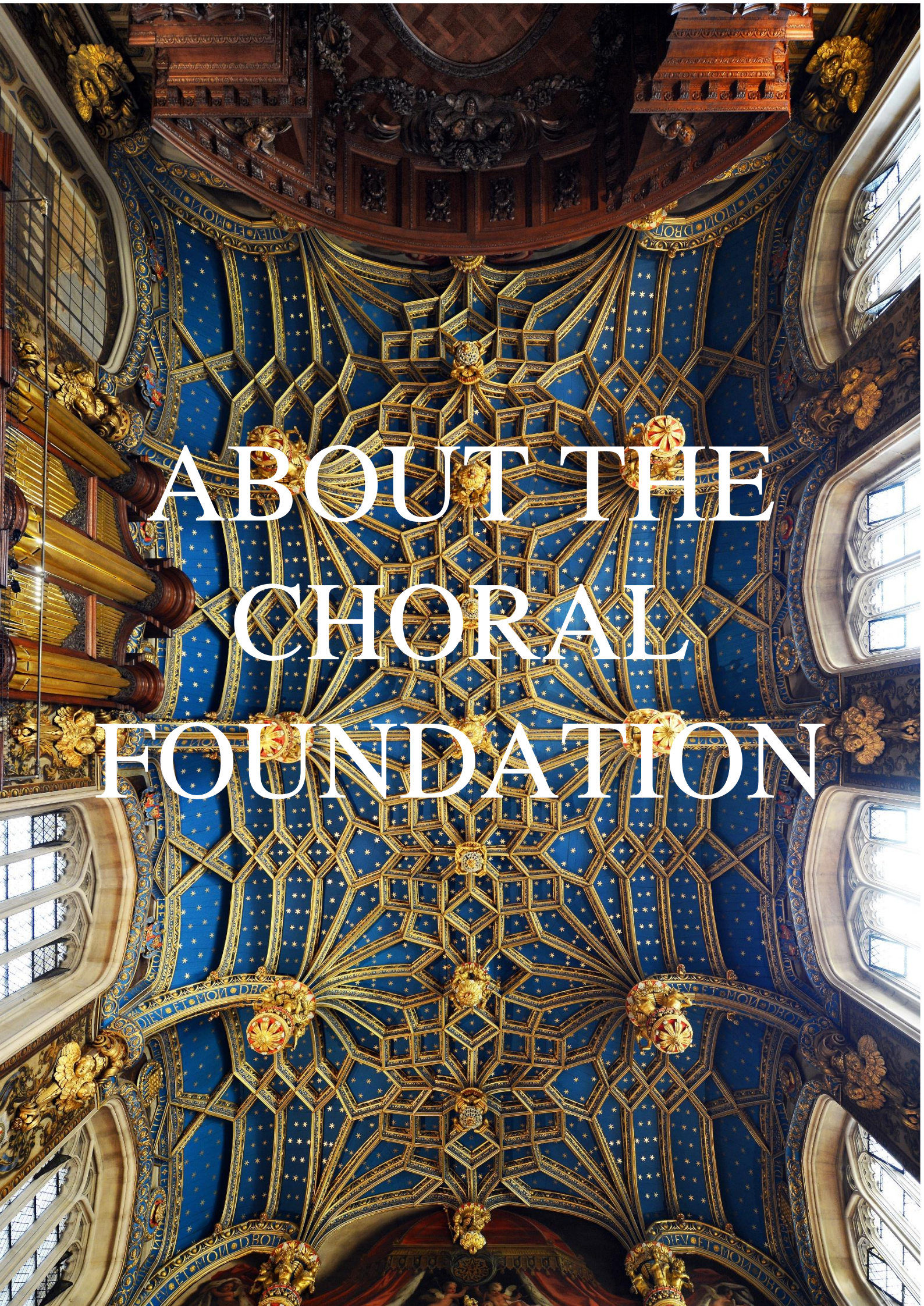
The Choral Foundation funds a regular choir of outstanding adult singers and boy choristers drawn from all backgrounds. We commission new choral compositions, support recordings and – through our Songstars outreach programme – work with hundreds of local school children to make great choral music as accessible as possible.

