



Staffordshire
Wildlife Trust

**Trustee and Hon
Secretary**
Recruitment Pack



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Elaine Henshaw

Dear Applicant,

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.

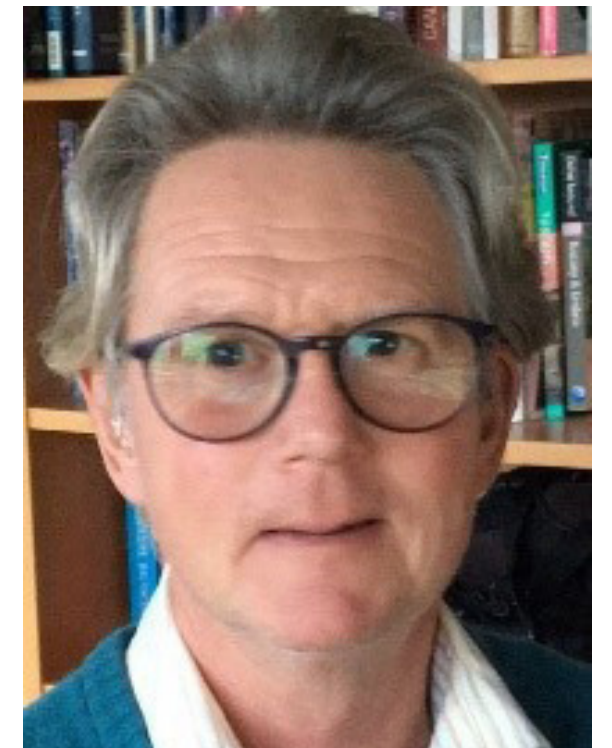
We believe that everyone should have the opportunity to experience the joy of wildlife in their daily lives. Now more than ever we are keen to work with people from all walks of life to create a wilder future and provide natural solutions to climate change.

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



About us

Join Our Movement

We are the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. Our climate is in crisis and nature needs our help, but together we can make a difference.

Our 50-year vision is for a thriving county with wildlife at its heart, which everyone enjoys, values, and wants to play their part in protecting and improving.

Our mission is to ensure that:

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

Volunteering for Staffordshire Wildlife Trust, in any role, means you are part of our ambition to halt and reverse nature's decline in Staffordshire and across the UK, and to get more people to take meaningful action for wildlife. You will be volunteering with Trustees towards the common purpose of a county richer in wildlife.

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 our charity shop in Codsall.



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

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.



Tom Ellis

What we stand for

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 helping us led by example.

Evidence Based: Making our case on scientific-fact and interpretation.

Welcoming: Giving our members, our supporters, 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, communities, landowners, businesses and many others to achieve our vision.

Who we're looking for

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 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.

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.

