



The Conservation Volunteers Trustee Candidate Pack 2021

INCLUSIVE
BOARDS



MESSAGE FROM OUR CHAIR

Dear potential Trustee,

I am delighted you have shown an interest in the Trustee roles on The Conservation Volunteers (TCV) Board. As you will read in this document, we are looking for individuals with an interest in the work of TCV who can add particular skills and experience to our Board. These opportunities have arisen as a result of the retirement of existing Trustees whose terms have expired.

I have been very impressed with what we do at TCV since I was appointed as Chair of the Trustee Board. Our work brings together local people to care for their local environments, helping them acquire new skills and enhance their physical and mental health.

This work has grown in importance since the COVID 19 pandemic as we believe that a green recovery is key to building back together. We are confident that we can continue to play a major role in helping volunteers from all parts of our communities to look after our precious green spaces.

To ensure we can do this we have adopted a revised strategy, supported by a rolling business plan, and implemented a major governance review. The experience and skills we are seeking from our new Trustees will be critical to helping the Board ensure TCV continues to play its vital role in caring for our green spaces.



Prof. Tony Crook
Chair of Trustee Board

ABOUT US

For 60 years, TCV has worked across the UK to create healthier and happier communities for everyone - communities where our activities have a lasting impact on people's health, prospects and outdoor places.

We do this by bringing people together to create, improve and care for green spaces. From local parks and community gardens to local Nature Reserves and Sites of Special Scientific Interest; from school grounds and hospital grounds to waterways, wetlands and woodlands; we connect people to the green spaces that form a vital part of any healthy, happy community.

We draw upon the expertise of our 220 employees and those we hold partnerships with across the UK, working with thousands of volunteers, beneficiaries and community groups to design and deliver solutions to meet their community's needs.



OUR VISION

Healthier, happier communities for everyone.

OUR MISSION

To connect people and green spaces to deliver lasting outcomes for both.

OUR VALUES

Make stuff better: Constantly asking ourselves if we can improve on what we do and how we do it.

Crack on and muck in: Coming to work with a mindset as a team, getting the job done, and achieving what we set out to do.

Make a difference: We have a deep desire to ensure that everything we do leaves a positive and lasting ripple effect.

Be the best we can be: We are committed to role modelling the best of ourselves in all that we do and how we do it.

Make a positive environmental impact: Our commitment to ensuring that everything we do contributes to building a sustainable planet.

OUR COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

We are committed to increasing equality, diversity and inclusion within our organisation. This means reflecting critically on issues of equality, diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality.

We welcome applications from anyone regardless of age, disability, ethnicity, heritage, gender, sexuality, religion or socio-economic background.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for childcare and care costs whilst you're attending an interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- As a Disability Confident Employer we commit to offering a first stage interview to disabled applicants who meet the minimum criteria for the role

If there is anything else you're concerned about or think we could provide, please let us know.



OUR BOARD

The Conservation Volunteers is governed by a Board of Trustees. It is responsible for setting overall policy for The Conservation Volunteers and monitoring progress towards achieving our goals.

About the Role

TCV is an ambitious organisation seeking two new Trustees to join our Board that works to connect people to green spaces that form a vital part of any healthy, happy community.

We're particularly interested to hear from candidates who have skills in any one of the following areas:

- Fundraising, including business development and funding. Charity leadership expertise would also be an advantage.
- Health and Mental Health, in the context of a local authority would be an advantage.
- Branding and Marketing.
- Safeguarding.



ROLE RESPONSIBILITIES

All Trustees are collectively responsible for the following:

- To be a strategic sounding board and critical friend to the Chief Executive and Leadership Team.
- Ensure an effective and transparent system of governance, with effective Board succession, and to ensure appropriate accountability to volunteers and other beneficiaries, to the public, and to all other stakeholders.
- Ensure proper understanding of the public good fulfilled by TCV and its centrality to TCV's strategy and operations.
- Provide financial oversight and approve annual budgets and ensure the financial stability of TCV.
- Ensure an effective and appropriate system of Health and Safety and Safeguarding.
- Acting as an ambassador for TCV ensuring TCV continues to develop its external relations, raising its profile and supporting the growth of its impact accordingly.
- Uphold TCV's Equality and Diversity policy.
- Ensure that TCV complies with its governing document, UK Charity and Company law and all other relevant legislation and regulations and to ensure that TCV uses its resources exclusively in pursuance of its objects.
- In all other respects to fulfil the fiduciary and statutory duties of a Charity Trustee and Company Director.

Existing Board members support new Trustees in the delivery of these responsibilities, individually and through a tailored induction plan.



PERSON SPECIFICATION

In addition to the skills outlined above we are looking for:

- An excellent communicator able to engage with the cross-section of TCV's volunteers, employees and trustees.
- Good listening skills and openness to others' views.
- An ability to bring insight and interrogation to the implementation of an organisational strategy
- An individual who is comfortable taking high-level decisions about the future of the organisation.
- An interest in the community, environmental and cultural diversity sectors.
- A commitment to the charity's objects, Vision and Values and willingness to devote time to carry out responsibilities.
- Good, independent judgement and the ability to think creatively in the context of the organisation and external environment.



ADDITIONAL INFORMATION

Term of office: Board Members are appointed for an initial period of up to 3 years with scope to extend up to six.

Time Commitment: We expect the time commitment to be at least 1 day per month and meetings are held quarterly. All Trustees would also be required to attend an induction process at the start of their term.

Location: Board meetings are usually held at our headquarters in Doncaster but we also periodically meet elsewhere across the country including London. Through the pandemic we have been holding Board meetings remotely and while we plan to return to face-to-face meetings when viable, will continue to offer flexible meeting options.

Remuneration: This position is not remunerated. Reasonable expenses are covered under our Board member expenses policy.

Learning and Development: We are committed to supporting Board members learning and development through training and our informal learning sessions.

Conflicts of Interest: All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.



HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of The Conservation Volunteers. If you wish to apply for this position, please supply the following by 23.59 00/00/21 :

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application.
- Details of two referees together with a brief statement of their relationship to you and over what period of time they have known you, referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.

If you have any questions or would like to arrange a call to discuss the role please email TCV@inclusiveboards.co.uk or call 0207 267 8369.

Please send your CV and cover letter to TCV@inclusiveboards.co.uk or visit www.inclusiveboards.co.uk/opportunities to apply online.

