



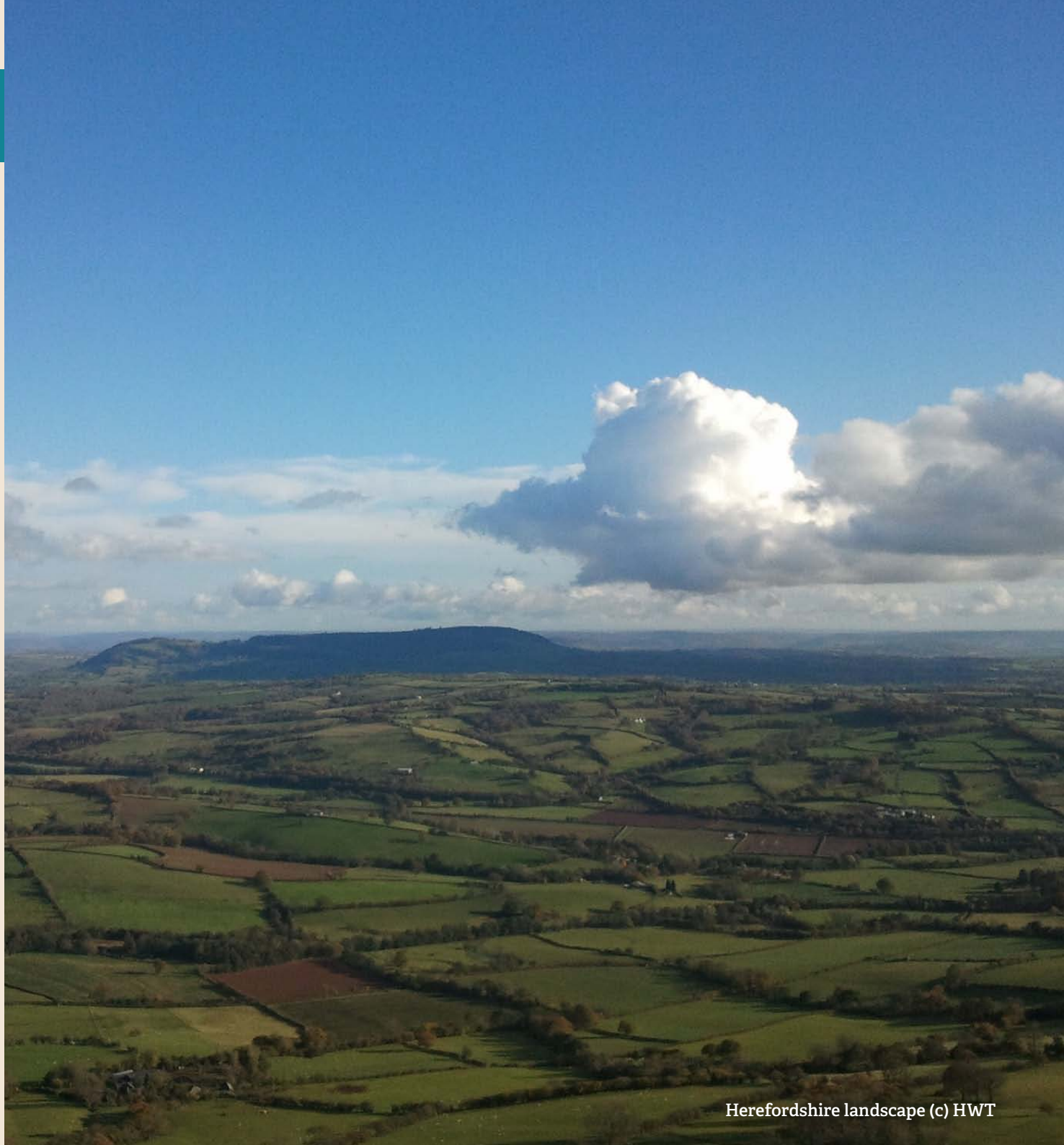
**Herefordshire**  
Wildlife Trust

# Recruitment Booklet for Trustees



# Contents

From our Chair of Trustees	3
About Herefordshire Wildlife Trust	4
Our Vision for Herefordshire	5
The Board of Trustees	6
Job Description and Person Specification	7
Terms & How to Apply	9



## From the Chair

Welcome,

Thank you for expressing an interest in applying to become a Trustee of Herefordshire Wildlife Trust. Herefordshire Wildlife Trust has been standing up for wildlife and wild places for more than 60 years. We need Trustees with energy, enthusiasm, and commitment to help us accelerate our influence on wildlife and nature recovery issues in the county and beyond.

