



Worcestershire
Wildlife Trust

Trustee Recruitment Pack



Contents

Introduction.	3
About Worcestershire Wildlife Trust.	4
Our impact	4
Our strategy 2023–2030.	5
The Council of Trustees	7
The duties of a trustee.	8
Person specification	10
Our requirements for 2024	12
Being a trustee – FAQs	15
Trustee recruitment process	20



Introduction

Thank you for your interest in becoming a trustee of Worcestershire Wildlife Trust. This is a really important time to support nature's recovery and help protect wildlife and wild places across our county.

The current trustees and staff of Worcestershire Wildlife Trust have produced this information pack to help you decide whether you would like to apply to become a trustee. If you require a different format or have any questions not answered by this pack, please email enquiries@worcestershirewildlifetrust.org



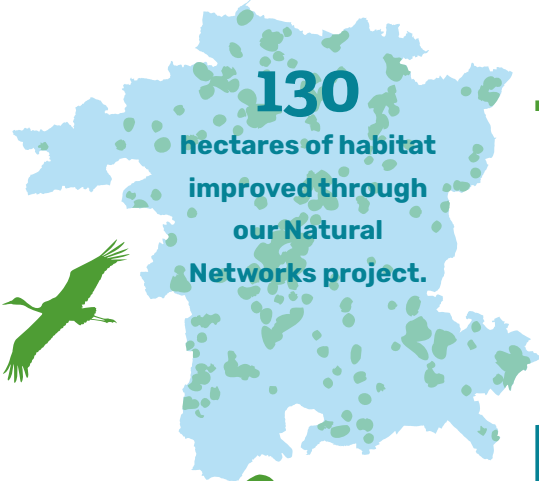
Brimstone moth

About Worcestershire Wildlife Trust

Worcestershire Wildlife Trust is the county's leading local conservation charity, working towards a county rich in wildlife.

With the support of our volunteers and members we manage over 3,000 acres of land for wildlife and people across Worcestershire. We work with other organisations and landowners to protect and connect wildlife sites across the county. We also work with and inspire local communities and young people to care for wildlife where they live. Worcestershire Wildlife Trust is one of 46 Wildlife Trusts working across the UK.

Our impact



1 in 25
households
are members
of the Trust.



347

planning applications
or appeals reviewed.



1,425 m of woodland
rides managed for wildlife at our
Trench Wood nature reserve.

100,000 acres
across the county for which
we are providing land
management advice.

Our strategy 2023–2030

Our vision, mission, and strategic goals

- **Our vision:** A wilder Worcestershire – more nature everywhere, for everyone.
- **Our mission:** To lead nature’s recovery through community action.

Our three strategic goals

- Nature in recovery: 30% of land in recovery for nature by 2030.
- Action for nature: 1 in 4 people taking action for nature by 2030.
- Sustaining our future: more diversity, more funding; carbon zero by 2030.

Find out more <https://bit.ly/WWTStrat23-30>



The Flashes, Christopher Cadbury
Wetland Reserve at Upton Warren

Eleanor Reast



The Council of Trustees

Worcestershire Wildlife Trust is governed by a council of trustees. Council is responsible for ensuring effective governance, setting and monitoring the Trust's strategic direction and policies and ensuring compliance with all relevant legislation and regulations (including the Charities Act 2011 and Companies Act 2006).

The Charity Commission website has more information on the duties of a trustee [here](#).

More information about standards of best practice for governance can be found [here](#).

Trustees are required to attend council meetings. There are eight of these per year, although this may be supplemented with additional meetings as needed. Meetings are usually held on Monday evening at our HQ at Lower Smite Farm with online attendance via Zoom for those unable to attend in person. Trustees are also required to attend the Annual General Meeting and meetings of any committees or working groups they are involved in. The Chair, Vice Chair, Honorary Treasurer and honorary Secretary are elected by the Council annually. Council currently has 15 members, some of whom will be standing down at the next AGM in October 2024. Profiles of current trustees can be found [here](#).

The normal mode of communication for council matters is email and electronic format documents. This enables the effective use of time and resources and minimises our environmental impacts where possible.

The duties of a trustee

Trustees are committed to devoting time and effort to use their skills, knowledge and experience to help Worcestershire Wildlife Trust achieve its aims. The duties of a trustee are detailed below (for more information see the Charity Commission guidance previously referenced and available [here](#)).

