

The Swire Trusts

Appointment of

Head of Trusts

November 2025

Ref Code: HARAFB

Saxton Bampfylde

Contents

- 3 Introduction**
- 4 About the Swire Trusts**
- 5 Core Programmes**
- 6 The Role**
- 7 Main Activities and Responsibilities**
- 9 Person Specification**
- 10 Terms of Appointment**
- 11 How to Apply**



Supporting the
UK's biodiversity



Introduction

The Swire Group is a leading global British-founded conglomerate, employing more than 130,000 people worldwide. With a history spanning over 200 years, the Group has evolved into a highly diversified enterprise, with core activities across aviation, property, beverages and food chain, marine services, and trading and industrial sectors. While its operations are international, the Group's key businesses are centred in the Asia-Pacific region, particularly in the Hong Kong SAR and mainland China, where it maintains a strong presence and long-term investment focus.

The Swire Group places strong emphasis on sustainability, operational excellence and innovation. A sense of stewardship and responsibility has been embedded in the organisation since its inception, reflecting the values of the Swire family and its commitment to contributing positively to the communities in which it operates.


In the UK, the Group's charitable activity is delivered through the London-based Swire Trusts.

The Swire Trusts

The Swire Trusts consist of five separate grant-making trusts:

1. The Swire Charitable Trust – the corporate trust of John Swire & Sons Ltd and four Swire family trusts:
2. The Adrian Swire Charitable Trust
3. The John Swire 1989 Charitable Trust
4. Swire 2765
5. The SCS Trust

In 2025, the Swire Trusts expect to award £16m in grants to more than 600 organisations.



Improve life
chances



About the Swire Trusts

Swire Charitable Trust

For 50 years the Swire Charitable Trust has supported the work of charitable organisations in the UK. The Swire Charitable Trust is open to applications with three grant-making programmes focusing on **Opportunity**, **Heritage** and **Nature**. Details of these programmes can be found [here](#).



Swire Family Trusts

Grant making through the family trusts supports a wider range of charities, is by invitation, and reflects the varied interests of trustees, the Swire family, and other stakeholders. Each Trust is overseen by its own Board of Trustees, supported by the Swire Trusts' Team.

Our approach to grant-making

We take a trust-based approach to funding, focusing on early assessment and due diligence, followed by light-touch reporting once a grant has been confirmed. We aim to be responsive to the needs of charities, communicating the criteria for our grant making and our processes clearly, and responding to queries and applications in a timely manner.



1



Opportunity

Improving life chances

We are interested in frontline charities that deliver practical support, providing people who fall through the gaps with opportunities to break the cycle of disadvantage. We prioritise charities that:

Support children and young people who are:

- Care experienced
- At risk of/involved with the criminal justice system
- Homeless or vulnerably housed
- Refugees/unaccompanied asylum-seeking children
- Not in/disengaged from Education, Employment or Training
- Affected by caring responsibilities
- Affected by domestic violence/abuse

Help ex-service people out of homelessness and/or into employment;

Enable survivors of modern slavery and trafficking to rebuild their lives.

2



Nature

Supporting the UK's biodiversity

We support activities that improve the health and resilience of the UK's ecosystems and native species, working to restore habitats on land and in freshwater and marine environments.

Connecting people to nature

We are interested in charities supporting nature-friendly farming, urban farms and community green spaces, particularly those in disadvantaged areas.

We also look for activities that inspire people to enhance our natural environment, practice citizen science, learn green skills and spend more time in nature.

3



Heritage

Regeneration through restoration

We are keen to fund heritage restoration, regeneration, or conservation projects that have the potential to deliver significant social and economic benefits. We favour grassroots organisations that strongly engage with their local communities.

Protecting and developing heritage skills

We also fund charities to protect, nurture and cultivate the skills, knowledge, and expertise underpinning the UK's heritage sector. We are also interested in projects that open up opportunities for training and employment within heritage.

The Role

The Head of Trusts plays a pivotal role, overseeing all aspects of the Trusts' grant-making activity and ensuring the efficient and effective management of their operations. They will provide strategic direction and day-to-day leadership to the team, fostering a culture of excellence, learning, and strong stewardship. Central to the role is maintaining a consistent and transparent approach to grant-making, underpinned by robust governance, evidence-based decision-making, and a commitment to best practice as we look to increase our giving.

The Head of Trusts is responsible for ensuring that the Trusts' systems, processes, and policies are fit for purpose, compliant with regulatory and Charity Commission requirements, and reflective of sector best practice. The successful candidate will lead the continuous improvement of operational frameworks, including grant assessment, monitoring and evaluation, finance and reporting processes, and risk management, while supporting trustees in the delivery of the Trusts' strategic objectives.

This is a highly collaborative role, requiring a diplomatic and confident communicator capable of building strong relationships with trustees, colleagues across the Swire Group, external partners, and the charitable sector. The successful candidate will be able to combine strategic oversight with hands-on operational leadership, and will champion the Trusts' values, philanthropic intent, and long-term commitment to social impact.

The successful candidate will report to :

- Sam Swire (Executive Director, John Swire & Sons Ltd; and Chair, Swire Charitable Trust, Adrian Swire Charitable Trust, and The SCS Trust)

and will work closely with senior members of the Swire leadership team, offering trusted advice and insight to support decision-making and ensure the Trusts continue to deliver meaningful and sustainable impact.



