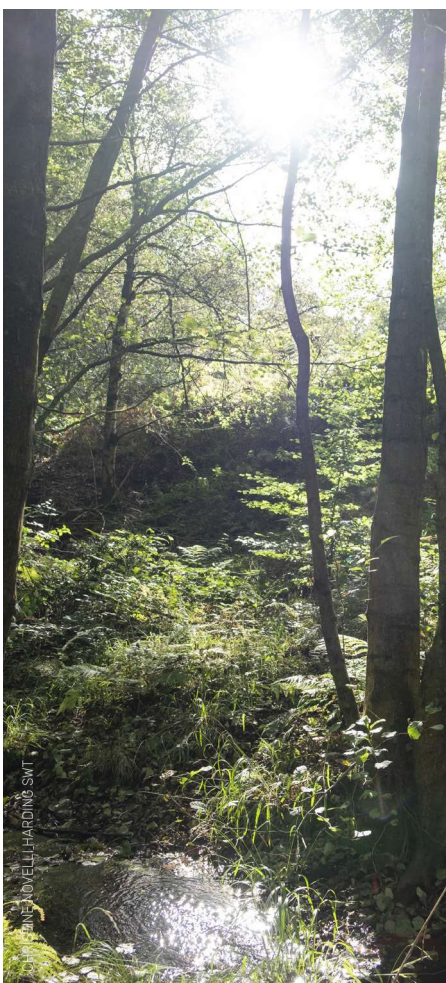




**Staffordshire**  
Wildlife Trust

## Trustees of the Board Recruitment Pack



Dear candidate

---

Thank you for your interest in joining the Board of Staffordshire Wildlife Trust. I hope you find this document helpful in introducing the work of the Trust to you.

The Board's intention is that the Trust should be one of the leading Wildlife Trusts in the country and the foremost wildlife organisation in Staffordshire. This means that the Board needs to provide strong leadership and strategic direction to the organisation and its staff if we are to succeed, and that requires a diverse and experienced group of Trustees to work together to take the organisation forward.

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 people from all walks of life to create a wilder future and provide natural solutions to climate change.

Within this pack you will find information about the Trust and the role of Trustee. We hope this is useful and encourages you to apply to join us in our endeavours.

Thank you and good luck!



Stephen Smith

Chair of Staffordshire Wildlife Trust





# Staffordshire Wildlife Trust - What we do

- **Founded in 1969, Staffordshire Wildlife Trust is the county's leading nature conservation charity. We have over 130 members of staff who are guided by a board of trustees**

Staffordshire Wildlife Trust is a registered charity with the Charity Commission in England and Wales (no 259558) and is a company limited by guarantee (no 959609). It also has a wholly owned trading subsidiary Staffordshire Wildlife Trading Limited (no 3387233).

Our main headquarters is at The Wolseley Centre, in Wolseley Bridge near Rugeley. Here, we have office and conference spaces, visitor centre reception and shop, The Kingfisher Cafe, The Biffa Award Learning Hub and outdoor classroom, as well as a small reserve complete with an orchard, small woodland, riverside walks, and flood meadow.

We also have office locations at Marsh Farm, near The Roaches Nature Reserve and at Highgate Common.

In addition to offices, our trading company supports a number of charity shops around the county in Leek, Penkridge, and Codsall.

## **Providing services for healthy communities and individuals as part of a wider environmental movement**

Staffordshire Wildlife Trust promotes involvement, enjoyment, and understanding of the natural world to empower people of all ages and backgrounds to care for nature.



TOM ELLIS SWT

Our People Engagement Team offers fun and inclusive

ways for communities, businesses, schools, and individuals to get involved and connect with nature in compliance with safeguarding best practice. Programmes include GetWild, activities for all ages and families of all kinds; school and uniform clubs; Wild Wellbeing; Forest School; volunteering and work experience placements; and much more.

Around 20,000 children enjoy our many formal and informal education opportunities per year, and 500 volunteers generously donate their time and skills to support our Trust.

