



Landguard Trust Chair Recruitment Pack

Landguard today



Over **£250,000**
generated
annually by
volunteer groups
and Landguard
partnership

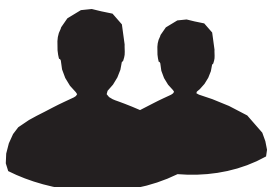


25,000
visitors
annually to
the Fort

500,000
visitors
annually to
the peninsula



6 staff
across the
peninsula



Over **100**
bird
observatory
members

Over **100**
volunteers
and
trustees



Help build Landguard's next exciting chapter

Dear Applicant

The Landguard and Felixstowe Conservation Trust (Landguard Trust) welcome your interest in this exciting role as Chair of the Landguard Trust Board.

The Landguard peninsula is a special place situated next to the Port of Felixstowe and bordered by the North Sea, Harwich Haven and the town of Felixstowe, it brings together environmentally significant, yet sensitive spaces nationally recognised as a Site of Special Scientific Interest. This importance rests on the Landguard Peninsula's rare, vegetated shingle environment and it is also a critical migration pathway for a wide range of birds. Its strategic significance extends to our human story too. Its commanding position at the mouth of the River Orwell has underpinned almost 500 years of fortification development, culminating in the iconic Grade I listed Landguard Fort. This landmark comprises part of a wider Scheduled Ancient Monument that encompasses the Ravelin Block which contains the accredited Felixstowe Museum collection. Where else will you find such a rich and diverse range of heritage and nature in such a small area?

We are seeking to appoint an outward-looking Chair to lead the Landguard Trust. The Landguard Trust acts as an umbrella organisation for different elements and organisations that make up Landguard. The Chair will ensure the good management of the Landguard Trust to manage the Nature Reserve and support our Landguard partners, leading the process of attracting funding and resources to realise the ambitions for the Peninsula as a whole. The Chair will need to be a proactive networker and effective communicator with a high degree of advocacy for the broad range of stakeholders. The role will require energy, commitment, good organisational skills and an enterprising, collegiate approach with the ability to inspire partners and supporters.

The Landguard Trust represents a rare opportunity to take forward a regionally significant project, backed by serious players. In strategic terms, the remit of the Trust is to ensure a holistic, sustainable place-based approach to the peninsula. Growing and maintaining good relationships with organisations including English Heritage, local Government, the adjacent Port of Felixstowe and the Harwich Haven Authority is essential. The Trust will complement the work of the existing organisations active in the region (public, private and non-profit/charitable).

In summary, the Chair's role is to lead the Landguard Trust in supporting the conservation and enhancement of the historic and natural elements that make Landguard so special, for the benefit of visitors to Landguard, the many volunteers that are essential to Landguard's operation, the heritage and biodiversity of the site, and the growth of the local economy.

The Landguard and Felixstowe Conservation Trust
Charity number 1198844
The Trust is a Community Interest Organisation (CIO)
registered on the 05 May 2022

To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment and preservation of the historical architectural, archaeological and natural heritage of Landguard Point and surrounding areas by working with stakeholders and partners, and by providing or assisting in the provision of advice, support and grants.

The Trust has a 25 year peppercorn lease from East Suffolk Council for the Landguard Nature Reserve. The majority of the Reserve is also designated as a Site of Special Scientific Interest and Scheduled Monument.

The Trust also has a peppercorn lease from the Harwich Haven Authority for the HHCB bungalow which comprises the Nature Reserve Manager's accommodation and Trust office

As part of a Memorandum of Understanding the Trust receive the income (less £3,000 p.a.) from the Viewpoint and Landguard car parks, and also the rent from the Viewpoint café. The Trust manage these funds for the benefit of the whole of Landguard.

In addition the Council pay £15,000 per annum to the Trust to manage and maintain the Reserve.

The has three employees:
Operations Manager
Nature Reserve Manager
Marketing Coordinator

The duties of the Landguard Trust trustees are:

- Ensure the charity is carrying out its purposes for the public benefit
- Acting in the charity's best interests
- Managing the charity's resources responsibly
- Complying with the charity's governing document and the law
- Ensuring the charity is accountable
- Acting with reasonable care and skill

Role descriptor for Chair of Trustees of the Landguard Charitable Trust

Primary objective

The primary objective of the Chair is to lead the Board by providing overall leadership to the Landguard Trust in co-operation with fellow Trustees, staff, and partners.