- Ensure that the Trust complies with its governing documents, charity law, company law and any other relevant legislation or regulations.
- Contribute to the development of the Trust's strategic plan and review as appropriate.
- Act always in the Trust's best interests, working with fellow trustees to make balanced and adequately informed decisions, considering the long term as well as the short term.
- Avoid putting oneself in a position where one's duty to the Trust conflicts with your personal interests or loyalty to any other person or body.
- Ensure the financial stability of the organisation, taking special care when investing or borrowing and never over-committing the Trust.
- Ensure the Trust's assets are only used to support or fulfil its charitable purposes and in accordance with its strategic aims and policies.
- Avoid exposing the Trust's assets, beneficiaries or reputation to undue risk.

- Use reasonable care and skill, making use of knowledge and experience and taking appropriate advice when necessary.
- Devote enough time, thought and energy to the role, for example by preparing for, attending and actively participating in all trustees' meetings.
- Comply with statutory accounting and reporting requirements and ensure appropriate accountability to members.

Additional duties

- Scrutinising papers before council meetings.
- Leading or participating actively in discussions.
- Maintaining a focus on key issues.
- Participating in other meetings or working groups as required.



Terry Whittaker/2020VISION

Water vole

Person specification

We are seeking prospective trustees who have the following skills, abilities and personal attributes:

- Willingness to understand and accept the statutory and legislative responsibilities of being a trustee.
- Identification with the purpose, aims and values of the Trust and a readiness to take responsibility for the Trust's long-term outcomes.
- Willingness to devote the necessary time and effort to fulfilling the trustee role.
- Commitment to respecting the Trust's governance processes and providing effective, respectful challenge if there appears to be a breach.
- Ability to build and maintain relationships with colleagues and key stakeholders to achieve the Trust's objectives.



Amy Lewis

- Ability to exercise good judgement, critical analysis and strategic vision.
- Demonstration of strong team-working skills.
- Dedication to impartiality and fairness in all dealings and ability to respect confidentiality.
- Commitment to promoting equality, diversity and inclusion and upholding safeguarding responsibilities.
- Willingness to bring a diverse range of perspectives to the table and to listen to those views.
- Willingness to be available to WWT staff for advice and support as required.



Our requirements for 2024

Our aim is to appoint trustees who have an interest in wildlife and the natural world and who want to help promote the best interests of Worcestershire Wildlife Trust. If you have expertise in the **practice or policy of conservation, ecology or natural history**, we would be delighted to receive an application from you.

At the same time, to balance the expertise on our council, we would also like to hear from people who may not consider themselves to be experts in conservation or natural history but who instead have knowledge or experience of:

- Charity law, regulations and management.
- Secondary, further or higher education.
- Community engagement, community working or social inclusion.
- Running or overseeing membership organisations.
- New and emerging financial models for funding environmental schemes.



Our trustees have professional experience acquired in many different sectors and types of organisation and this helps us to make better decisions. We are always looking to broaden the diversity of perspectives represented and would welcome applications from people who have experience of or within:

- A government department, agency or statutory body, such as Defra, the Environment Agency or Natural England.
- A local authority.
- A charity.

We would love to hear from anybody who feels that they would like to contribute to the work of the council. We particularly encourage applications from: women, people aged under 40, disabled people, people from LGBTQ+ communities and people from ethnic minority backgrounds as these groups are currently under-represented on our board of trustees.





Being a trustee – FAQs

How much time do trustees devote to their role?

Being a trustee requires an appreciable amount of voluntary work. This includes time preparing for and attending meetings as well as spending time understanding the issues and staying up to date with key matters affecting the conservation sector.

The precise time commitment will vary over the course of the year but probably averages around five hours per month for a trustee without any honorary officer or sub-group responsibilities. Our constitution provides for trustee terms of three years when individuals become eligible for re-election. Trustees can step down at any point if they feel it is appropriate.



Tom Marshall

What is it like to be a trustee?