## **Staffordshire Wildlife Trust has been working to protect and improve wildlife and wild places for over 50 years**

Our Conservation Team oversees the management of 45 nature reserves, an area of 1,988 hectares, thanks to the support of 21,000 members and funding from a variety of sources.

Our mission is to protect and enhance the wildlife and wild places of Staffordshire, and help empower people to create a county with thriving wildlife at its heart.

We aim to be at the forefront of efforts to halt and reverse the decline in nature and our precious wild places. Through conservation and excellent reserve management, we use nature based solutions to reverse this decline and ensure more land is returned to good ecological health and existing habitats are protected with their condition improved. We deliver nature based solutions aimed at improving habitats for wildlife which also serve to provide natural flood management areas, improving water quality and sequestering more carbon on both our estate and third-party sites.

Our experts in ecology, land management, planning and advocacy, work with partners and decision-makers – from farmers to politicians, businesses, and fellow NGOs – so that together we can restore natural processes and bring wildlife back at scale; reconnecting wild spaces with Nature Recovery Networks (NRNs), where people and nature can thrive together.

First mentioned in DEFRA's 25 Year Environment Plan, NRN is our vision of a connected landscape which enables wildlife to prosper. We have been working with local authorities and stakeholders to map sites and habitats in order to identify opportunities for restoration and conservation, and secure a Local Nature Recovery Strategy for Staffordshire.

# Staffordshire Wildlife Trust - What we do

Here are some of the projects we work on:

- **Living Landscapes** - We manage 40 + reserves in Staffordshire, but we also help partners and external landowners make informed decisions on improving the wider landscape for wildlife in our county. For example, in summer 2022 we helped reintroduce water voles to Trentham Estate.
- **Nextdoor Nature** - In 2022 we're launching Nextdoor in Stafford, a programme funded by the National Lottery Heritage Fund and designed to jump into community organising and empower local groups to make a difference to nature on their doorstep.
- **Wild Wellbeing** - Our People Engagement team are experts in education and safeguarding. They facilitate a wide range of educational and wellbeing activities to members of the public, including programmes for families and schools, as well as working with community groups, businesses, GP surgeries, and more. We know the benefits that connection to nature provides, and we are working hard to nurture this connection and create healthier environments for wildlife and people.
- **SUNRISE** - Stoke and Urban Newcastle Rediscovering Its Secret Environment (SUNRISE) project was a £3.6million European Regional Development Funded initiative which aimed to improve biodiversity on 16 sites across the conurbation. The project's major successes focused on restoring two stretches of the River Trent through the City of Stoke on Trent and attracted significant media interest. One site, the former at the Victoria Ground, the former home to Stoke City football club, created a new, naturalistic course to reroute the Trent, removing the river from a concrete channel. The restoration of the site was the focus of an episode of BBC's Countryfile television programme.
- **Team Wilder** - To get more people caring for nature and climate, we're encouraging people to be a part of #TeamWilder and take action for wildlife. From planting for pollinators, to letting green spaces grow wild, we're creating campaign champions across the county.
- **Transforming the Trent Valley** - A partnership project of 18 organisations led by Staffordshire Wildlife Trust to revitalise the landscape of the Trent Valley across Derbyshire and Staffordshire. This £4.7 million project funded by National Lottery Heritage Fund launched in 2019 and has undertaken the restoration of important wetland sites such as Burton Washlands and the site of the former power station in Rugeley.
- **Biodiversity Net Gain** - One of the leading reasons for loss of wildlife in the UK is development of land. Following on from the Environment Act of 2021 it became mandatory on 12th February 2024 for most new development to ensure enhancement of biodiversity by delivering at least a 10% increase - a process known as Biodiversity Net Gain (BNG). The Trust is working with Local Planning Authorities to help ensure that this is done successfully and has developed an innovative online portal Net Gain Staffordshire that aims to facilitate links between local authorities, developers and landowners who wish to offer their land for habitat creation or enhancement.

A wilder Staffordshire is better for our **people & nature**, and we believe in access to nature for **everyone**.



