



## JOB DESCRIPTION TRUSTEE

<b>RESPONSIBLE FOR:</b>	Ensuring good governance and financial sustainability; contributing to the strategic development 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. Occasional meetings in our Leatherhead office.

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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 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.

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## ROLE SUMMARY

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

The Trust meets quarterly. Meetings are predominantly online with one to two in-person board meeting per year. In addition, Trustees may be expected to participate in quarterly finance committee 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 bring specific knowledge and expertise that contributes to our growing organisation.

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 have a passion for biodiversity, conservation and the rivers movement in the South East.

You will bring a deep, proactive, and reflective attitude towards diversity and inclusion.

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## DUTIES AND RESPONSIBILITIES

### Governance of the Trust

- 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.

### **Visible advocate for Rivers**

- Actively promote the Trust to potential donors for fundraising and partnerships
  - In combination with senior staff, represent the Trust at strategic meetings
  - Ensure that, whenever practicable, you visit the rivers, keep up to date and attend Trust events and have informal opportunities to meet staff and beneficiaries
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## **PERSON SPECIFICATION**

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

### **We are particularly interested to hear from people who:**

- Have significant experience and understanding of farming, and the opportunities available for landowners and environmental organisations to work together to bring positive impacts for all
- Have experience of leading and managing growth and change
- Have experience of working within the water industry in any capacity
- Have experience in any of the following areas: legal, financial, education, community engagement, HR, research, fundraising, engineering, strategic planning, marcomms and ecology
- Can broaden and deepen the diversity of thought and experience represented in our organisation. We aim to represent and reflect the diverse communities that our rivers serve

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

- A passion for protecting the water environment
  - A track record of successfully working within or 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
  - Understanding of the environment of the south east of England.
  - An ability to think strategically and discern how to prioritise opportunities that will ensure growth and sustainability
  - Experience in developing successful corporate funding relationships
  - An environmental qualification
  - A flexible and growth mindset
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## CONDITIONS OF SERVICE

**Salary:** None

**Hours of work:** The board of trustee meets quarterly. In addition, Trustees may be expected to participate in quarterly finance committee meetings and other meetings on an as-needed basis in a governance role.

**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.

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## 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 June 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.

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## 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.