Our trustees agree that their role is rewarding. The attractions include the beneficial aspects of working in a diverse team, supporting an important cause and being with a group of like-minded people from different backgrounds. As a Worcestershire Wildlife Trust trustee, you need to be prepared to meet the legal and ethical responsibilities that come with the role (see 'Duties of a trustee' section outlined above). To help you do that, we will ensure you are:

- Given induction training to enable you to understand your role.
- Provided with tailored, ongoing support.





- Part of the team and able to share in the Trust's successes and challenges.
- Provided with high-quality, timely information to support your statutory responsibilities.
- Involved in aspects of the role that particularly interest you.
- Heard and have your views respected.
- Reassured that your skills and your contribution are valued.

Do I get paid?

A trustee role is voluntary and attracts no remuneration. Trustees do not get paid for their efforts, other than in very exceptional circumstances where their professional duties require them to provide services to the charity. Trustees can, however, be reimbursed for relevant out-of-pocket expenses related to their role in line with our expenses policy.

Am I eligible to be a trustee?

You do not have to be a member of Worcestershire Wildlife Trust before you apply for the role but all our trustees must be members before being elected to the Council. You must be at least 18 years old.

Legislation requires that to be eligible to serve as a trustee, you must not:

- Be subject to a disqualification order under the Company Directors Disqualification Act 1986 or the Insolvency Act 1986.
- Have unspent convictions for any offence involving dishonesty or deception (such as fraud).
- Have been adjudged bankrupt and not been discharged.
- Have made an arrangement with creditors and not been discharged.
- Have been removed from the office of charity trustee on the grounds of misconduct or mismanagement in the administration of a charity.
- Be on the sex offenders' register.

As all trustees are also directors of the charity, their appointment is also subject to company law requirements.

Do I have to declare conflicts of interest?

As a matter of course, all trustees are asked to make declarations relating to financial, professional, personal or prejudicial interests – anything that conflicts with the charity’s mission and values and/or which hinders their ability to act fairly, impartially and in the best interests of the charity. This is checked at all council meetings and all trustees make a formal declaration annually.



Paul Lane

Is being a trustee right for me?

If you believe you can fulfil the duties set out on pages 8–9, and meet the terms of the person specification (pages 10–11), then yes! We encourage you to apply. You don’t need to have had previous board level experience to be a great trustee. Our trustees all come with their own unique experiences and perspectives on the wildlife of Worcestershire and the nature emergency. We like our trustees to be from a variety of diverse backgrounds.

However, we understand that being a trustee isn’t for everyone or that the timing may not be right. There are many other ways to get involved with Worcestershire Wildlife Trust, including other voluntary roles, all of which can be found on our website:

Volunteering Opportunities | Worcestershire Wildlife Trust
(worcswildlifetrust.co.uk)

Paul Lane

Trustee recruitment process

Applications will be assessed by the chair, vice chair and a small group of trustees.

Shortlisted candidates will be invited to meet current trustees and staff on the evening of 10th June and will have the opportunity to learn more about the Trust and the role of trustee.

Candidates will then be asked to participate in an in-person or online interview with a panel of trustees during the week beginning 17th June.

Recommendations of the panel regarding selected candidates will be presented to the council at the meeting on 1st July for approval.

Selected prospective trustees will be invited to attend either the 19th August or 16th September council meetings as an observer to help them decide if being on the council is definitely for them.

Prospective trustees who, after attending a council meeting as an observer, confirm that they wish to join the council will be co-opted at the October meeting.

Co-opted trustees serve for one year after which they must decide whether to put themselves forward for election at the 2025 AGM.





How to apply

If you would like to have an informal chat about this role before applying, please email the Trust's director, Colin Raven, to arrange a call: colin@worcestershirewildlifetrust.org.

Please also get in touch with Colin if you require any adjustments to make our recruitment process more accessible.

To apply, please submit a brief CV and a covering letter of no more than two sides of A4 explaining:

- Why you would like to become a trustee.
- What skills and experiences you would draw upon to fulfil the role.
- Anything else that you think you would bring to the role or is relevant to your application.

In your covering letter, please also confirm that you are not disqualified from acting as a trustee. Click [here](#) for information about the criteria (Section 3). Please also outline any potential conflicts of interest that you can foresee arising.

Please send your application to enquiries@worcestershirewildlifetrust.org

The deadline for applications is Monday 6th May.



Worcestershire
Wildlife Trust



Jason Curtis

Barn owl