CHRISTINE HARDING SWT



# We are part of a federation of 46 Wildlife Trusts across the UK

## 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

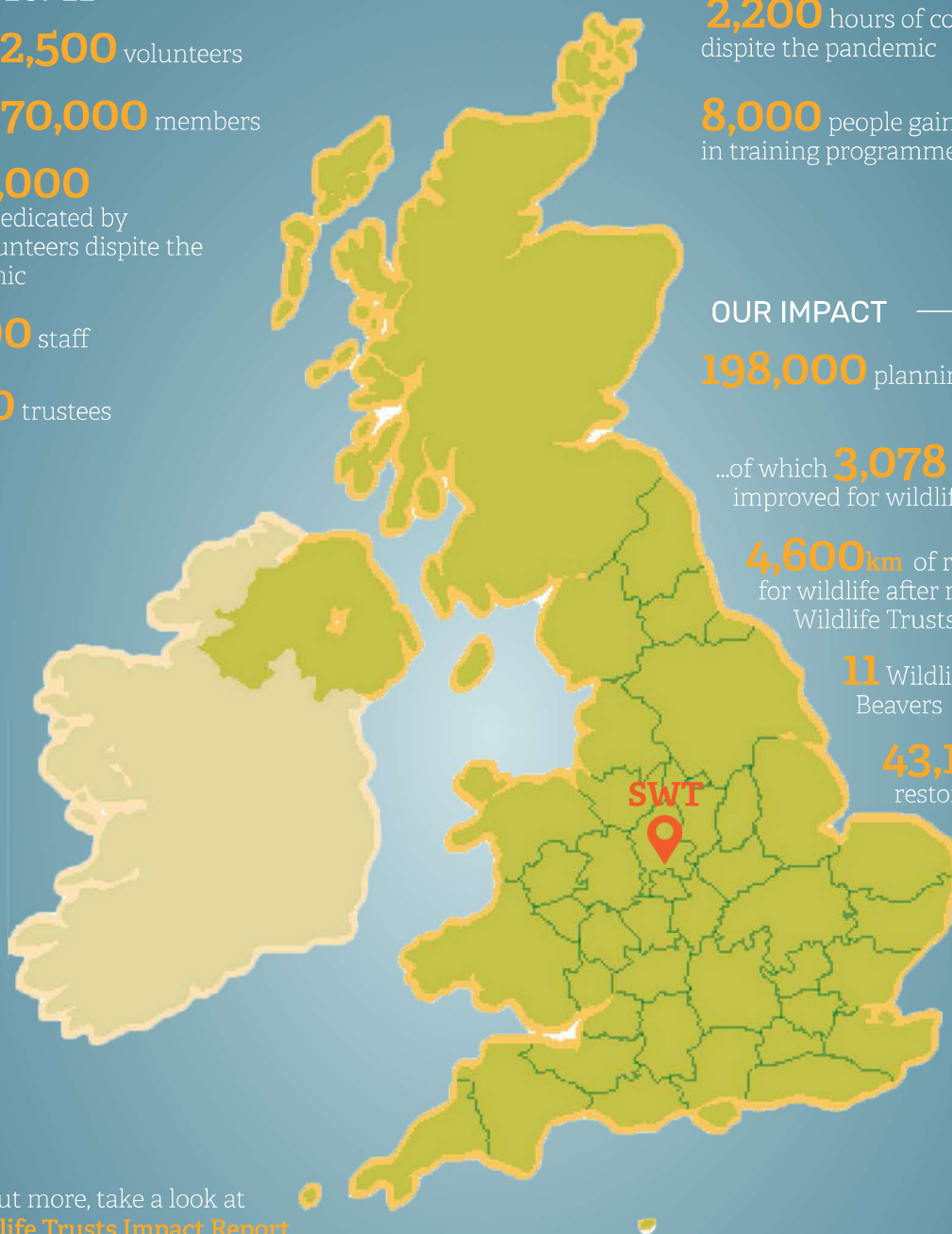
**198,000** planning applications responded to...

