



Ymddiriedolaeth Natur
Maldwyn
Montgomeryshire
Wildlife Trust

Trustee Recruitment Pack



Open roles

We are actively seeking to fill the following Trustee roles:

1. Trustee Board Members (general)
2. Chair of the Board of Trustees
3. Honorary Treasurer of the Board of Trustees

A message from our outgoing Chair, Tim McVey:

“Thank you for your interest in becoming a Trustee of Montgomeryshire Wildlife Trust. Always evolving, the Trust has a steady flow of projects, from building the Dyfi Wildlife Centre and developing it into a first-class attraction, to helping those with mental health issues with our *Wild Skills, Wild Spaces* project. The Trust has a small core of paid staff, but we need willing people of all sorts to ensure that MWT sticks to its strategic aims and remains financially and reputationally sound. It has been an immense privilege to be part of the team, a life-changing learning experience in lots of ways and very enjoyable.”

How to apply

Email your CV and covering letter to info@montwt.co.uk making it clear which role (or roles) you are interested in.

About Montgomeryshire Wildlife Trust

Founded in 1982, we are the county's leading nature conservation organisation. **Our mission** is to sustain biodiversity and encourage people to engage with their environment by becoming active and influential wildlife champions. **Our vision** is of people close to nature with land and seas rich in wildlife. We want to ensure that every person has the opportunity to experience wildlife in their daily lives.

Despite covering a sparsely populated area of Wales, we have more than 2,000 members and around 300 volunteers who help us with activities from habitat management to people engagement. We are a registered charity and limited company with headquarters in Welshpool and guided by a trustee board, with daily operations conducted by a CEO leading around 16 members of staff.

We care for 18 nature reserves, including Cors Dyfi a wetland haven and home to the Dyfi Osprey Project and Dyfi Wildlife Centre, Alongside more traditional conservation initiatives, we run a range of community projects to enable everyone to experience wildlife in their daily lives.

What is a Trustee?

Our Trustees are the guardians of our charity, working together to ensure Montgomeryshire Wildlife Trust fulfils its charitable activities and delivers on its vision, mission and values. They do this by steering its direction and overseeing the work of our CEO and staff.

Our Trustees come together regularly to receive a report from the CEO, to discuss and agree issues of strategic importance and to ensure the charity is being run effectively. Meetings are held as hybrid sessions so Trustees can attend remotely, or in-person at our Welshpool headquarters.

Trustees must comply with their legal duties as laid out by the Charity Commission. See the Charity Committee Guidance, *The Essential Trustee: what you need to know, what you need to do*: www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

The roles we are recruiting

1. TRUSTEES (GENERAL)

The role of Trustee includes ensuring that the Trust:

- Pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Complies with its governing document, as well as charity law, Charity Commission guidance, company law and any other relevant legislation or regulations
- Applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Defines its goals and evaluates performance against agreed targets
- Safeguards the good name and value of the charity, protecting the charity from fraud, theft and other abuse
- Is effectively and efficiently administered, including having appropriate policies and procedures in place
- Is financially stable
- Properly manages the charity and ensures the proper investment of the charity's funds

In addition, each Trustee should use any specific skills, knowledge or experience they 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, or other issues in which the Trustee has special knowledge or skills.

Personal Attributes

Essential:

- A commitment to the organisation
- A willingness to devote the necessary time and effort to attend and participate in meetings
- Good independent judgment
- An ability to think creatively
- A willingness to speak your mind and ask questions
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship (training will be provided)
- An ability to work effectively as a member of a team
- A commitment to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Nice to have but not essential:

- Prior trustee or corporate director experience
- Experience of youth engagement
- Experience of safeguarding
- Experience with EDI initiatives
- Experience of charity fundraising
- Familiarity with management accounts
- Marketing or media skills
- Knowledge of business best practices
- Knowledge of wildlife conservation or land management
- Interest in the natural environment
- Knowledge of Welsh language

Commitment:

These are voluntary roles. We hold a minimum of six board meetings, one away day, and our Annual General Meeting (AGM) each year. There are additional opportunities to join sub-committees, such as the finance committee, to perform site visits and to represent the Trust at external functions. You will be expected to take advantage of the induction offered as well as other mentoring and training provided through the Trust.

In addition to fulfilling the role of a Trustee, the Chair and Honorary Treasurer roles have additional requirements and require deeper commitment. See below.

2. CHAIR OF THE BOARD OF TRUSTEES

The Chair is a Trustee and must fulfill the obligations and have the personal attributes of a Trustee (general) as set out above.

In addition, the Chair:

- Provides leadership to the Council and ensures the Trustees fulfil their duties and responsibilities for the proper governance of the Trust
- Ensures the board works in partnership with the trust's executive staff
- Represents the charity, along with the CEO, in its relationship with fellow Wildlife Trusts, Wildlife Trust Wales and the Royal Society of Wildlife Trusts
- Chairs the meetings of the board of trustees fostering an atmosphere in which all trustees are encouraged to participate and where constructive challenge is encouraged
- Provides support and, where appropriate, constructive challenge to the CEO to achieve the vision and Strategy of the Trust
- Mentors and supports the Vice-Chair and other Trustees to ensure effective succession

Personal Attributes

Essential:

As for Trustee (General) plus:

- An understanding of good governance
- An ability to think clearly, logically and strategically
- An ability to manage, lead and motivate people
- An ability to listen and build consensus
- Effective written and oral communication skills

Nice to have but not essential:

As for Trustee (General) plus:

- Experience chairing a board or committee
- Line management experience
- Previous charity sector experience

Commitment:

As for Trustee (general) plus: weekly meetings with the CEO, fortnightly meetings with the Vice Chair, occasional meetings with the Trust President, occasional meetings with prospective trustees. Preparation for, and attendance at, a minimum of 6 Finance Committee meetings a year. Approximately 4 meetings a year of the Forum of Wildlife Trusts Wales and approx. 8 meetings a year with the Wildlife Trusts (a combination of online and in-person). Opportunities to attend conferences run by The Wildlife Trusts, which may include overnight stays.