About the role

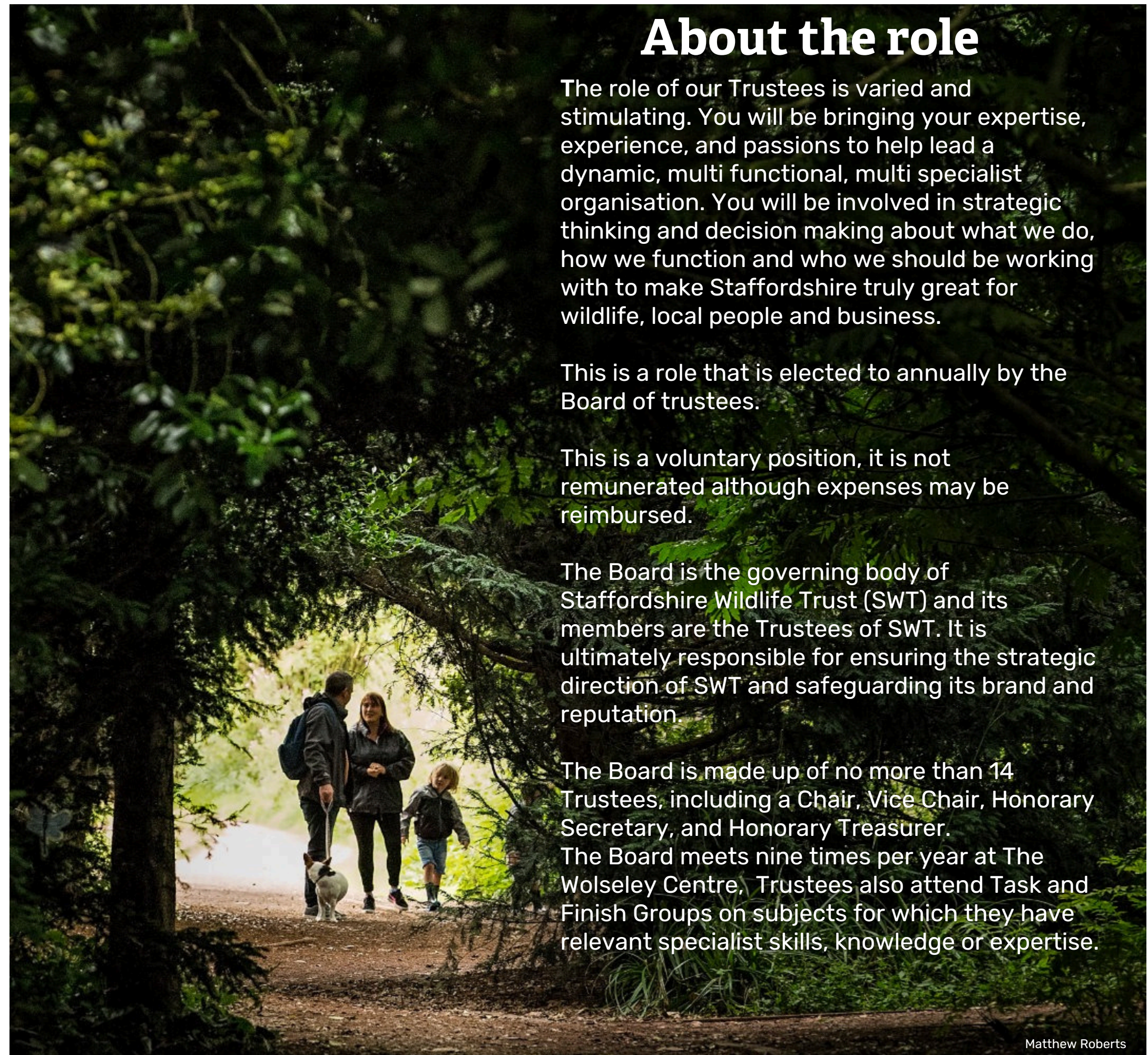
The role of our Trustees is varied and stimulating. You will be bringing your expertise, experience, and passions to help lead a dynamic, multi functional, multi specialist organisation. You will be involved in strategic thinking and decision making about what we do, how we function and who we should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

This is a role that is elected to annually by the Board of trustees.

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

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



Hon Secretary and Trustee Responsibilities

- 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;
- 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;
 - 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.

Hon Secretary and Trustee Responsibilities Continued

- 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.

Person Specification

Key Competencies

- Leading, motivated and empowering others
- Building trusting relationships
- Developing strategy
- Effecting change
- Flexibility, sensitivity and consensus building
- Innovation and creativity

Experience

- 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



Adrian Clarke

Skills/Knowledge

- 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

EDI – we're wild about inclusion!