The Chair shares with all other Trustees the legal duties as laid down in charity and other law and regulation.

Main role and responsibilities

1. Strategic leadership

- a) To lead the Landguard Trust Board with a clear strategic direction and priorities.
- b) To lead and oversee the Trust's initiatives to attract funding and resources to the Landguard Peninsula
- c) To ensure that the Board acts in accordance with the charity's governing documents
- d) To ensure that Board decisions are communicated effectively to all stakeholders and implemented.

2. Maintaining an effective Trustee Board

- a) ; Maintaining a board with an appropriate and balanced skill set; finding competent new Trustees when necessary and providing for Chair and Trustee succession.
- b) To strengthen Trustee Board effectiveness by taking steps to increase knowledge and practice of good governance within the group (e.g. Charity Governance Code).
- c) Supporting Trustee Board personal development, through implementing an effective review process for Trustees and through continually seeking to improve his or her own performance.
- d) To oversee the operation of any Committees of the Trustee Board, ensuring that such Committees are accountable to the Trustee Board through their terms of reference and reporting to the Trustee Board.
- e) To provide confidential and impartial advice and guidance to Trustees, and to address any conflict between Trustees.

3. Representing the Landguard Trust externally

- a) Acting as a spokesperson for the Trust, and represent the Trust at events, Conferences and Trust activities.
- b) Build and maintain networks with key influencers and appropriate stakeholders

4. Ensuring an effective relationship with Landguard Trust staff

- a) To lead the Board on the support, development, performance management and appraisal of Trust staff.
- b) To build and maintain an effective working relationship with Trust staff based on mutual understanding of each other's role, trust and openness.
- c) To serve as the Trustee Board's representative where required under Trust disciplinary process.

5. Ensuring effective Trustee Board decision making

- a) To oversee the scheduling of meetings, development of forward programmes of business, and setting of agendas.
- b) To lead Trustee Board meetings, facilitate discussion, allowing enough time for discussion of complex or contentious issues, encourage all Trustees to participate, and ensure effective decision making.
- c) To oversee the circulation of clear and relevant reports to the Trustee Board before meetings.
- d) To oversee circulation of relevant information to Trustees between meetings, to ensure Trustees are kept up to date with key developments or issues in the charity.
- e) To act as a point of contact for Trustees between meetings.

Person Specification for Chair of Trustees of the Landguard Charitable Trust

Landguard Trust partners are working actively to ensure that the prospective Chair has the right skills and experience to lead the charity effectively. The selection process is evidence based and we will look for clear examples of how candidates meet the essential criteria below.

Essential commitment

The Landguard Trust Chair is expected to demonstrate their:

1. Understanding and acceptance of the duties and liabilities of being a charity Trustee
2. Empathy with the vision and aims of the Trust
3. Ability and willingness to devote the necessary time and effort
4. Ability to maintain confidentiality on confidential and/or sensitive information.

Essential competencies

1. Demonstrable leadership ability, with accent on collaboration and influencing skills, harnessing the strengths and skills of the board as a team and individually.
2. Strategic and forward-thinking approach, with an ability to anticipate issues and risks, and to identify opportunities
3. Relevant experience relating to leading and growing an organisation delivering benefit to the public
4. Able to lead the Trust in attracting the funding and resources it needs to deliver its ambitions
5. High level advocacy, communication and influencing skills with internal and external stakeholders
6. Ability to understand and lead the process of determining strategy for a complex charity.
7. Commitment to the Trust, its purpose, values and culture
8. An excellent understanding of good governance
9. Energetic and highly organised - able to prioritise effective use of Board time, facilitate timely and focused distribution of information, ensure appropriate follow-up to Board decisions
10. Has previous experience in successfully chairing a board and/or committee/s.
11. An excellent communicator and attentive listener with the ability to summarise, clarify goals and promote decision-making.
12. An independent minded impartial and diplomatic individual who inspires trust and has credibility with relevant opinion formers and decision-makers
13. Interest in and awareness of the heritage, museum or environmental sectors
14. Good business acumen
15. Able to maintain an independent perspective and with no significant conflicts of interest

Time commitment for Chair of Trustees of the Landguard Charitable Trust

The following gives an indication of the commitment which Landguard Trust would expect of a Chair: Be the



