

September 2024

Chair (Designate) and Non-Executive Directors Recruitment Pack



Margaret Holland



Nottinghamshire
Wildlife Trust

The Trust's vision is for Nottinghamshire's people and wildlife to thrive together.

We believe:

- The natural world is valuable in its own right and is under threat
- People are part of the natural world and we depend upon it for our existence
- Everyone should have the opportunity to live in a healthy, wildlife-rich natural world
- It is vital that we work with others because we all have the power to make a positive impact on the nature and climate emergencies



Nottinghamshire Wildlife Trust (NWT) is the county's leading conservation charity run by local people for the benefit of local wildlife and communities. We are a part of a UK network of 46 local Wildlife Trusts working to protect and restore nature. Since 1963 we have been championing the views of people who care passionately about our county's wild places and with your support we can do even more. Our Mission is to protect Nottinghamshire's wildlife, restore biodiversity and inspire people to act for nature and climate.

East Midlands Environmental Consultants, trading as EMEC Ecology, is a subsidiary of the Trust, providing a one stop shop for ecology, biodiversity, project management and land management services.

Nottinghamshire Wildlife Trust Trading Limited (NWTTL) is also a subsidiary, running cafes, retail shops, conferencing, and a range of events; audience participation and involvement at our Attenborough and Idle Valley flagship nature reserves – plus online retail sales.

All Profit with Purpose from these subsidiaries flows into supporting our charitable work across the county, creating a wilder future for Nottinghamshire.



What we do

We care for dozens of nature reserves across the county, including a mixture of valuable wildlife habitats ranging from beautiful wildflower meadows to splendid ancient woodlands. We engage the local community through events, education and volunteering opportunities and seek to ensure our county is a healthy and wildlife rich place to live.

We are a leading voice in standing up for wildlife and the environment. Particular attention is given to positively influencing the planning process at the district, county and regional levels. We also work nationally in partnership with sister Wildlife Trusts.

Not only do we manage our own land, we also advise other landowners how to manage their land to benefit wildlife. We are always looking for new ways to secure the future of the county's natural world and we are currently developing a range of projects that link habitats and landowners over large areas of land and seek to influence the management of whole landscapes, placing wildlife conservation at the heart of decision making.

We aim to create a wilder future for Nottinghamshire, with a vision to recreate and reconnect our fragmented landscape. This involves restoring large areas of habitat, improving the connections between greenspaces and making the wider landscape more wildlife friendly. With your help we can shape a bright future for the wildlife and people of the county.



Image: Keeping it Wild young people dead hedging at Woodthorpe Meadow



Governance

Nottinghamshire Wildlife Trust (NWT) is run by a Council of Trustees according to its Memorandum and Articles of Association and Regulations. Decision making is undertaken by Trustees at Council meetings and at the Annual General Meeting for members.

We are also a partner in the largest voluntary organisation in the UK concerned with all aspects of wildlife conservation, The Wildlife Trusts (TWT). This partnership of 46 individual Trusts manages more than 2,300 nature reserves and has more than 900,000 members.

As a registered charity, we also submit accounts to the Charity Commission where more details of our activity can be viewed.

Chair (Designate) - NWT Board

Why we need this role

- To provide leadership to the Board of Trustees, ensuring that Trustees operate effectively by taking account of good practice and fulfilling their duties and responsibilities for the proper governance of the Trust.
- To support, and where appropriate, challenge the CEO and to ensure collaboration between Trustees, staff and volunteers to ensure the successful implementation of NWT's strategy.
- To drive forward our ambition to become a truly inclusive and diverse organisation, supporting our internal development and connecting with new audiences and allies.

It is anticipated that the Chair (Designate) will work alongside the current chair for a period of induction and familiarisation before assuming full responsibility for the role.

This is a voluntary position, with travel expenses reimbursed.

What this role involves

A) Leadership and governance

1. to ensure that Council furthers the charity's overall purpose, as set out in its governing document, setting its direction and strategy, approving key policies and identifying key governance decisions to be made
2. to ensure, along with the CEO, that the work of the charity is effective, responsible and legal, including (but not limited to) financial and risk management
3. to ensure, along with the CEO, that the Trust has an appropriate governance structure with the Board having the necessary skills to govern effectively
4. to ensure appropriate induction and training for Trustees
5. to ensure that the Board reviews its own performance
6. to encourage Trustees to meet staff and attend activities run by Trust staff and volunteers, leading by example and demonstrating the Board's awareness of, and appreciation for their work

B) Effective conduct of Board meetings

7. to chair Board meetings effectively, encouraging all Trustees to participate and feel free to challenge
8. to take an active role in setting Board agendas, and that relevant and timely information is provided by the CEO to allow appropriate Board decision making
9. to ensure the Board takes collective ownership of its decisions, and that decisions are implemented

Chair (Designate) - NWT Board

C) Supporting and challenging the CEO

10. to ensure clear, open processes for recruitment or dismissal of the CEO and for setting CEO remuneration
11. to develop a professional and open relationship with the CEO, setting and reviewing performance indicators and ensuring opportunities for CPD (Continuing Professional Development) and professional support
12. to ensure that the Board challenges the CEO constructively as a “critical friend”
13. to ensure there are mechanisms to verify that the Board receives a balanced and honest picture of Trust performance

D) General Trustee responsibilities

14. The Chair also has the responsibilities of a Trustee and the NWT Trustee role description is therefore also relevant
15. All NWT volunteers are expected to operate within NWT’s policies and procedures

Time commitment:

Approximately 4 days per month with flexibility for greater commitment dependent on events and issues.