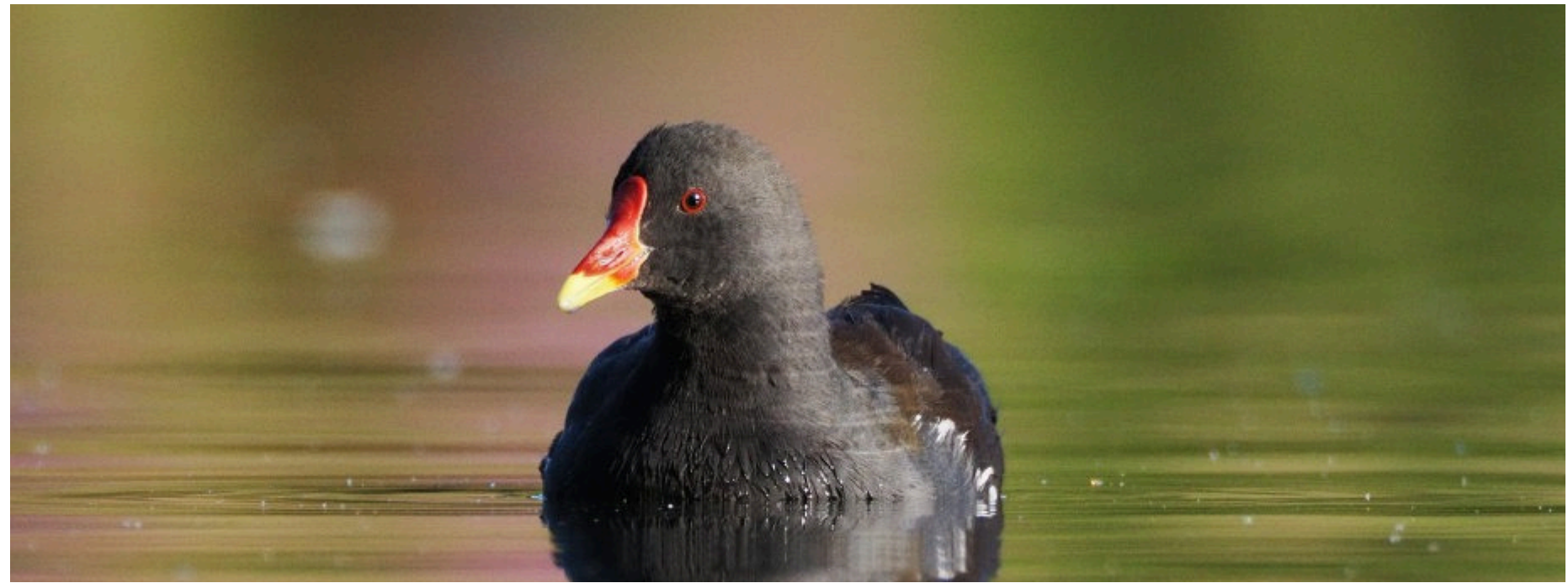
We aim to put equality, diversity and inclusion at the heart of Staffordshire Wildlife Trust to ensure that everyone can experience the joy of wildlife in their daily lives.

We're Wild About Inclusion! To us, this means inspiring, empowering, and engaging people from all backgrounds, cultures, identities, and abilities, to change the natural world for the better. It means creating workspaces where difference is celebrated, everyone can be themselves and flourish, just like nature.

We strongly encourage people of every race, orientation, age, gender, sex, religion, origin, and ability to apply. We aim to better understand and address the inequalities experienced by many communities in accessing and connecting with nature. This includes recognising that the conservation sector is one of the least diverse professions in the UK and that access to careers and educational opportunities needs to be significantly improved. We believe being Wild About Inclusion is critical to the future of the Trust, and the health and wellbeing of our communities.

As a Disability Confident accredited employer SWT will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity and encourages applications from these candidates. If you need any reasonable adjustments, please contact PSR on 01242 691683. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

At SWT, we are committed to creating a safe environment where discrimination, bullying, and harassment are not tolerated. We expect everyone to uphold, respect, and support our zero-tolerance policy.



Safeguarding

Staffordshire Wildlife Trust is committed to keeping children and young people safe. Safeguarding and protecting our visitors, customers, members, staff and volunteers is the responsibility of every trustee, employee, and volunteer at Staffordshire Wildlife Trust.

Our commitment to safeguarding starts at the very beginning. All recruiting managers complete Safer Recruitment training to enable them to follow best practice when recruiting.

On joining all staff are required to complete safeguarding training for children, young people and adults at risk.

Some roles require a successful DBS check before they can carry out their roles.

Our safeguarding team is committed to ensuring that our safeguarding policies and procedures are adhered to.

How to apply

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
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.

Deadline for applications: 28 August 2026

Interview dates: TBC



SWT Trustees
December 2025



Steve Smith
Chairman



Elliot Lancaster MBE
Vice Chair

Trustee Organisation Chart

Paul
Hackney –
Secretary



Ian
Downing –
Treasurer



Ali Glaisher



Alana
Wheat



Lucy
Bickley



John Pears



Matt Wall



Garry
Jones



Paul Martin



Annabel
Stoddart



Jennie
Collier

