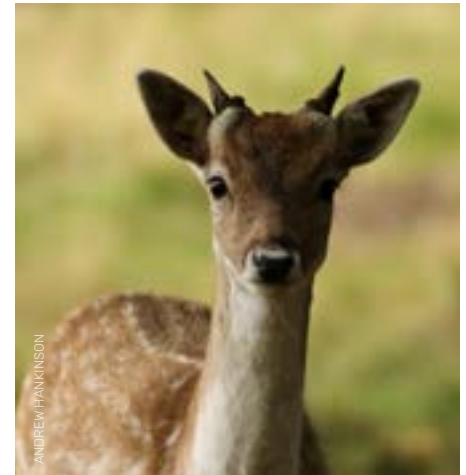


The Wildlife Trusts



Honorary Treasurer Recruitment Pack



Dear candidate

Thank you for expressing an interest in joining the Board of Trustees at The Wildlife Trusts in the role of Honorary Treasurer.

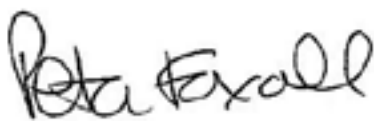
We believe that everyone should have the opportunity to experience the joy of wildlife in their daily lives. Now, more than ever, we are keen to work with the next generation from all walks of life in creating a wilder future and providing natural solutions to Climate Change. We have an exciting opportunity for someone to be at the heart of this change and challenge our thinking by becoming a member of our trustee board and join The Wildlife Trusts' Council in the role of Honorary Treasurer.

The Wildlife Trusts is a federated charity composed of the Royal Society of Wildlife Trusts (RSWT, the central charity) and 46 independent Wildlife Trusts across the whole of the UK, Isle of Man and Alderney. Together we play a pivotal role as environmental leaders with an emphasis on nature-based solutions to address the ecological and climate crises. We know how important nature is for mental and physical health and wellbeing and aim to encourage individuals of all ages and their communities to take action for the natural world close to home and at regional and national levels.

The Wildlife Trusts welcome applications from all walks of life to complement the current board. We are keen to increase the diversity of our Trustee Board and would particularly welcome applications from candidates who reflect the communities that we work with and those who bring a diversity of inputs and perspectives to the table. Our aspiration is for a Board that is reflective of people from all backgrounds, identities and experiences who can hold the charity to account on its commitment to equality, diversity and inclusivity, embedding this right across The Wildlife Trusts and wider environmental sector.

Within this pack, you will find information about The Wildlife Trusts, the role of the Trustee and the Honorary Treasurer job specification. We hope that this gives you useful background to our successes as a charity and, details of the role and how to apply for this exciting opportunity.

Thank you and good luck!



Peta Foxall
Chair of The Wildlife Trusts

The Wildlife Trusts



Who we are

The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 870,000 members, over 35,000 volunteers, 2,000 staff and 600 trustees.

There are forty-six individual Wildlife Trusts, each of which is an independent charity with its own legal identity, formed by groups of people getting together and working with others to make a positive difference to wildlife and future generations, starting where they live and work.

Every Wildlife Trust is part of The Wildlife Trusts federation and a corporate member of the Royal Society of Wildlife Trusts (RSWT), a registered charity in its own right founded in 1912 and one of the founding members of IUCN – The International Union for the Conservation of Nature.

The role of RSWT – the central charity - is to ensure a strong collective voice for wildlife, to help coordinate work between individual Wildlife Trusts, and to lead the development of the movement and federation as a whole.

Taken together this federation of charities is known as The Wildlife Trusts.

Where we operate

The Wildlife Trusts are the only charity for nature established across the UK and Crown Dependencies.

The dual challenges of declining biodiversity and a warming climate will require us to work collaboratively across the political, administrative, and organisational boundaries which exist within and between the nations of the UK and Crown Dependencies.

There are thirty-seven Wildlife Trusts in England and five Wildlife Trusts in Wales, as well as the Scottish Wildlife Trust in Scotland, Ulster Wildlife Trust in Northern Ireland, Alderney Wildlife Trust in the Channel Islands and Manx Wildlife Trust in the Isle of Man. While each Wildlife Trust is independent, we are united in our common purpose to bring wildlife back, to empower people to take action for nature, and to create a society where nature matters.