Nottinghamshire Wildlife Trust meetings:

1. Council – 4 meetings per year (in person preferred, online offered where required)
2. Sustainability Committee – 4 meetings per year
3. Other standing committees as need arises – attend each committee at least once per year
4. Local Group gatherings – encouraged to attend (2 per year)
5. Regular meetings with CEO arranged at mutual convenience to include formal annual appraisal and 6 monthly review meetings

Regional/national meetings:

6. TWT and Chair / CEO Leadership meetings

The Chair will be expected to attend a wide variety of other non-standing internal meetings, external meetings and events to represent the Trust

Duration of role:

The Chair is appointed for a three-year term, with a possible additional three years if mutually agreed and re-appointed.



Experience, skills and qualities needed

Governance

Understanding of the Trust, our values and culture, and the legislation that we operate within. Ideally bringing experience of working in an executive role within a not-for profit / public sector organisation.

Strategic

Able to shape our vision and future, and willingness to take responsibility for our long-term success or failure.

Leadership

Committed to the Trust, our vision and goals. Clear on the role of the Chair and able to commit sufficient time to lead the organisation, working in partnership with the CEO. Able to create an environment for a high-performing Board of Trustees, being a natural team player, good listener and with the ability to affect change.

Decision making

Steering the Board to identify key governance decisions to be made and ensuring that Trustees make sound decisions based on clear information and evidence. Able to look at situations objectively and analytically, considering multiple perspectives. Able to manage potential conflicts of interest to maintain probity and the Trust's reputation.

Collaboration

Forging strong relationships with the CEO, Trustees and other internal and external stakeholders. Able to connect with and influence others, understanding different interests and perspectives and with the confidence to build support for and further the work of the Trust.

References/checks required?

DBS check as NWT works with children and adults at risk.

Prior to appointment, NWT will seek confirmation that any individual is not disqualified under the Charity Commission's automatic disqualification rules.

References will be needed.

All volunteers are asked to agree to our Volunteer Code of Conduct.



Role Description

Non-Executive Director – EMEC/NWTTL

Location

Nottingham / remote

Time commitment

Equivalent to about one day per month to:

- Attend four Board meetings and one strategy day annually, in person
- Attend monthly staff briefings whenever possible
- Offer support and leadership to the Board and management team

This role is not remunerated. Reasonable expenses will be reimbursed.

Purpose

- Provide strategic leadership in collaboration with other Board members
- Offer support and leadership in particular professional specialisms, as detailed below
- Work with Board colleagues to:
 - Inspire staff and external stakeholders through the promotion of our vision, mission and values
 - Develop our business, through the delivery of strategic and business plans, as agreed by the Board
 - Ensure that the organisation is compliant with all statutory and other requirements

Key responsibilities

- Attend and offer strategic input into Board meetings and other events
- Support and advise staff and fellow Directors in any area of appropriate professional expertise you possess
- Act as an ambassador and promotor of [EMEC / NWTTL] as a commercial business, closely aligned with Nottinghamshire Wildlife Trust
- Formal responsibilities common to any Director
- Work with fellow Directors to:
 - Agree policy, strategy and targets
 - Evaluate internal performance
 - Communicate the work of the Board to internal and external stakeholders



- Professional experience and leadership in [commercial legal matters or the construction sector (EMEC); the catering or events sectors (NWTTL)]
- A commitment to our mission, aims and ethos along with a willingness to devote the necessary time and effort
- Experience of a Director / governance role within a commercial or other appropriate organisation
- A wish to optimise Nottinghamshire Wildlife Trust's charitable delivery through generation of commercial Profit with Purpose
- An understanding of the linkages and balances between a charity and its commercial subsidiaries
- Ability to explain information in an accessible way to fellow Directors and staff
- Good, independent judgement and an ability to think creatively
- Ability to work effectively as a member of a team
- An understanding and acceptance of the legal duties and responsibilities of Directorship

References/checks required?

As a key senior volunteer supporting Nottinghamshire Wildlife Trust, we ask that you sign our Volunteer Code of Conduct.

All volunteers are asked to agree to our Volunteer Code of Conduct.



Next Steps

If you have a passion to join us in our fight for nature, then we'd love to hear from you! If you feel you meet some of the criteria but not all, we really hope you'll enquire and learn more.

If you would like to know more about these opportunities, please contact Katherine Wilson, Chair of NWTTL katherine@number8marketing.co.uk or Paul Wilkinson, CEO of NWT and MD of both EMEC and NWTTL pwilkinson@nottswt.co.uk for an informal discussion.

To apply, please email a CV and covering letter to Katherine Wilson:

katherine@number8marketing.co.uk

Recruitment Timetable:

Closing date: 7th October

Interviews: 10th, 15th or 16th October

AGM Date: 6th November





Nottinghamshire
Wildlife Trust

nottinghamshirewildlife.org

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Reg. Charity No. 224168.