...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**

# Staffordshire Wildlife Trust 2030

## Strategic and Enabling Goals

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

In Staffordshire, our two strategic goals, 1 and 2, set out what we believe needs to happen by 2030 to help us to achieve these targets. Our two enabling goals, 3 and 4, set out what we have to do as an organisation to achieve our strategic goals.

# 1

Nature is in recovery in Staffordshire with abundant, diverse wildlife and healthy natural processes playing a valuable role in helping to address local, national and global problems

# 2

People are taking positive action for nature and the climate, resulting in better decision-making for the environment in Staffordshire

# 3

Delivering a step change in funding for nature's recovery

# 4

Running a successful organisation

To find out more, take a look at The Wildlife Trusts Impact Reports.



# Our values and the role of the board



## Our Mission

We protect and enhance the wildlife and wild places of Staffordshire and promote understanding, enjoyment and involvement in the natural world.

**Our Vision** is a thriving county with **wildlife** at **its heart**, which everyone **enjoys, values, and protects.**

## Our Values

We are:

**Resourceful:** making best use of what we have, and always alive to opportunities to do things better and more efficiently.

**Passionate:** making the case for valuing and protecting wildlife.

**Pioneering:** using new and innovative ways to achieve our vision and leading by example.

**Welcoming:** customer-focussed and inclusive, giving our members, supporters, customers and the wider public the best service possible.

**Professional:** striving to be the best we can be in all that we do, seeking continuous improvement and benchmarking our performance.

**Collaborative:** working in partnerships between staff, volunteers, members, public authorities, organisations, and businesses to achieve our vision.

**Evidence-based:** making our case based on scientific fact and interpretation.

## The Board of Trustees

The Board is the governing body of Staffordshire Wildlife Trust (SWT) and its members are the Trustees of SWT. It is ultimately responsible for ensuring the strategic direction of SWT and safeguarding its brand and reputation.

The Board is made up of no more than 14 Trustees, including a Chair, Vice Chair, Honorary Secretary, and Honorary Treasurer.

The Board meets nine times per year at The Wolseley Centre, Wolseley Bridge, Stafford, ST17 0WT.

Trustees also attend Task and Finish Groups on subjects for which they have relevant specialist skills, knowledge or expertise.

# Role Descriptions - Trustees

## The Role

The role of our Trustees is varied and stimulating. You will be bringing your expertise, experience, and passions to help lead a dynamic, multi functional, multi specialist organisation. You will be involved in strategic thinking and decision making about what we do, how we function and who we should be working with to make Staffordshire truly great for wildlife, local people and business.

## Key Duties

1. To ensure that the Trust pursues its charitable objects as defined in its Memorandum of Association, namely:
  - For the benefit of the public, to advance, promote and further the maintenance, restoration, regeneration and protection of:
    1. wildlife and its habitats;
    2. places of natural beauty;
    3. places of zoological, botanical, geographical or scientific interest;
    4. features of landscape with geological, physicographical or amenity value;in particular, but not exclusively, in ways that further biodiversity.
  - To advance the education of the public in:
    1. the principles and practice of sustainable development;
    2. the principles and practice of biodiversity conservation.
  - To promote and undertake research in all areas of the natural world and to publish the useful results thereof.
2. To ensure that the Trust applies its resources exclusively in pursuance of those objects and in particular to ensure that money is not spent on activities which are not included in the objects, no matter how worthwhile or charitable those activities may be.
3. To contribute actively to the role of the Board in giving firm strategic direction to the Trust, in particular setting overall policy and defining goals through the Chief Executive; setting targets and evaluating performance against targets.
4. To ensure the financial stability of the Trust.
5. To protect and manage the property of the Trust and to ensure the proper investment of the Trust's funds.
6. To safeguard the good name and values of the Trust.
7. To ensure the effective and efficient administration of the Trust by the appointment of, as appropriate, a Chief Executive and other members of staff.
8. To monitor the performance of the Trust's Chief Executive.
9. To ensure that the Trust complies with its Articles of Association, charity law, company law, and any other relevant legislation or regulations.
10. In addition to the foregoing, which are the statutory duties of Trustees, each Trustee should use his or her own knowledge or experience, whether in matters of nature conservation, education, finance, law, industry, business or whatever, to help the Council of the Trust reach sound decisions. In particular this will involve:
  - Willingness to devote the necessary time and effort to the business of the Trust
  - Exercising good independent judgement
  - Ability to work effectively as part of a team
  - Scrutinising Board papers and preparing adequately for Board meetings
  - Leading discussions where appropriate and participating fully in all discussions
  - Focusing on key issues
  - Providing advice and guidance as requested by the Board in areas of the Trust's work in which the Trustees has special experience.