We celebrate the autonomy of individual Wildlife Trusts and empower each other to make decisions within each Trust's jurisdiction, respecting Trusts' independence and right to establish their own policies and approaches in line with The Wildlife Trusts' Strategy.

We recognise and respect that differences between individual Wildlife Trusts may arise as a result of regional, national, and operational differences. While this may sometimes result in challenging situations for our Movement, our differences are our strength, creating space for innovation and experimentation.

We agree to work together, with mutual respect, determination, and in good faith, to find solutions in accordance with our values as a Movement, and to overcome strategic, political, and technical barriers to achieve our common vision of a thriving natural world, with our wildlife and natural habitats playing a valued role in driving global change, and people inspired and empowered to take action for nature.



CHARLES THODY PHOTOGRAPHY

The Wildlife Trusts

OUR LAND

We manage **104,000** hectares of land

Over **2,300** nature reserves

120 visitor and education centres

OUR PEOPLE

Over **32,500** volunteers

Over **870,000** members

590,000
hours dedicated by
our volunteers despite the
pandemic

2,500 staff

c.600 trustees

OUR REACH

Over **14 million** visits to our nature reserves

Nearly **1,000** businesses took part in 2020's 30 Days Wild.

Over **100,000** people joined our call on the government to ban the use of a harmful bee-killing pesticide

2,200 hours of corporate volunteering time despite the pandemic

8,000 people gained new skills by taking part in training programmes run by The Wildlife Trusts

OUR IMPACT

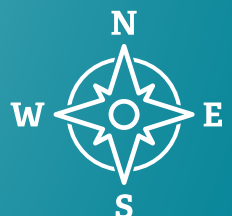
198,000 planning applications responded to...

...of which **3,078** applications were refused or improved for wildlife

4,600km of rivers and streams improved for wildlife after receiving advice from The Wildlife Trusts

11 Wildlife Trusts have released Beavers

43,169 hectares of peatland restored



To find out more, take a look at
**The Wildlife Trusts Impact Report
for 2020-21**

Our Shared Values & Beliefs

The Wildlife Trusts share the following fundamental values and beliefs which underpin our work across the movement.

- **Passion** - Everything we do is driven by our desire to make the World a better place. Our passion for nature is the prime motivator for our skilled, motivated and dedicated team. We focus our energy on where we are uniquely placed to deliver the most impact for wildlife, enabling us to work with purpose and focus.
- **Respect** – We act with respect for nature, respect for people, and respect for diversity. We work collaboratively and champion inclusion and diversity within our communities, being locally sensitive whilst ensuring that we have impact beyond our borders.
- **Trust** – We seek first to find the common ground, and always start with the presumption that each other's intentions are good. We accept that difference, competition and conflict exist, but we work openly, collaboratively and with tolerance to resolve them.
- **Integrity** - We are committed to transparency and inclusivity within our actions and projects, co-designing to deliver the greatest impact for nature. We will always uphold our values and beliefs and speak truth to power.
- **Strength in diversity** – We are comprised of 47 independent organisations, that work as one movement, who hold unparalleled knowledge of the wildlife and natural systems within their communities across England, Wales, Scotland, Northern Ireland, Isle of Man and Alderney. We celebrate our differences and work to our common strengths.
- **Pragmatic activism** – We seek radical change and bold thinking, but we are evidence-led and solution-focused and are convinced that working with partners and communities is the way to maximise our impact for nature.

Each year, there should be **more wildlife & more wild places**, and people should become **closer to nature**.



PENNY DIXIE

Our 2030 Strategic Goals

We are in an ecological and climate crisis. The work of The Wildlife Trusts is critical to help bring wildlife back and inspire everyone to do their bit. The Wildlife Trusts are championing nature-based solutions to climate change and the importance of nature for health and wellbeing for everyone.

Our Three Strategic Goals set out what we believe needs to happen by 2030 in pursuit of our longer term vision. Whilst set out as distinct, these Goals are interdependent and highly connected, and achieving nature's recovery will require all of them together.



