

TRUSTEE RECRUITMENT PACK

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**TRUSTEES WANTED FOR THE GWENT WILDLIFE TRUST**

**Do you want to use your skills to help nature's recovery?**

**By joining Gwent Wildlife Trust as a Trustee you can have a direct impact on nature’s recovery on your doorstep.**

At this critical point for nature’s recovery, with a new and ambitious strategic plan for the next ten years, we are looking to recruit several new Trustees who share our values and commitment to helping and conserving wildlife, tackling climate change, and bringing wildlife knowledge and access to the people of Gwent.

We are looking for individuals with the following core qualities

* A strong commitment to the Vision of the Trust
* The ability to think strategically and creatively and to discuss proposals with clear logical thinking.
* The ability to work effectively in a team with different areas of expertise.
* Personal and operational integrity.

As well as having these core skills, we are looking for candidates with specific skills, such as:

* Fundraising / Income Generation experience
* Financial skills with the ability to scrutinise and interrogate financial statements, reports and balance sheet information
* Agricultural experience with knowledge of combining food production with wildlife protection. Experience of organic agriculture useful.

People with other areas of expertise, such as ecological knowledge, youth work, health and safety, risk registers etc, would also be welcomed. We would especially welcome applications from younger and BAME applicants, since we are deeply committed to improving the diversity of our Board.

**NEXT STEPS**

If you would like an informal chat to find out more about becoming a Trustee, email the Chair, Alison Willott, on awillott@gwentwildlife.org or ring her on 01600 740 286. The application form and further details can be found on our website: [www.gwentwildlife.org/jobs/trustee](http://www.gwentwildlife.org/jobs/trustee)

After you have filled in the application form, short-listed candidates will be asked to an interview with a couple of trustees and the Trust’s Chief Executive, to talk through the role and answer questions. Given the Covid situation, this interview will almost certainly also be via Zoom. We hope to complete our recruitment by the end of May.



**Gwent Wildlife Trust**

**ROLE DESCRIPTION: SERVING AS A TRUSTEE – WHAT TO EXPECT**

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| **Time** | In a calendar year all Trustees are expected to attend:* Council meetings (held every two months) with attendance at the summer meeting to sign off the Trust’s annual report & accounts being particularly important. Currently these are being held via Zoom but outside of the pandemic they take place in a venue in Usk and begin at 7pm.
* any sub-Committees that the Trustee sits upon;
* any ad-hoc working group and away-day meetings; and
* the Trust’s Annual General Meeting (held in the autumn).

In addition, all Trustees are expected to provide an ongoing contribution of ideas and opinion through meetings and discussions held online. For all meetings, Trustees should ensure they are well-informed and have read all the papers in full before the meeting.Trustees may be co-opted at any time throughout the year. They are elected at the AGM in September for a period of four years, and after that are eligible for re-election for a further period of four years should they wish. After serving eight years, they must retire for at least one year before seeking re-appointment.  |
| **Commitment** | All Trustees are expected to give sufficient intellectual and emotional effort to the role by:* having an acceptance and understanding of the legal duties and responsibilities of trusteeship;
* being well-informed and prepared for meetings, including pre-reading meeting papers; and
* being ready and able to:
	+ question intelligently;
	+ debate constructively;
	+ challenge rigorously; and
	+ decide dispassionately.

As well as being interested in nature conservation in Gwent, all Trustees are encouraged to take an interest in the conservation sector beyond Gwent. This includes a broad understanding of the national movement of The Wildlife Trusts (TWT) as well as other wildlife and conservation organisations. |
| **Approach and Attitude** | Trustees are expected to view this voluntary position in the following ways: * with a commitment to fulfilling one’s statutory duties;
* to feel involved and to care, with a deep commitment to the objectives of the Trust;
* with a willingness to work as part of a team in achieving those objectives;
* with a wish to personally develop, seeing a significant part of being a Trustee as opening oneself up to new concepts and experiences; and
* with an ability to exercise good judgement, particularly with regards to refraining from involvement in operational matters, unless invited to do so.
 |
| **Eligibility**  | All Trustees are required to make a declaration that they are eligible to serve[[1]](#footnote-1) before they take up the role. including that they do not fall into the following categories:* They are not prohibited under the conditions in footnote *(a)* below.
* They are not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee.
* They are a fit and proper person within the meaning of the Finance Act 2010.
* They are not disqualified or barred from acting as a trustee under the Safeguarding Vulnerable Groups Act 2006.

In addition, trustees must be a member of the Gwent Wildlife Trust and must be willing to sign the Trustees’ Code of Conduct |
| **Conflicts of Interest** | All Trustees are required to make declarations relating to financial or personal interests and liabilities.  |
| **The Benefits** | All trustees should enjoy the experience and find that serving on the Trust’s Board:* is stimulating and rewarding, offering a sense of achievement as successes are realised;
* is worthwhile in terms of offering the opportunity to contribute substantially to the life of the Trust; and
* provides a deep sense of involvement, particularly from working with an excellent staff team and volunteer group.
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**Gwent Wildlife Trust**

**DESCRIPTION OF RESPONSIBLITIES**

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| **Role Title:** | Trustee of Gwent Wildlife Trust |
| **Role Purpose:** | Responsible under the Trust’s Articles of Association for guiding the management and administration of the Gwent Wildlife Trust, its land, property and funds, ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up. |