[www.gov.uk/guidance/charity-commission-guidance](http://www.gov.uk/guidance/charity-commission-guidance)



# Role Descriptions - Trustees and Treasurer

## Qualities Required

- Energetic and engaging, able to inspire other Trustees, staff, partners, and supporters
- Committed to the values and vision of Staffordshire Wildlife Trust.
- Credible and influential in their field.
- Team players who want to work collaboratively and harness the talents of others.
- Natural ambassadors who are passionate about what we do and able to communicate this powerfully.

## Behavioural Expectations

- Preparedness
- Honesty and openness
- Able to challenge respectfully
- Good at listening
- Readiness to take on collective responsibility

## Trustee Treasurer Job Purpose

We're at an exciting time in our organisation's development. We have some big ambitions and transformations that we need to deliver to achieve our new strategy and secure nature's recovery.

This is not least around how we can become a more inclusive organisation and reach out and support more people from all backgrounds to experience nature but also how we can become an even stronger federation in the ways we work together and capitalise on our structures. We therefore need a forward thinking and inclusive Trustee to serve as the Board's Treasurer and help lead us on our journey.

The Treasurer should be a qualified accountant (ICAEW, CIPFA, ACCA, ICMA) and had previous experience in business and commercial roles in order to take the lead on the Board for financial issues; ensuring that SWT's financial accounts are accurate, timely, comply to best accountancy practice and reflect SWT's true financial position.

The Treasurer will be able to combine personal humility with an urgency to achieve the mission of Staffordshire Wildlife Trust and the drive to invest in ongoing organisational development. They will be able to demonstrate servant leadership and be able to unite

and inspire our movement behind our collective vision.

Embodying the culture of The Wildlife Trusts, the Trustee will work with the Chair and the Board to advance and grow the reputation of Staffordshire Wildlife Trust as an organisation of excellence that can inspire collective leadership throughout its movement and beyond, in the wider world.

This can be a demanding, yet rewarding role, suited to someone who is able to navigate through complex relationships and communicate well at all levels. Being able to motivate and bring people on a journey is a must.

This is a role that is elected to annually by the Board of Trustees. As such, the Treasurer is referred to the Trustee/Director role description to understand the wider responsibilities of trusteeship/directorship.

This is a voluntary position; it is not remunerated although expenses may be reimbursed

## Trustee Treasurer Responsibilities

The duties of the Treasurer are:

- To provide strategic support to the Finance Manager and the wider Finance Team and oversee the presentation of regular management accounts and financial reports to The Board.
- To oversee the financial affairs of the Trust and its subsidiaries, ensuring its financial viability and that proper financial records and procedures are maintained;
- To provide financial oversight and advice to the Board in relation to SWT's annual budgets and strategic projections;
- To oversee the preparation of, and make presentation of, financial reports at each meeting of the Board of Trustees, such reports to contain the information which Trustees need in a readily understandable format that allows them to make informed collective decisions surrounding financial governance;
- To advise the Board on the financial implications of SWT's activities, and its present and future financial needs;

# Role Descriptions - Treasurer continued

## Trustee Treasurer Responsibilities Continued

- To advise the Board on the financial implications of SWT's activities, and its present and future financial needs;
- To assist other Trustees to perform their duties by interpreting and explaining such reports and accounting requirements generally;
- To advise the Board on financial matters and to take part in its work as required;
- To make a formal presentation of the accounts at the Annual General Meeting drawing attention to important points in a coherent and easily understandable way;
- To serve as a director of the Trust's trading subsidiary, Staffordshire Wildlife Trading Ltd;