We work to recover nature at scale through deeper collaborations, working with local community organisations and networks, and Herefordshire Council, to develop a clear plan for nature's recovery. We are also working with neighbouring Wildlife Trusts, river partnerships and national partners such as the Woodland Trust, National Trust, and Duchy of Cornwall. We are just beginning the process of developing our strategic plan for the next three years.

So, with lots happening, it's an exciting if challenging time for the Trust. Urgent action is needed to address the decline of wildlife in our beautiful county – and we need to muster all the resources and skills we can to succeed.

We are a welcoming board who support and challenge each other to do better for wildlife.

We look to recruit trustees from a range of backgrounds, life stages and skills to join us.

At this time, we are looking for up to three Trustees. We would be particularly interested in candidates with good experience in:

- ecology and the environment;
- the law relevant to our work; and
- the management of estates and land.

You would also need the following skills and qualities:

- A strong commitment to wildlife conservation and the Vision of the Trust;
- A good understanding of governance, gained either as a Trustee of another charity, a director of a company, or as a manager who has worked with Boards;
- The ability to apply clear logical thinking and creativity to developing our strategy

If you are successful, you will be welcomed and supported by a talented and committed board of trustees, a strong and experienced staff team and an active and expanding band of volunteers and by the wider Wildlife Trust movement. We hope you are inspired to apply, and we look forward to hearing from you.

**Jake Bharier**, Chair, April 2026



Butterfly orchid (c) Paul Lloyd

# About Herefordshire Wildlife Trust

Herefordshire Wildlife Trust (HWT) is a medium sized charity, one of the smaller Trusts in the federation of 46 Wildlife Trusts. However, we punch above our weight and our dedicated and ambitious staff have high aspirations to play a full part in delivering the Wildlife Trusts' '30 by 30' ambitions.

**Office:** our offices are at Queenswood Country Park and Arboretum, in the centre of the county on the main A49 between Hereford and Leominster.

**Shops:** we have charity shops in Ledbury and Hereford and a gift shop at Queenswood Country Park.

**Nature Reserves:** the Trust manages 56 Nature Reserves, covering 600 ha.

**Staff team:** we have a core staff team of about 30 FTE with a wider team of sessional staff supporting our nature action and retail functions. We are a fully flexible employer.

**Trustees:** we have a highly skilled Board of 9 Trustees. You can meet our current Trustees here: [www.herefordshirewt.org/what-we-do/meet-team](http://www.herefordshirewt.org/what-we-do/meet-team)

**Members:** we have a membership of circa 8,000. Our membership growth, penetration and retention figures are high. We have a service level agreement for membership recruitment with South-West Wildlife Fundraising Ltd, who perform well for us.

**Volunteers:** we are supported by a team of around 500 highly skilled volunteers in a truly astounding range of roles.

**Branches:** we have six local branches running talks and events for members, and increasingly supporting or driving local conservation projects and activities as part of our Nature Action Network.

**Finances:** our annual income is about £3 million. About one third of this comes from grants for specific projects. Our commercial income is about £0.9 million. Membership income, donations, appeals and the occasional legacy comprise most of the balance. A copy of our most recent audited accounts is available at <https://www.herefordshirewt.org/what-we-do/publications/annual-reports>



Young Nature Rangers, Bartonsham Meadow 2026  
(c) Gavin Dickson

## Our Vision for Herefordshire

- Herefordshire revived as a county with thriving wildlife - with nature reserves and wild spaces at the heart of an expanding and effective Nature Recovery Network.
- Space for nature across our farmed landscape and extending into our towns and villages.
- Healthy naturally functioning rivers and floodplains - providing clean water, mitigating flooding and alive with wildlife.
- Flowery meadows and commons buzzing with life, natural woodlands alive with birdsong, ancient trees properly venerated, and road verges, hedgerows and village greens managed for wildlife.
- Wild spaces accessible within 10 minutes of every home for everyone to enjoy and appreciate.
- A Green economy – with Herefordshire ahead of the curve on promoting and installing green technologies and promoting green tourism.
- Herefordshire seen as a vibrant 'green county' - attracting new young families for the quality of life and the countryside experience.
- A strong partnership of organisations and communities across Herefordshire collaborating to address the climate emergency and ecological crisis.