Nature is in recovery, with abundant, diverse wildlife and natural processes creating wilder land and seascapes where people and nature thrive



People are taking action for nature and the climate, resulting in better decision making for the environment at both the local level and across the four nations of the UK



Nature is playing a central and valued role in helping to address local and global problems

Duties of a Trustee

The Board of Trustees

Known as 'Council' this is the governing body of the Society and its members are the Trustees of the Society. It is ultimately responsible for ensuring the strategic direction of The Wildlife Trusts and safeguarding its brand and reputation. Governance arrangements are currently being reviewed so that we become more effective and responsive as a federation.

The Board is made up of**:

- Three officers: Chair, Honorary Secretary and Honorary Treasurer.
- Up to eight Trustees elected from leadership roles from Wildlife Trusts
- Up to two additional independent Trustees possessing specialist skills, knowledge or expertise.

You can meet our current Trustees [here](#)

Duties of the Board & Trustees

- To ensure that the organisation complies with its governing documents, charity law, company law and any other relevant legislation or regulations.
- To ensure the strategic direction of The Wildlife Trusts and review this direction when appropriate.
- To ensure the organisation uses its resources in accordance with its strategy and vision
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the Chief Executive Officer and monitor their performance.

** This structure is currently under review

To find out more about the role of a Trustee take a look [here](#)

Additional duties of a Trustee

In addition to the statutory duties detailed on the left hand side of the page, each trustee should use any specific skills, knowledge or experience they may have to help the Board of Trustees reach sound decisions. This may involve:

- Scrutinising board papers.
- Leading discussions.
- Focusing on key issues.
- Providing guidance on new initiatives.
- Taking part in other meetings or work groups within The Wildlife Trusts

Full training and support will be given.

Trustee Personal Specification

Contextual: A Trustee should have an ability to understand the charity, its values, culture and philosophy and a willingness to show commitment and devote necessary time and effort.

Strategic: A Trustee should have the ability to help to actively shape the charity's vision and future and be prepared to take responsibility for the charity's long-term success or failure.

Educational: A Trustee will be expected to take steps to learn actively and about the charity, their role, legal duties, responsibilities and liabilities of trusteeship, and how the performance of the charity and key individuals are measured.

Interpersonal: A Trustee should put energy into acting as part of a team and helping to develop it and its shared sense of purpose and group decision-making.

Analytical: No matter how passionately committed a Trustee is, each trustee must have the capacity to look at situations dispassionately and analytically, drawing on multiple perspectives and to apply good, independent judgment.

Political: A trustee must respect the charity's governance processes and be prepared to challenge any threat to Council's essential stewardship role arising from either individuals or small groups within Council.

Role Description - Honorary Treasurer

The Role

To take the lead in Council for financial issues; ensuring that RSWT's financial accounts are accurate, timely, comply to best accountancy practice and reflect RSWT's true financial position.

Key Duties

1. To provide strategic support to the Head of Finance and the wider Finance Team and oversee the presentation of regular management accounts and financial reports to Council.
2. To advise Council on the financial implications of RSWT's activities, and its present and future financial needs.
3. To provide financial oversight and advice to Council in relation to RSWT's annual budgets and strategic projections
4. To ensure all financial information is provided to Council in a way that Trustees can make informed collective decisions surrounding financial governance.
5. To ensure that RSWT's annual Trustees' Report & Accounts give a true and fair view record of RSWT's financial position and to present these to the AGM, responding to any related questions from corporate members.
6. To ensure that procedures and policies are in place to maintain RSWT's financial stability and direct on financial reserves policy and investment policy.
7. To take a lead in recommending the appointment of auditors and investment managers.
8. To chair Resources & Audit Committee.
9. Keeping Council informed about its financial duties and responsibilities including compliance with relevant legislation and charity commission guidance.

Additional Duties

- To act as a member of other RSWT Committees and panels, as agreed with the chair.
- To play a full role as RSWT Trustee and Honorary Officer by fulfilling Trustee duties.
- Promote and support inclusive leadership throughout Council as part of the RSWT Equality Diversity & Inclusion strategy.
- Be aware of their safeguarding responsibilities and take responsibility for promoting and safeguarding people and ensure that this is a priority for the charity.
- Complying with the legal duties of a trustee as laid out by the Charity Commission.

Essential Skills

- Financial qualifications and experience.
- The skills to analyse proposals and examine their financial consequences.
- An ability to engage effectively in financial strategy and funding relationships (ideally an understanding of the principles of charitable fundraising and financial governance).