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| **Duties:** |
| * To contribute actively to the Board of Trustees’ collective role in:
	+ giving strategic direction to the charity, setting overall policy, defining goals and setting targets, and monitoring performance;
	+ ensuring that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations;
	+ ensuring that the charity pursues its objects as defined in its governing document;
	+ ensuring that the charity applies its resources exclusively in pursuance of its objects;
	+ ensuring the financial stability of the charity and ensuring the proper investment of its funds;
	+ protecting and managing the property of the charity;
	+ ensuring the effective and efficient management and administration of the organisation, delegating the day-to-day management of the charity to the CEO, supporting the CEO in his/her role, and holding the CEO to account; and
	+ safeguarding the reputation and values of the charity;
* To serve as a Director of Gwent Wildlife Trust as a Company limited by guarantee and registered in England and Wales, Company number 00812535.
* To represent the charity at functions and meetings, and act as spokesperson and ambassador for the Trust, as appropriate.
* To serve on standing sub-committees, groups and panels, as appropriate.
* To use their specific skills, knowledge and experience to help the Trust reach sound decisions.
* To sign up to and act in accordance with the Code of Conduct for Trustees.
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**Gwent Wildlife Trust**

**TRUSTEE APPLICATION FORM**

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| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Email address:** |  |
| **Telephone number:** |  | **Date of Birth:** |  |

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| **1. Please provide a short biography of yourself including a career summary.** |
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| **2. All Trustees have to be a member of the Gwent Wildlife Trust. If you are one already, what motivated you to become a member of Gwent Wildlife Trust?** |
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| **3. Why do you want to be a Trustee of Gwent Wildlife Trust?** |
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| **4. What skills do you have which you think might be useful to Gwent Wildlife Trust? These could include: finance, accountancy, business management (private or public sector), marketing, fundraising, charity law/legal, farming/rural economy, ecology/nature conservation including marine, education, people engagement, e-media and communications, administration experience, knowledge of local government, political contacts.** |
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| **5. Additional Information – please outline anything further that is relevant to your application.**  |
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| **6. Declaration**  |
| I hereby put myself up for election as a Trustee by the members of Gwent Wildlife Trust and confirm my willingness to serve as a Trustee with all the legal duties, responsibilities and liabilities this entails, should I be elected. |
| **Signed:** | **…………………………………………………** | **Date:** | **……………………….** |

 **ARTICLE FOR WAG MAGAZINE**

We’re looking for Trustees!

If you are committed to protecting wildlife, we are looking for new trustees for the Gwent Wildlife Trust. We are looking for people who will share our vision; who would be committed to tackling climate change and protecting wildlife; who like working as part of a diverse team. In addition, we are looking for people with specific skills, such as accountancy or fund-raising, farming and conservation. Gwent Wildlife Trust also values a diverse board of Trustees; we therefore welcome applications from people from ethnic minorities, women, younger people and from people with disabilities.

So, you might ask, what do GWT Trustees do? Trustees meet every two months for Board meetings. At the moment, these are being held remotely via Zoom. The Board is responsible for the strategic matters facing the Trust. Currently the Trust is undergoing structural changes as well as coping with the difficulties arising from Covid and lockdown. It is never boring!

If you join us, you will be part of a friendly and positive group of Trustees, helping to ensure a better future for the wildlife and people of Gwent.

The Trust is a charity and a Company Limited by Guarantee. Trustees must be members of the Trust. Trustee appointments are voluntary.

***What’s it like, being a Gwent Wildlife Trust trustee?***

GWT’s Chair of Trustees Alison Willott said, “I became a trustee about six years ago. It was fascinating meeting all the other trustees, several of whom were expert in specialist fields. As for my background, I was a civil servant, a teacher, a Citizens Advice Bureau adviser and a magistrate.

“Council discussions are always lively and varied. We are currently working on our next Strategic Plan and meeting the challenge of creating a sustainable future. As a trustee, I go round our nature reserves and meet our staff – we must have the most hard-working and knowledgeable staff in the UK! The work they do is endlessly fascinating and impressive. Gwent Wildlife Trust’s work is so important. Looking after our wildlife is part of a much greater mission: protecting our ecosystems, tackling climate change, and ensuring that human activities are sustainable. It is not just our wildlife we are preserving – it is the future for our grandchildren. It is one of the most rewarding roles I have ever had.”

***How do you become a Trustee?***

If you would like an informal chat to find out more about becoming a Trustee, email Alison at awillott@gwentwildlife.org or ring her on 01600 740 286. The application form and other details can be found on our website: [www.gwentwildlife.org/jobs/trustee](http://www.gwentwildlife.org/jobs/trustee) After you have filled in the application form, short-listed candidates will be asked to an interview with a couple of trustees and the Trust’s Chief Executive, to talk through the role and answer questions. Given the Covid situation, this interview will almost certainly also be via Zoom. We hope to complete our recruitment by the end of May.

1. *(a)This includes declarations that they are not under a disqualification order under the Company Directors’ Disqualification Act 1996, they are not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee, they are a fit and proper person within the meaning of the Finance Act 2010, and they are not disqualified or barred from acting as a trustee under the Safeguarding Vulnerable Group Acts 2006* [↑](#footnote-ref-1)