Our ambition is to grow our reach and impact even further so that more people can benefit from this extraordinary choral musical education and the joy of coming together in song. Plans include the launch of a dedicated North American fundraising arm, the creation of a girls choir, more recordings to showcase the excellence of our musicians, and developing more touring and broadcasting opportunities for them.

We would very much like you to support us in our ambitions. By joining our Board of committed trustees, you will play an important role in the preservation and celebration of a distinct musical heritage and living tradition.

Thank you for your interest – and we look forward to welcoming you to the board.

Paul Cutts



ABOUT THE CHORAL FOUNDATION

About the Choral Foundation

“...this 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 at His Majesty’s Chapel Royal, Hampton Court Palace, preserves and promotes a unique heritage of choral music 500 years in the making. Recognised as the cradle of Evensong, composers such as Thomas Tallis, William Byrd and Henry Purcell composed for the choir and their music is still being sung here 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; the Choral Foundation funds their musical education, giving talented young people 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.

For more information, visit www.chapelroyalhamptoncourt.org.uk.



THE ROLE



The role

We are looking to recruit up to five Trustees with expertise in one or more of the following areas:

- Finance – qualified professionals with experience in the charitable sector and/or investment experience
- Legal – particularly HR and/or charity governance experience
- Fundraising – the ability to use your networks to unlock philanthropic support
- Media – experience gained in publishing, PR or strategic communications
- Music – a background in broadcasting, recording, rights management or performing

Time commitment

- Full Board meetings four times per year, usually in person at Hampton Court Palace, sometimes in London, usually Wednesday evenings between 5-6.30pm
- Attending Sub-Committees as needed, mostly virtually and around six times per year, with calls and correspondence in the interim
- Attending occasional events and services during the year 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 Trustees, chosen for their skills and experience. All are non-executive and unpaid:

Paul Cutts (Chair)

Justin Basini

Jane Crowther

Charles MacDougall

Richard Rothwell

Alexander Scully

Nigel Walley

The main Board meets four times a year, currently late afternoon on the first Wednesday in March, June, September and December. There are sub committees covering Finance & Investment, Fundraising and Songstars (committee which oversees the work of our community singing programme).

A group of young women in school uniforms are singing in a choir in a church. They are standing in a line, with some holding books. The church interior is visible, featuring wooden pews, a pulpit, and a chandelier. The lighting is warm and focused on the choir.

CANDIDATE PROFILE

Candidate Profile

We are a small charity and need people with the time, energy and networks available to support the strategic growth of an ambitious organization, as well as to ‘roll up their sleeves’ when necessary.

The charity supports a 500-year music tradition in one of the UK’s most historic and significant Church of England chapels. We therefore welcome applications from individuals who are sympathetic to this environment, and who believe in supporting the continuation of excellence in church-based music, the education of choristers and the support of adult musicians. However we encourage applicants from a diverse range of backgrounds – from all faiths and none – and particularly welcome approaches from candidates who are currently under-represented on our Board.

It will help if you have:

- an existing 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
- an understanding and experience of multi-stakeholder environments

Successful candidates will join a committed group of fellow trustees with a broad array of skills spanning the arts, heritage, business, technology and financial sectors.



HOW TO APPLY

How to apply

Applications via cv and letter (maximum 2 pages) should be sent by 14 April 2024 to Paul Cutts (Chair of the Choral Foundation) at cuttsarts@gmail.com or Louise Cole louise.cole@hrp.org.uk.

Shortlisted candidates will be invited to interview on Monday 29 April. Subject to numbers, successful candidates may be invited to second-round interviews on Friday 3 May and to meet with other trustees and stakeholders.

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

If you would like a conversation with one of our current Trustees before applying, please contact the Choral Foundation's administrator: louise.cole@hrp.org.uk.

We look forward to hearing from you.

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.

