



# Job Description Trustee Chair

<b>Responsible for</b>	Effective leadership and governance of the Board of Trustees; overseeing the strategic direction of the Trust via the delegated authority to the Executive; advocating for the Trust.
<b>Hours</b>	Part-time, unpaid
<b>Location</b>	Home-based. Meeting in our office (location TBC but expected to be Leatherhead) will be required.

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## Organisation

The South East Rivers Trust (SERT) is an environmental charity dedicated to achieving healthy river ecosystems for all across the south east of England (Charity number 1091000; Company registered number 03969688). The Trust's mission is to deliver outstanding river ecosystem enhancement through science-based action, collaboration, education and engagement.



SERT is a member of the national Rivers Trust and is part of the rivers trust movement, which comprises over 60 local trusts described as having 'wet feet' because they concentrate their efforts on practical environmental enhancement works on the ground. The Trust's core values are central to all it strives to achieve, including bringing positive energy, expertise, increasing good relationships, and delivering to a high standard, making a real difference to rivers and their catchment areas.

Over the last 20 years, the Trust has grown from one to nearly 30 members of staff. It benefits from a strong reputation with partners, and a healthy financial reserve and cash flow, predominantly driven by project funding. Following a recent and ongoing period of growth, the Trust is at an important point in its development. It seeks to: build long-term sustainability into its income, systems and processes; to ensure effective coverage across all of its catchments; to diversify its activities as it embraces changes and trends across the environmental sector.

We would like to make this appointment by June 2022 to coincide with our 20 years celebrations.

## Role summary

The key activities of the Chair's role along with the board of trustees is to oversee the Trust's strategy and financial sustainability; ensure the good governance of the Trust; lead the Board of Trustees; advocate for the Trust where required and provide support and challenge to our CEO and Management Team.

The Trust meets quarterly. The Chair drives the agenda and resulting actions. In addition, the Chair must participate in quarterly FRAC (Finance) meetings and other meetings on an as-needed basis in a governance role.

The Trust has recently undergone a period of growth and you will facilitate its continuing success and maintain its position as a major player in the Rivers Trust network.

You will manage the Trustees, ensuring we have the correct people, skills and experience in place. You will bring a deep, proactive, and reflective attitude towards diversity and inclusion.

You will oversee the continued financial sustainability of the Trust, contributing strategy insights to the development of different income streams and project funding as appropriate. You will support the Finance and Operations Director and Trustees to review the financial sustainability of the activities of the Trust and establish a fundraising plan to diversify income. You will bring fundraising expertise and networks complementing the Trust's project-funded business model, prioritising increasing unrestricted funds. We would be particularly interested in any corporate funding relationships you have cultivated.

Alongside this, we would value solid leadership and change management skills.

You will have a passion for biodiversity, conservation and the Rivers movement in the South East. You will understand how to ignite the passion in others, especially when devising our education strategy.

You will be supported in your work by the Vice-Chair, who will be able to provide considerable support to you and the Trust, as well as the Board of Trustees, the Management Team and Trust staff.

## Duties and responsibilities

### Governance of the Trust

- Chair effective Trustee meetings.
- Ensure there are transparent and open processes for the recruitment and management of the CEO and Trustee's
- Ensure the Trustees have the skills and training required to govern an environmental charity effectively and compliantly and that the charity has relevant external professional advice and expertise
- Ensure the Trustees bring relevant skills and experiences beneficial to the charity
- Monitor the performance of the Trust and ensure that it satisfies all regulatory and legal compliance requirements
- Ensure the risks to which the charity is exposed are reviewed regularly and systems are established to mitigate these risks without becoming risk-averse.
- Ensure that the Trust's financial dealings are systematically accounted for, audited and publicly available
- Ensure that the Trust is fair and open to all sections of the community in all activities
- Ensure the Trust has a governance structure that is appropriate to an environmental charity of its size/complexity, stage of development, and its charitable objects and that these structures and the governing instruments are reviewed regularly

### The Leadership of the Trust

- Maintain the Trust's culture in creating a working environment that is welcoming, inspiring and flexible.
- Support the implementation of the Trust's mission, vision, strategy and high-level policies, ensuring that it achieves its charitable, environmental and financial objectives.
- Ensure the Trust hears key stakeholders' voices and views, especially beneficiaries and champion diversity and inclusion through the process
- Keep up to date on the rivers trust movement regionally, across the UK and the World.

### Support the CEO

- Challenge constructively, and support the personal development of the CEO through regular (i.e. monthly) catch ups
- Develop a professional relationship within which each can speak openly about concerns, worries and challenges
- Ensure their performance is reviewed regularly

### Visible advocate for Rivers

- Be the guardian of the reputation of the Trust and its brand
- Actively promote the Trust to potential donors for fundraising and partnerships
- In combination with senior staff, represent the Trust at strategic meetings, e.g. national and regional rivers trust meetings, and senior meetings with water companies
- Lead on any media interviews and government engagements where appropriate
- Ensure that, whenever practicable, Trustees visit the rivers, keep up to date and attend Trust events and have informal opportunities to meet staff and beneficiaries

## Person specification

When completing your application, please keep these requirements in mind, together with the Trust's core values.

### What we need from you:

- Experience in leading and managing an environment charity or not-for-profit organisation as a Trustee Chair
- Excellent communication skills through a range of media, including engaging with the public
- A track record of successfully implementing strategy
- Experience in coaching and mentoring people to achieve their best with a deep understanding of diversity and inclusion at all levels
- A good understanding of core fundraising opportunities appropriate to an environmental charity with a project-funded business model
- An ability to think strategically and discern how to prioritise opportunities that will ensure growth and sustainability
- Experience in developing successful corporate funding relationships
- A flexible and growth mindset

### It would also be ideal if you had:

- A passion for protecting the water environment
- A track record of successfully managing a senior team
- Experience in writing funding bids and a good understanding of what makes them successful
- Good knowledge of the funding streams available to an environmental charity
- Working knowledge of charity, employment and health and safety legislation
- An Environmental qualification
- Understanding of the environment of the south east of England.

## Conditions of service

**Salary:** None

**Hours of work:** part-time – please confirm your preference for days/hours in your application. Some evening or weekend work may occasionally be required. No overtime will be paid.

**Homeworking and vehicle:** You must be able to provide an appropriate home working environment and we would prefer the post-holder to be based in the SERT area, but this is not an absolute requirement. A full driving licence and access to your own transport are required to reach meeting locations which may be inaccessible by public transport.

## Application process

At SERT we believe in equality of opportunity and positively encourage applications from suitably qualified and eligible candidates regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We are committed to better reflecting society and the communities who use, need and enjoy our rivers within our workforce. We welcome requests for flexible working. All applications will be judged solely on merit.

Please email the following to [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org):

- a CV (two pages max.)
- a covering letter (two pages max.) focussing on your relevant knowledge, experience and skills and how they align to the position. Please outline the number of days/hours you could work and when you would be available to start
- SERT's diversity monitoring form

There is no deadline for applications as we shall organise interviews on an ongoing basis starting interviews in March 2022. **No agencies please.**

If you would like to discuss the role further, please contact us on the above email, either directly with any queries or arrange a phone conversation.

## Applicant privacy policy

When submitting your application to us, it is important you are aware of what will happen to your personal data after the position is filled. Please download and read our Applicant Privacy Notice from the website.