Desirable Skills

- Experience of charity finance, fundraising and pension schemes.
- An understanding of wider financial markets.
- Experience of auditing and scrutinising accounts.
- Experience of wider charitable resources such as ICT and HR.

To find out more about the role of Honorary Treasurer take a look [here](#)

How to apply

Application process

The application process is overseen by a Nominations Advisory Panel made up of The Chair, selected Trustees and senior Wildlife Trusts staff to ensure a fair and balanced process.

The process runs as follows:

1. Complete and return your application form to jbarnes@wildlifetrusts.org
2. Shortlisted candidates invited for interview
3. Chosen candidate introduced to our Board of Trustees
4. Formal nomination
5. Election*
6. Induction begins

All interviews and meetings are to be held virtually. If you require any special provision should you be called to interview, please do let us know.

Please inform us of any dates that you may not be available or might have difficulty with the indicated timetable.

Recruitment timetable

Deadline for applications	Friday 7 January 2022
Interviews	w/c 17 January 2022
Introduction to the Board of Trustees	Thursday 3 February 2022
Election*	Friday 22 April 2022

*In 2022 The Wildlife Trusts will be hosting an Extraordinary General Meeting in order to implement some aspects of the new strategy that will be adopted in November at the AGM. This means that this role will be coopted at the first available opportunity, with formal election occurring at the EGM in the Spring.



ALEXANDER MUSTARD/2020/VISION

Frequently asked questions

Am I eligible?

Trustees have to be at least 18 years old and have not been disqualified from serving as such. The application form will ask for some questions to enable us to follow Charity Commission procedure in checking you have not been disqualified.

Do I need to have trustee experience?

Not at all! Training in the core requirements of a trustee will be provided alongside your induction. We are more interested in your wider skills and experiences and attributes that make a successful trustee by bringing something new to the Council.

How long does a trustee serve for?

Each trustee is elected to the Council for a term of up to 3 years. Trustees can serve a maximum of two terms.

How much time do I have to give?

Trustees meet 4-6 times per year, usually during the day and need to allow for preparation time for the meetings. They are supported in their role through induction, development and annual review processes. It is expected that most of these will be undertaken remotely via video conferencing although we are keen to bring trustees together at least once a year [depending on Government advice re coronavirus]. Trustees are also required to attend the Annual General Meeting, usually held in November.

Should you wish to get more involved there may be opportunities to join committees or task and finish groups that relate to the work of Council.

Will I be Honorary Treasurer of RSWT or The Wildlife Trusts?

Legally you will be registered with the Charity Commission as a Trustee and officer of the Royal Society of Wildlife Trusts.

Will I get paid?

The role is voluntary but travel and subsistence expenses can be claimed in line with the organisation's expenses policy.

We would love to hear from you. To find out more about this role and for an informal chat, please contact Amy Rose arose@wildlifetrusts.org

What sort of things will I be asked if invited to interview?

The sort of questions we may ask will include: your reasons for becoming a trustee and why you chose this environmental charity, as well as the aspirations, skills and experiences that you will bring to the role and what development needs you may have so that we can provide support.

Do I need to have conservation knowledge?

Not at all! Although we are keen all trustees share our passion for the cause, conservation knowledge is not needed. In fact, we are keen to have different experiences and challenge from individuals who have not necessarily worked or volunteered in the conservation sector.

What support will be given?

As well as an induction, we will work with you, and your employer (if relevant), to identify what support you might like to fulfil their role

What will be the legal responsibilities of a Trustee?

We also have full trustee indemnity insurance in place in order to protect all of our Trustees. Follow the link below to full Charity Commission guidance on the legal responsibilities of a Trustee:
[GOV.UK - legal duties of a Trustee](#)



AMY LEWIS

No matter where you live in the UK, there is a Wildlife Trust inspiring people about the natural world. Each day we work to save, protect and stand up for the wildlife and wild places near you.

Supported by more than 850,000 members, we act for wildlife on our 2,300 nature reserves, through our work with landowners, farmers and policy makers, and by encouraging everybody to look after wildlife where they live. We hope that you will join us.



The Wildlife Trusts

enquiries@wildlifetrusts.org

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