



**Leicestershire
& Rutland**
Wildlife Trust



Trustee Information and Application Pack



Introduction

Thank you for your interest in becoming a Trustee of Leicestershire and Rutland Wildlife Trust. There has never been a more important time to support nature's recovery and help protect wildlife and wild places across our region.

This information pack has been produced by current Trustees and staff to help you decide if you want to apply to become a Trustee. If you require a different format or have any questions not answered by this pack, please email recruitment@lrwt.org.uk

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About Leicestershire and Rutland Wildlife Trust



Leicestershire and Rutland Wildlife Trust is the leading wildlife conservation charity working to protect the wildlife and wild places of Leicestershire and Rutland. For over 60 years we have been protecting wildlife and engaging people with nature.

We are supported by over 16,000 members and hundreds of committed

volunteers, and have over 35 staff members. Together we are champions for wildlife, wild places and the wider environment.

We work across Leicestershire and Rutland with all communities and cultures, because we believe that nature should be accessible to all.

We are one of 46 Wildlife Trusts across the UK who are standing up for wildlife locally. Together we have over 800,000 members and manage more than 2,300 nature reserves.

We believe nature affects everyone's lives and that everything we do impacts nature. We know our natural world is in trouble and wildlife is disappearing at an alarming rate. We need to make more space for nature to become abundant once again, so our struggling wildlife will have the chance to recover. Our new strategic plans include ambitious, innovative and large-scale conservation approaches to help nature recover, wider-reaching education and engagement programmes, and campaigning and advocacy work.

Governance is provided by a Council of Trustees, elected by members. Council is responsible for overall strategy and policy, with day-to-day implementation led by the Chief Executive Officer, senior leadership team and staff.



Our Impact

Safeguarding Wildlife and Wild Places

We care for **35 nature reserves** spread across Leicestershire and Rutland, which comprise some of the most important wildlife and geological sites in the two counties.

We look after **19 sites of Special Scientific Interest, 2 National Nature Reserves, 1 Special Protection Area and 1 Ramsar Site**

As well as managing our own land, we advise other landowners how to manage their land to benefit wildlife.

We work across 5 vast areas of land; restoring, recreating and reconnecting fragmented habitats to create a sustainable biodiversity network. These are our **'Living Landscapes'**.

We monitor, study and survey the wildlife of Leicestershire and Rutland to identify special places and important species, which informs conservation management and protects local biodiversity.

We put wildlife at the heart of everything we do; from reintroduction projects, to installing nest boxes, creating new habitats and campaigning for threatened species.



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Our Impact

Inspiring and Educating People

Over 700 committed volunteers support our work on our reserves, at our visitor centres, at events, in our offices and out in the community.

Every year we inspire around 1,500 children, their schools and their families to love nature and take action for wildlife.

Each year 1,000's of people join events, courses, talks, guided walks and open days to learn about and experience wildlife.

We work with businesses, landowners, local authorities, health organisations, community groups and wildlife charities to help nature recover.

We have 8 volunteer-run local groups spread across the two counties, who represent us and the wildlife of Leicestershire and Rutland in their local community.

Our state-of-the-art Volunteer Training Centre located at Rutland Water Nature Reserve provides a base to run conservation-based training courses, train volunteers and train future Reserves Officers.



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The Council of Trustees



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Leicestershire and Rutland 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:

www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do

More information about standards of best practice for governance can be found at: **www.charitygovernancecode.org/en**.

Trustees are required to attend Council Meetings. There are six meetings per year, although this may be supplemented with additional meetings as needed. They also need to attend the Annual General Meeting and any Committees or Working Groups they are involved in. The Chair, Vice –Chair, Honorary Treasurer and Honorary Secretary are elected by Council annually.

Council has a current membership of 13, some of whom will be standing down at the next AGM (November 2021). Profiles of current Trustees can be found on the Trust's website: **lrwt.org.uk/how-we-are-run**

All meetings are held over Zoom at present and will remain under review, reverting to a mix of video call and in-person meetings held either at the LRWT main office in Leicester or The Volunteer Training Centre at Rutland Water, when considered safe to do so in the future.

Council communication makes best use of email and electronic format documents enabling effective use of time and resources, especially minimising our environmental impacts where possible.



Being a Trustee - FAQs

How much time do Trustees devote to their role?

Being a Trustee requires a considerable amount of voluntary work. This includes time preparing for and attending meetings, as well as spending time understanding the issues and staying updated on the conservation sector.

The precise time commitment will vary over the course of the year, but probably averages around at least three hours a week. Our constitution provides for Trustee terms of three years, whereupon individuals become eligible for re-election. Trustees can step down at any point if they feel it is appropriate.

What is it like to be a Trustee?

Our Trustees agree that their role is a rewarding experience. The attractions include the social aspects of working in a diverse team, supporting an important cause, and being with a group of like-minded people from different backgrounds.