- key ambassador for the Trust.
- Attendance at Landguard Trust Trustee Board meetings
- Attendance at one Trustee Board strategy meeting each year.
- Attendance and contribution to any Sub-Committee or Task & Finish Group meetings that the Chair may join.
- Preparation for Trustee Board and committee meetings.
- Meetings with key stake holders, funders, donors and partners.
- Attendance at Landguard Trust events.
- Participate on behalf of Landguard Trust at events such as conferences, where a trustee can contribute personal expertise.
- Hold meetings with staff and volunteers to give support and guidance and to ensure that the Trust is up to speed on emerging issues.
- Lead a nominations committee for the selection of potential new Trustees.
- Lead Trustee Board review process and hold regular one to ones with all Trustees.

The position of independent Chair is not salaried but reasonable expenses are paid. Appointment is for a three-year term with the opportunity for renewal by mutual agreement.



Application Process for Chair of Trustees of the Landguard Trust



To apply, please send a current CV and covering letter no longer than 2 A4 pages stating why you are interested and how your experience matches the role descriptor and person specification by e-mail to Paul Grant, Landguard Trust Manager (paulgrant@landguardtrust.org.uk)

Please provide names and contact details (phone number and email address) for two referees.



Prior conversation

We would encourage all those considering becoming the Chair to contact us via the email above to set up a convenient time for an informal and informative discussion with one of our current trustees.

Eligibility

Prior to submitting an application, all applicants should check that they are not disqualified under charity or company law from becoming a Trustee of Landguard Trust. All Trustees will be required to sign a declaration that they are not disqualified.

Thank you for your interest in the role of Chair and the Landguard Charitable Trust.





Partner organisations

Landguard Fort Trust

Most of Landguard Fort is managed under agreement between English Heritage and the Landguard Fort Trust (LFT) and is open to the public on a regular basis from spring to autumn each year.

Landguard Fort Trust's interest in the site is as holder of a Local Management Agreement with English Heritage Trust to undertake the day to day care and management. It is reviewed and renewed every five years. Landguard Fort Trust is a charitable company (charity registration number 1044712; company registration number 03024733).

Landguard Fort Trust's objectives relating to the site are:

- To act for the English Heritage Trust (EHT) in opening Landguard Fort to the public and levying an entrance charge and performing maintenance work;
- To advance the education of the public about the role of Landguard Fort as a building of great historical and educational interest in the defence of the realm; and the ways in which the inhabitants of Landguard Fort lived their daily lives;
- To design, implement and manage a development plan;
- To develop retail facilities and an events programme.

The largest of the charities on the site, the Landguard Fort Trust opens the fort to the public, carries out maintenance and also runs educational visits, group tours and events. The Landguard Fort Trust employs two full-time staff

Felixstowe History and Museum Society

The Felixstowe History and Museum Society (FHMS) has a longstanding licence with EHT that is reviewed annually. It has one full-time manager

FHMS is a registered charity (no: 278342) that operates an accredited Museum housed within the Ravelin Block part of the Ancient Monument adjacent to the Fort. The building was once home to a submarine mining establishment. The Museum's interest in the site is as holder of a licence with EHT.

FHMS's objectives relating to the site are:

- The FHMS interprets the Museum building (the Submarine Mining Establishment of 1878) as a building of historical and educational interest in the defence of the realm and, in particular, the estuary;
- To consolidate and extend the range of artefacts in the museum;
- To maintain the Arts Council museum accreditation;
- To advise and educate the public about the history of Felixstowe and surrounding areas at the Museum and through outreach programmes;

The Museum also has retail facilities and an events programme. All utilities are paid by the Port of Felixstowe. Men's Shed also use space within the Ravelin Block informally, but with the approval of EHT.

Landguard Conservation Trust (website: <https://www.lbo.org.uk>)

The Landguard Conservation Trust has a licence with EHT that is reviewed and renewed annually with no rent paid. It is volunteer run. EHT pay a small annual allowance to support basic maintenance, inspection and landscape management by the Landguard Conservation Trust.