### To be responsible for:

- Ensuring that appropriate accounting procedures and controls are in place;
- In conjunction with the Chief Executive, overseeing and presenting budgets for Board's approval;
- In conjunction with the Chief Executive, overseeing, approving and presenting accounts and financial statements to Board and otherwise as required;
- Monitoring the Trust's investments activity and ensuring its consistency with the Trust's policies and legal responsibilities;
- Ensuring that the Trust's accounts are prepared in the form required by company law, included in the annual report, and submitted to the relevant statutory bodies;
- Ensuring that the accounts are audited in the manner required by company law and charity law and recommendations by the Auditors implemented;
- Chair the Risk and Audit committee;
- Sitting on appraisal, recruitment and disciplinary panels as required;

### To liaise with the other Trustees and Board

**members and lead them in discharging such financial functions as the Board may, from time to time, delegate to the Trustees.**

Also as a Trustee the Honorary Treasurer will;

Ensure that the Trust pursues its charitable objects as defined in its Articles of Association. In summary these are:

- For the benefit of the public, the conservation and protection of wildlife and its habitats, places of natural beauty or amenity value, and places of zoological, botanical, geographical, archaeological or scientific interest;
- Educating the public in sustainable development and biodiversity conservation;
- Promotion and undertaking of research in all areas of the natural world, and publication of the results.
- Ensure that the Trust applies its resources exclusively in pursuance of those objects and in particular to ensure that money is not spent on activities which are not included in the objects, no matter how worthwhile or charitable those activities may be.
- Contribute actively to the role of the Board of the Trust in giving firm strategic direction to the Trust, in particular setting overall policy and defining goals and, through the Chief Executive, setting targets and evaluating performance against targets.
- Ensure the financial stability of the Trust.
- Protect and manage the property of the Trust and to ensure the proper investment of the Trust's funds.
- Safeguard the good name and values of the Trust.
- Ensure the effective and efficient administration of the Trust by the appointment of, as appropriate, a Chief Executive and other members of staff.
- Ensure that the Trust complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Promote and support inclusive leadership throughout The Board as part of the SWT Equality Diversity & Inclusion strategy.



# Role Descriptions - Treasurer continued

## Trustee Treasurer Responsibilities Continued

- Be aware of their safeguarding responsibilities and take responsibility for promoting and safeguarding people and ensure that this is a priority for the charity.
- In addition to the foregoing, which are the statutory duties of Trustees, each Trustee should use his or her own knowledge or experience, whether in matters of nature conservation, education, finance, law, industry, business etc., to help the Board of the Trust reach sound decisions. In particular, this will involve:
  - A willingness to devote the necessary time and effort to the business of the Trust.
  - Exercising good independent judgement.
  - An ability to work effectively as a member of a team.
  - Scrutinising Board papers and preparing adequately for Board meetings.
  - Leading discussions where appropriate and participating fully in all discussions.
  - Focussing on key issues.
  - Providing advice and guidance requested by the Board in areas of the Trust's work in which the Trustee has special expertise.



# Role Descriptions - Treasurer continued

## Trustee Treasurer Person Specification

Criteria	Essential	Desirable	Assessment Method *
<b>Key Competencies</b>			
• Financial management	x		
• Leading, motivating and empowering others	x		
• Building trusting relationships	x		
• Developing strategy	x		
• Effecting change	x		
• Flexibility, sensitivity and consensus building	x		
• Innovation and creativity	x		
<b>Experience</b>			
• Leading with a visionary and strategic perspective	x		
• Networking, influencing and negotiating with a wide range of stakeholders		x	
• Partnership working		x	
• Conflict resolution		x	
<b>Skills/knowledge</b>			
• Financial qualifications and experience.	x		
• The skills to analyse proposals and examine their financial consequences.	x		
• An ability to engage effectively in financial strategy and funding relationships (ideally an understanding of the principles of charitable fundraising and financial governance)	x		
• Experience of charity finance, fundraising and pension schemes.		x	
• An understanding of wider financial markets.	x		
• Experience of wider charitable resources such as ICT, HR and Health and Safety		x	
• Experience of auditing and scrutinising accounts.	x		
• Rational, clear thinker who forms judgements independently	x		
• A natural team player and good listener	x		
• Adept and persuasive communicator, confident on a stage	x		
• Some understanding of relevant legal duties, responsibilities and liabilities (although training will be given)		x	
• Business acumen	x		