Restoring pride to neglected
neighbourhoods

Main Activities & Responsibilities

Team Leadership, Management and Development

- Leadership and management of the Swire Trusts Team, ensuring that grant making and administration runs effectively and efficiently.
- Line management of the Programme Managers, within a wider team of 4 to 6.
- Identify training and development opportunities for individual team members and for the Team.
- Provide additional coaching and support to individual team members, as and when required.
- Anticipate and manage any recruitment required.

Grant Management

- Oversight and management of all grant making activities across the Swire Trusts to:
 - ensure that grants are delivered on time and to budget;
 - deliver a balance of grants across specific programmes to reflect the interests of the trustees; and
 - maintain a consistent and effective approach to grant making, including assessment of applications, due diligence, communication with charities, and the preparation of recommendations for Trustees.
- Hands-on end-to-end grants management, as needed, particularly for grants sourced proactively for the family trusts and for charities put forward by trustees.
- Provide a solution-focused sounding board for any difficult or complex issues that arise.

Programme Management

- Work with the Programme Managers to develop specific programmes, ensuring that the aims of each programme are clearly reflected in the criteria, categories, description, and guidance for applicants.
- Develop a well-rounded, evidence-based understanding of issues, challenges, and needs within the charity sector, sharing this knowledge and insight with colleagues and trustees to inform programme development and to support decision-making.
- Build connections with other funding organisations and networks, with a view to improving grant making practice across the Swire Trusts.

Liaison with Trustees and other stakeholders

- Develop effective, trusted relationships with the Trustees and other stakeholders.
- Keep the Trustees informed of sector developments and of trends and developments in grant making.
- Plan Trustee meetings and oversee the preparation of materials for these meetings.
- Act as a gatekeeper, with a view to minimising opportunities for charities to contact Trustees direct.

Main Activities & Responsibilities ctd.

Communications

- Be a strong, positive ambassador for the Swire Trusts.
- Make best use of communications tools (website, database, AI etc).
- Ensure that the Trusts communicate effectively with key audiences and that all interactions reflect well on key stakeholders.
- Develop relationships with charities and funders to keep on top of current issues and to identify organisations that might be considered for funding.
- Build visibility by participating in events, seminars, and conferences, and identify opportunities for the Team and trustees to do the same.

Financial, Legal, & Governance

- Ensure that the Trusts operate according to good practice guidelines and within current and future regulatory and legal frameworks, as these apply to charities.
- Maintain positive and effective relationships with external organisations and advisors, including bankers, accountants, investment managers, and other advisors.
- Report to regulatory bodies, including the Charity Commission and HMRC, in a timely manner.
- Manage budgets and expenditure prudently.
- Maintain accurate minutes and governing documents.
- Ensure that risks are assessed and actively managed and minimised.



Person Specification

We are seeking an experienced and visionary leader to serve as the Head of Trusts for the Swire Trusts. With proven expertise in philanthropy, you will champion our work both externally and internally, enhancing our strong working relationship with all our stakeholders. You will be adept at navigating senior-level discussions with diplomacy and adaptability. Your strong track record in strategic leadership and passion for the causes we serve will be important.

- **Proven team leadership experience**, including managing and motivating a team, including through periods of change, setting clear objectives, and supporting professional development, as well as **confident reporting at director and trustee level**.
- **Extensive experience within the charity and voluntary sector**, ideally including significant involvement in **grant-making, grant management or related philanthropic work**.
- Strong understanding of the **current landscape, challenges, and opportunities facing charities**, including funding pressures, governance requirements, and sector trends.
- **Passionate commitment to the Trust's mission and focus areas**, demonstrating **in-depth knowledge of relevant social and community issues**, and an ability to translate this into strategic and impactful funding decisions.
- Highly skilled in **research, analysis, and critical evaluation**, with the ability to interpret and present complex information, data, and financials clearly and persuasively for varied audiences.
- **Exceptionally well-organised**, able to manage and prioritise a wide-ranging and changing portfolio of work while maintaining momentum and meeting deadlines.
- A **pragmatic, proactive problem-solver**, comfortable working independently and collaboratively to find effective solutions.
- **Meticulous attention to detail** and a commitment to high standards of accuracy, record-keeping, and due diligence.
- **Outstanding written and verbal communication skills**, with the ability to build strong relationships, influence stakeholders, and represent the Trust professionally.
- **Advanced proficiency in Office 365**, particularly **Excel** (including data handling, analysis and reporting), as well as strong digital literacy across other productivity tools.
- Experience using a **Grants Management System or CRM**, with confidence navigating databases, maintaining accurate records, and producing reports.

Terms of Appointment

Salary: Competitive, dependent on experience.

Pension: 15% contribution from the employer and a further 2.5% contribution if matched by the employee.

Bonus: an annual discretionary bonus is payable based on employee and company performance.

Reporting to: Executive Director, John Swire & Sons Ltd, and the Chairs of the Swire Trusts.

Line management: Programme Managers x 2, within a wider team of 4 to 5 people.

Matrix management: working with and through others to deliver work relating to Governance and Finance.

Location: Based in London (Victoria). This role is office based, with some scope for hybrid working on Mondays and Fridays.

Working hours: 9am to 5.30pm Monday to Friday (pro rata, as applicable).

Annual leave: 25 days a year, plus Bank Holidays.



Connecting
communities with
their heritage

How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Swire Trusts on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **HARAFB**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Friday 12th December**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.





Saxton Bampfylde

LONDON

The Ministry

79-81 Borough Road

London SE1 1DN

EDINBURGH

46 Melville Street

Edinburgh EH3 7HF

saxbam.com

Partners in Panorama - Search around the world

panoramasearch.com