Pear trees in blossom (c) Trevor Hulme

## The Board of Trustees

Our trustees are responsible in law for governing the charity. They are unpaid volunteers with a wide range of skills and experience who share our passion for wildlife and people. As a registered charity, HWT operates as a company limited by guarantee – hence the Trustees of the charity are also the Board of Directors for the company. The Board is responsible for setting the strategy and policies of HWT and for safeguarding its financial position, its brand and reputation. The Board guides and supports the Chief Executive and other staff as appropriate. The general duties of Trustees are set out in the section below: “Trustee role description.”

Our trustees serve three-year terms. While they can offer themselves for re-election at the Annual General Meeting, each trustee’s total term is limited to three terms to make opportunities for new people to join the Board. The Board currently has 9 serving Trustees. We are looking to augment our collective skills, particularly in the areas of environment and the ecology, relevant law, and the management of our estate. Successful candidates would be co-opted as trustees, and then presented for election for their first term at our Annual General Meeting in early October.

We recognise that our board currently lacks diversity and therefore welcome applications from individuals from all walks of life. We particularly welcome applications from young people, people from BAME backgrounds and people with disabilities. We understand that new perspectives are an asset. We embrace the challenge of increasing our diversity and the contribution diversity makes to our movement. Full induction, training and support will be provided.



# Trustee Role Description and Person Specification

## The duties of a Trustee are:

- To ensure that the Trust complies with the objects of its governing document which are:
  - a) For the benefit of the public to advance, promote and further the conservation, maintenance, and protection of:
    - i) wildlife considered to be worthy of protection for the public benefit, and its habitats;
    - ii) places of natural beauty;
    - iii) places of zoological, botanical, geographical, archaeological or scientific interest;
    - iv) features of landscape with geological and physiographical value in any ways that are available in law and in particular, but not exclusively, by promoting biodiversity.
  - b) To advance the education of the public in the principles and practice of sustainable development\*; and biodiversity conservation.
  - c) To promote research in all branches of the study of the natural world which will be for the benefit of the public and to record and/or publish the useful results thereof.

*\*Sustainable development has been primarily defined as "Development which meets the needs of the present without compromising the ability of future generations to meet their own needs" (the Brundtland Commission)*
- To ensure that the Trust complies with charity law, company law and any other relevant legislation or regulations.

- To ensure that the Trust pursues its objects as defined in its governing document.
- To ensure the Trust applies its resources exclusively in pursuance of its objects. i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the Trust, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the Trust.
- To ensure the effective and efficient administration of the Trust.
- To ensure the financial stability of the Trust.
- To protect and manage the property of the Trust and to ensure the proper investment of its funds.
- To appoint the Chief Executive Officer and monitor his/her performance.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, other issues in which the trustee has special expertise. Trustees should also be willing to undertake training/self-development to improve their skills and knowledge where required.

### **Trustee person specification:**

- A commitment to the organisation.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- An ability to work effectively as a member of a team.

Each Trustee should be willing to work to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **Time commitment**

The Board meets five times a year. Trustees are also expected to participate in sub-committees, of which there are currently two, dealing with finance, and with conservation matters. Meetings are usually held at our offices at Queenswood. However, we have taken the opportunity of covid to develop our ability to enable participants to join remotely. These meetings last for approximately two and a half hours. At least once a year, there is a joint meeting of Trustees and staff.

Trustees are also expected to participate occasionally in ad-hoc or established sub-groups. Certain Trustees may also be asked to attend national or regional Wildlife Trust's fora.

### **Terms**

This is a voluntary, unpaid role, though with reimbursement of essential and reasonable expenses.

# How to apply

Applications should be made online or by email to our HR department: [HR@herefordshirewt.co.uk](mailto:HR@herefordshirewt.co.uk)

## Herefordshire Wildlife Trust Application form to be a Trustee – Fill out form

You will need to complete our online form which includes :

- A covering statement explaining why the role interests you.
- Your education and professional qualifications and full employment history. Please provide daytime and evening telephone contact numbers and e-mail addresses, which will be used with discretion. This should include names and contact details of two referees. References will not be taken without your permission.
- Our Equal Opportunities Monitoring details
- You will also need to complete a Skills Audit explaining what skills you would bring to the role which will be sent to you separately to complete.

If you would like to discuss this role informally, please contact Eleanor at [e.cherry@herefordshirewt.co.uk](mailto:e.cherry@herefordshirewt.co.uk) who will arrange for you to have a discussion with one of the current Trustees.

**The closing date for applications is 8th June 2026**

**Interviews will be held on 18th & 19th June**

Thank you very for your interest in applying to become a Trustee of Herefordshire Wildlife Trust.



Fieldfare (c) Peter Stamer

Cover image: Snake's head fritillaries, Lugg Meadow (c) Katherine Beasley