# Role Descriptions - Honorary Secretary

## Honorary Secretary Job Purpose

We're at an exciting time in our organisation's development. We have some big ambitions and transformations that we need to deliver to achieve our new strategy and secure nature's recovery.

This is not least around how we can become a more inclusive organisation and reach out and support more people from all backgrounds to experience nature but also how we can become an even stronger federation in the ways we work together and capitalise on our structures. We therefore need a forward thinking and inclusive Trustee to serve as the Board's Honorary Secretary and help lead us on our journey.

The Honorary Secretary will be able to combine personal humility with an urgency to achieve the mission of Staffordshire Wildlife Trust and the drive to invest in ongoing organisational development. They will be able to demonstrate servant leadership and be able to unite and inspire our movement behind our collective vision.

Embodying the culture of The Wildlife Trusts, the Honorary Secretary will work with the Chair and the Board to advance and grow the reputation of Staffordshire Wildlife Trust as an organisation of excellence that can inspire collective leadership throughout its movement and beyond, in the wider world.

This can be a demanding, yet rewarding role, suited to someone who is able to navigate through complex relationships and communicate well at all levels. Being able to motivate and bring people on a journey is a must.

This is a role that is elected to annually by the Board of trustees. As such, the Honorary Secretary is referred to the Trustee/Director role description to understand the wider responsibilities of a trusteeship/directorship. This is a voluntary position, it is not remunerated although expenses may be reimbursed.

## Honorary Secretary Responsibilities

The duties of the Honorary Secretary are:

- In conjunction with relevant staff ensure that the Trust and its subsidiaries comply with the requirements of company law, all relevant registers, such as the register of Members up to date and

notifying Companies House of any changes in Directors/Trustees, preparing and filing the annual return and making sure that the Company documents are kept safely.

- To support the Chair of the Trust by ensuring the smooth functioning of the Board in conjunction with relevant staff
- To liaise with the other Trustees and Board members and lead them in discharging such functions as the Board may, from time to time, delegate to the Trustees.

### In conjunction with relevant staff to be responsible for:

- Ensuring the circulation of agendas, papers and minutes;
- Ensuring that a quorum is present at all meetings;
- Calling the Annual General Meeting and any Special or Extraordinary General meeting of the Company and ensuring that notices, agendas and minutes are duly served and that arrangements have been made for the holding of the meeting;
- Ensuring that minutes of all Board and General Meetings are kept and are signed by the Chair once approved;
- Receiving agenda items from other Trustees/staff;
- Acting on appraisal, recruitment and disciplinary panels as required.

### Also as a Trustee, the Honorary Secretary will:

- Ensure that the Trust pursues its charitable objects as defined in its Articles of Association. In summary these are:
- For the benefit of the public, the conservation and protection of wildlife and its habitats, places of natural beauty or amenity value, and places of zoological, botanical, geographical, archaeological or scientific interest;
- Educating the public in sustainable development and biodiversity conservation;