As an LRWT 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 below).

To help you do that, we will ensure you are:

- Inducted to your role and provided with tailored, ongoing support
- Part of the team, 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, have your views heard and respected, and to feel that your skills and your contribution are valued

Do I get paid?

A Trustee is a voluntary role and no remuneration is involved. 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.



Being a Trustee - FAQs

Am I eligible to be a Trustee?

We would expect all our Trustees to be members of Leicestershire and Rutland Wildlife Trust when they are co-opted to Council.

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

- Have unspent convictions for any offence involving deception or dishonesty
- 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 subject to a disqualification order under the Company Directors Disqualification Act 1986 or the Insolvency Act 1986

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 which 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 covered at all Council meetings and all Trustees make a formal declaration annually.

Is being a Trustee right for me?

If you believe you can fulfil the duties set out below, 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 Leicestershire and Rutland.

We particularly welcome applications from people aged under 40; people with disabilities; people from the LGBTQ community and Black, Asian, and minority ethnic people. These demographics are under-represented on our Board of Trustees.

However, we appreciate that being a Trustee isn't for everybody, or now might not be the right time. There are many other ways to get involved with Leicestershire and Rutland Wildlife Trust, including other voluntary roles, all of which can be found on our website.



The Duties of a Trustee



Trustees are committed to devoting time and effort to use their skills, knowledge and experience to help achieve the aims of LRWT. The duties of a Trustee are detailed below (for more information see the Charity Commission guidance previously referenced):

- Comply with charity law requirements and other laws that apply to your charity.
- Do what you and your co-trustees decide will best enable the charity to carry out its purposes.
- With your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term.
- Make sure the charity's assets are only used to support or carry out its purposes.
- Avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body.
- Avoid exposing the charity's assets, beneficiaries or reputation to undue risk.
- Not over-commit the charity.
- Take special care when investing or borrowing.
- Ensure appropriate accountability to members.
- Use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary.
- Give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings.



Our Current Requirements



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While we want to hear from anyone who feels they would make a good Trustee, we particularly welcome interest from people with expertise in subject areas relevant to this stage in the development and implementation of our new strategy:

- Conservation
- Secondary, Further or Higher Education
- Health and Social well-being
- Legal expertise
- Community engagement/Social inclusion and behaviour change
- Finance

Importantly, our current Honorary Treasurer steps down at the 2021 AGM, and we are looking for a suitably-qualified Trustee to take up the role from that point.

Life experience, volunteering, community involvement and personal passion are as valued as work-based knowledge and skills.

We particularly welcome applications from people aged under 40; people with disabilities; people from the LGBTQ community and Black, Asian, and minority ethnic people. These demographics are under-represented on our Board of Trustees.



Trustee Application Process



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Consider the questions in the application form below and email your answers to **recruitment@lrwt.org.uk**.

If you have any enquiries or would like an informal chat about the role please get in touch with Tim Graham, CEO at **tgraham@lrwt.org.uk**

The deadline for applications is no later than 14th June 2021.

Please note that this is a voluntary rather than paid role with LRWT, but we are using LRWT's job application mailbox to maintain confidentiality for applicants.

Selection Process

1. Initial conversations after receipt of applications will be with the CEO. This will be an informal conversation and confirm that the role and key requirements are understood.
2. Applications will then be reviewed by a group of current Trustees.
3. Shortlisted applicants will be invited to meet with the Trustee working group for a friendly, informal interview shortly after the closing date. (This may be via Zoom.)
4. The Trustee working group will then recommend candidates to Council, based on the results of the application process.
5. Successful applicants will be notified before the end of July 2021 and invited to attend the next available Council meeting(s) on a co-opted basis. Induction

The Council of Trustees has the power to co-opt Trustees, and you are bound by the duties of a Trustee from the date of the Board's decision, but formally become our Trustee after the Charity Commission and Companies House are notified of your appointment after the AGM. LRWT's Articles of Association require that any Trustee co-opted during the year has to stand for election by the membership at the next AGM.



Trustee Application Form

Email your answers to **recruitment@lrwt.org.uk** no later than **14th June 2021** with the subject **'Trustee Application'**.

You can provide your answers in whichever format best suits you. This could be:

- Answers written in the body of an email
- Answers written in a Word document or pdf attached to an email
- Recording your answers in video format and sending via email, WeTransfer, Google Drive or Dropbox

No format will be preferred above any other. Regardless of how you choose to communicate, please answer all questions below and do not send a CV.

Name:

Address:

Email:

Telephone number:

Why do you want to be a Trustee of Leicestershire and Rutland Wildlife Trust? (50-150 words)

What skills and experiences would you draw upon as a Trustee? (100-200 words)

How will you fulfil the duties of a Trustee set out in the section above? (100-200 words)

Is there anything else you think is relevant to your application?

Do you have any access needs that require support?