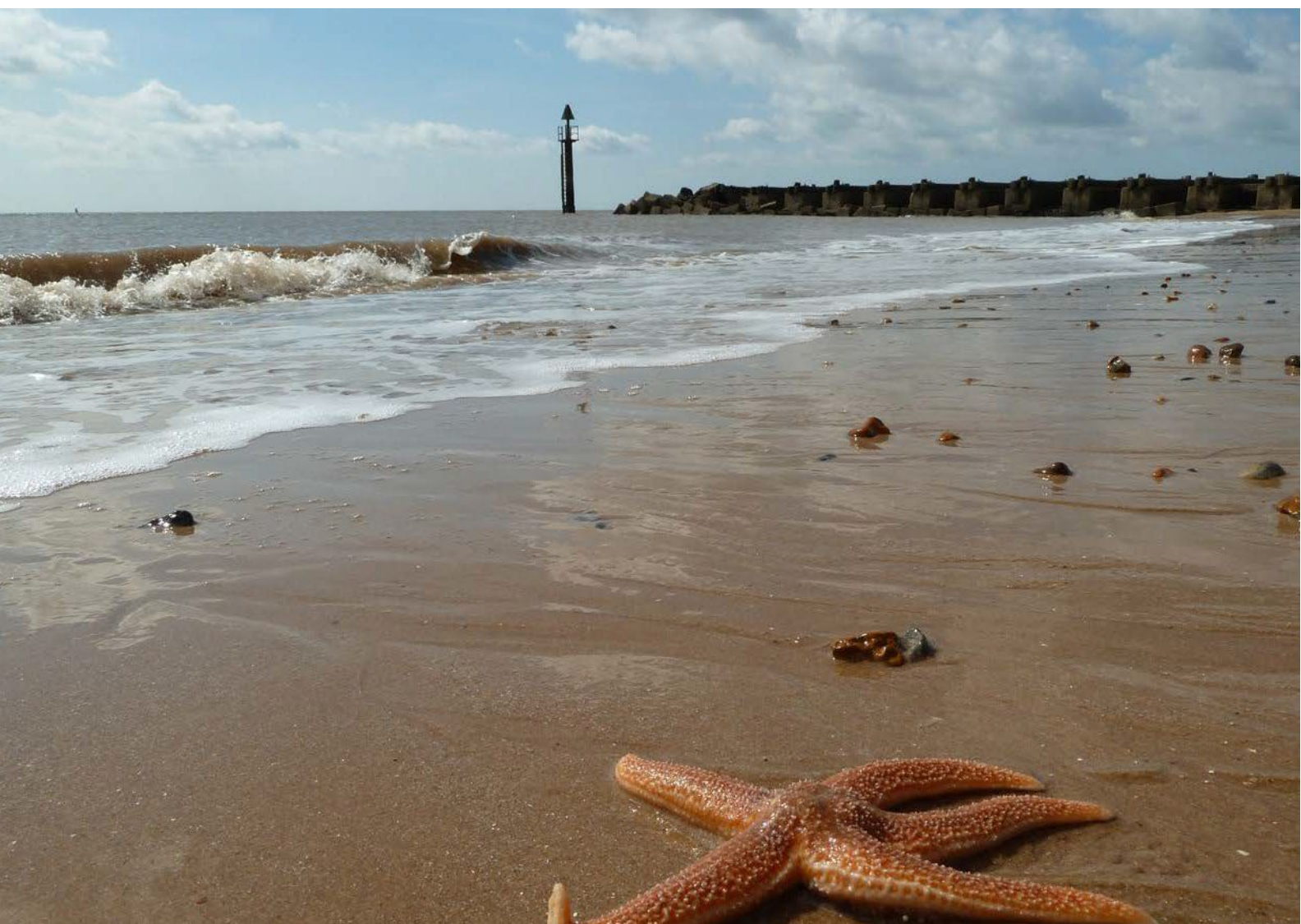
Landguard Conservation Trust's interest in the site is as holder of a licence with the Historic Buildings and Monuments Commission for England The Landguard Conservation Trust includes Landguard Bird Observatory, which is based within the Landguard Fort Right Battery and carries out the scientific study of bird migration.

Landguard Conservation Trust is an unincorporated charity (charity registration number 1094661). Landguard Conservation Trust's objectives relating to the site are to:

- Monitor bird (and other wildlife) populations and migration through Landguard Peninsula;
- Establish the Landguard Bird Observatory as a centre of excellence for the study of migration;
- Provide interpretation and education about migration as well as training for ringers.

The Conservation Trust employs a seasonal warden from mid-March to mid-November.

Discussions with EHT are at an advanced stage for the Landguard Trust to become the leasholder for the entire EHT site comprising the three organisations above.



Discover Explore Support



Discover Explore Support