# Role Descriptions - Honorary Secretary continued

## **Honorary Secretary Responsibilities Continued**

- Promotion and undertaking of research in all areas of the natural world and publication of the results.
- Ensure that the Trust applies its resources exclusively in pursuance of those objects and in particular to ensure that money is not spent on activities which are not included in the objects, no matter how worthwhile or charitable those activities may be.
- Contribute actively to the role of the Board of the Trust in giving firm strategic direction to the Trust, in particular setting overall policy and defining goals and, through the Chief Executive, setting targets and evaluating performance against targets.
- Ensure the financial stability of the Trust.
- Protect and manage the property of the Trust and to ensure the proper investment of the Trust's funds.
- Safeguard the good name and values of the Trust.
- Ensure the effective and efficient administration of the Trust by the appointment of, as appropriate, a Chief Executive and other members of staff.
- Ensure that the Trust complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Promote and support inclusive leadership throughout The Board as part of the SWT 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.
- In addition to the foregoing, which are the statutory duties of Trustees, each Trustee should use his or her own knowledge or experience, whether in matters of nature conservation, education, finance, law, industry, business etc, to help the Board of the Trust reach sound decisions. In particular, this will involve:
  - A willingness to devote the necessary time and effort to the business of the Trust.
  - Exercising good independent judgement.
  - An ability to work effectively as a member of a team.
  - Scrutinising Board papers and preparing adequately for Board meetings.
  - Leading discussions where appropriate and participating fully in all discussions.
  - Focussing on key issues.
  - Providing advice and guidance requested by the Board in areas of the Trust's work in which the Trustee has special expertise.

# Role Descriptions - Honorary Secretary continued

## Honorary Secretary Person Specification

Criteria	Essential	Desirable	Assessment Method *
<b>Key Competencies</b>			
• Leading, motivating and empowering others			
• Building trusting relationships			
• Developing strategy			
• Effecting change			
• Flexibility, sensitivity and consensus building			
• Innovation and creativity			
<b>Experience</b>			
• Experience of HR and relevance of statutory legislation			
• Experience in charity and company law, and governance			
• Leading with a visionary and strategic perspective			
• Networking, influencing and negotiating with a wide range of stakeholders			
• Partnership working			
• Conflict resolution			
<b>Skills/knowledge</b>			
• Rational, clear thinker who forms judgements independently			
• A natural team player and good listener			
• Adept and persuasive communicator, confident on a stage			
• Understanding of relevant legal duties, responsibilities and liabilities (training will be given as necessary)			
• Business acumen			
• Performance management			
• Financial management			
• Tact and Diplomacy			
• Experience of wider charitable resources such as ICT and HR			



# How to apply

## Application process

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

The process runs as follows:

- 1. Complete and return your application form to [jobs@staffs-wildlife.org.uk](mailto:jobs@staffs-wildlife.org.uk)
- 2. Shortlisted candidates invited for interview
- 3. Chosen candidate introduced to our Board of Trustees
- 4. Co-opted to Board
- 5. Induction begins
- 6. Nominated / elected in person at the next AGM at The Wolseley Centre

All interviews and meetings are to be held face-to-face. 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:	Monday, 15 September 2025
First interviews:	Week commencing, Monday, 22 September 2025
Second interviews with Chair and Chief Executive:	To be decided
All Introductions to the Board of Trustees:	Monday, 3 November or Monday 15 December 2025



CHRISTINE NOVELLI HARDING SVT



# 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 Board.

## How long does a trustee serve for?

Each trustee is elected to the Board for a term of up to four years. Trustees can serve a maximum of three terms.

## Will I get paid?

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



## 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](https://www.gov.uk/guidance/legal-duties-of-a-trustee)

[We would love to hear from you. To find out more about this role and for an informal chat, please contact Carol Gamble \[hr@staffs-wildlife.org.uk\]\(mailto:hr@staffs-wildlife.org.uk\)](#)



CHRISTINE NOVELLI HARDING



# **Staffordshire**

## Wildlife Trust

**Staffordshire Wildlife Trust**  
**The Wolseley Centre**  
**Wolseley Bridge, Stafford**  
**ST170WT**

[info@staffs-wildlife.org.uk](mailto:info@staffs-wildlife.org.uk)  
[staffs-wildlife.org.uk/](https://staffs-wildlife.org.uk/)

### **Find us on social media**

X: [StaffsWildlife](#)  
Facebook: [StaffsWildlife](#)  
Instagram: [Staffswt](#)  
TikTok: [staffswildlifetrust](#)  
LinkedIn: [/staffordshire-wildlife-trust](#)