3. HONORARY TREASURER OF THE BOARD OF TRUSTEES

The Honorary Treasurer is a Trustee and must fulfill the obligations and have the personal attributes of a Trustee (general) as set out above. In addition, the Honorary Treasurer takes the lead amongst Trustees for financial issues, ensuring the financial accounts are accurate, timely; comply with best accounting practices; and represent the Trust's true financial position.

As such, the Honorary Treasurer:

- Prepares for and chairs the Finance Committee
- Ensures management accounts and financial reports are prepared for the Board
- Advises the Board on the financial implications of the Trust's activities and on the Trust's present and future financial needs
- Ensures the Trustees understand their financial duties and responsibilities under relevant laws and the Charity Committee's guidance
- Provides financial oversight and advice to the CEO and the Board in relation to the Trust's annual budget and projections
- Ensures all financial information is presented to the Board in a way that enables the Board to understand the implications and make informed collective decisions
- Ensures the annual Trustees' Report & Accounts are prepared and give a true and fair view of the Trust's financial position, presents them to the AGM and responds to questions from the Trust's members
- Leads in the appointment of auditors and investment managers and in the management of those relationships
- Ensures that procedures and policies are in place to maintain the trust's financial stability and directs the Trust's policies on financial reserves and investment

Personal Attributes

Essential:

As for Trustee (General) plus:

- Financial experience in business or the charity sector
- Experience of scrutinising accounts
- The ability to analyze project proposals and advise upon their financial consequences
- The ability to engage effectively in financial strategy and funding relationships
- Attention to detail

Nice to have but not essential

As for Trustee (General) plus:

- Financial qualifications
- Experience chairing a board or committee
- Prior Honorary Treasurer experience
- Experience of charity finance and fundraising

- Understanding wider financial markets
- Experience of charity pension schemes

Commitment

As for Trustee (General) plus: Meet regularly with the CEO and ensure the Trust's accounts are properly prepared and maintained. Plus preparation for, and attendance at, a minimum of 6 Finance Committee meetings a year.

Equality, Diversity & Inclusion

The Wildlife Trusts are wild about inclusion. For us this means our people truly valuing the principles of equality, diversity & inclusion to bring about a stronger Wildlife Trust movement. It underpins our belief that 'everyone should have the opportunity to experience the joy of wildlife in their daily lives.'

We aim to better recognise and reduce inequalities in accessing and engaging with wildlife and bring diverse communities closer to nature. This includes recognising that the conservation sector is one of the least diverse professions in the UK and access to careers, training and volunteering opportunities need to be significantly improved.

Our vision for equality, diversity and inclusion is that:

- More people, from all parts of society, are engaged in our movement and are closer to nature as a result of us becoming more reflective of and meaningful to our communities, and
- Our people are 'wild about inclusion' and embrace increasing the diversity of our staff, trustees and members as crucial to our success in bringing about nature recovery.

We openly acknowledge that our current Board of Trustees is not as diverse as we would like it to be. We want our Trustees to better reflect the communities in which work and are committed to creating a board which is more inclusive of diverse identities, backgrounds, skills and experience.

Whilst we would encourage anyone who is interested to consider becoming a Trustee to apply, *we particularly encourage applications from those who are currently underrepresented on our board, including people from minority ethnic backgrounds, people with disabilities and those under 25 years old.* We are committed to providing the right support to enable support every Trustee on our Board to fulfill their role and have a rewarding experience as a Trustee.

How to apply

The roles we are advertising are challenging but rewarding. It is unlikely anyone will fulfil all of the 'essential' and 'nice to have' attributes, and **we encourage you to apply anyway**.

If you would like to speak to someone before applying, please email us at: **info@montwt.co.uk** providing your preferred contact details and one of our current Trustees will contact you to arrange to answer any preliminary questions.

If you are ready to submit your application, email your CV and cover letter to: **info@montwt.co.uk** making it clear which role or roles you are interested in.

What to expect when you apply

- We aim to acknowledge all applications within 7 days.
- If we intend to pursue your application, you will be invited to interview with our current Chair (unless you are applying for the role of Chair, in which case your interview will be with a Trustee member of our nominations committee).
- If that goes well, there will be a chance to meet two or three more of our existing Trustees.
- After that, if we and you both want to proceed, you will be invited to attend our next 2 board meetings as an observer. This gives you, our Board and CEO a chance to meet each other and you the opportunity to see us at work. Although an observer, you should feel free to share your thoughts on the matters under discussion as well as raising any questions you have about the trust and your prospective role.
- We will always keep you updated with the progress of your application and endeavour to give you useful feedback at each stage.