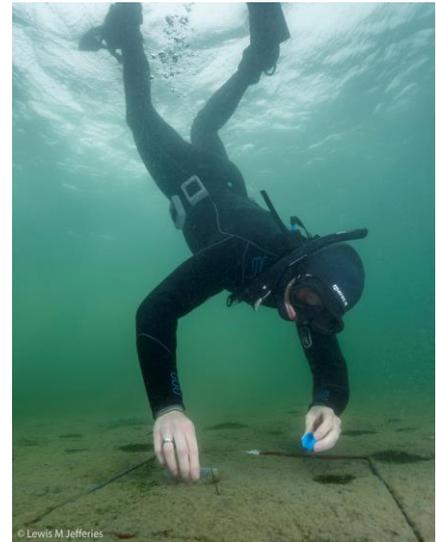


# PROJECT SEAGRASS – TRUSTEE RECRUITMENT

Information pack for applicants for the Board of Trustees



**Closing Date: 5<sup>th</sup> March 2023**

**Applications sent to the Chair of Project Seagrass: [rosslyn\\_barr@hotmail.com](mailto:rosslyn_barr@hotmail.com)**



## **Background to our charity**

Project Seagrass is a globally facing environmental charity devoted to the conservation of seagrass ecosystems through research, community and action.

Our four key aims are:

- To engage and educate the wider community on the presence and importance of seagrass ecosystems, the services they provide and current seagrass management issues.
- To support local stakeholders in the use of standardised scientific methods.
- To promote and assist with long-term monitoring of seagrass condition.
- To assist with scientific research and conservation measures that help facilitate the long-term resilience of seagrass ecosystems.

Our vision is “A world in which seagrass meadows are thriving, abundant and well managed for people and planet”

## **Governance and structure**

Project Seagrass is a Charitable Incorporated Organization (CIO), incorporated and registered as a charity on 24 July 2015 in England and Wales, and 17 August 2016 in Scotland. It is governed by an Association Model Constitution, having been amended following approval by members at an EGM on 2nd May 2015.

The charity is governed by a Board of Trustees, as defined by the Charities and Trustee Investment (Scotland) Act 2005, and the Charities Act 2011, who are also Directors under the Companies Act 2006 and are collectively referred to as “The Trustees”.

The charity is led by the chair and board of trustees and strategy implementation is delegated to the chief executive. The chief executive is accountable to the board for the efficient management of the charity and for the development and implementation of appropriate plans to deliver the strategy. The chief executive is supported in this by the senior management team.

Trustees play an important role in setting the strategy, ensuring a sustainable funding base, and the effective governance and risk management of the charity.



## Resources

Project Seagrass' anticipated turnover for 2022/3 is estimated at around £900,000.

Around 20 people are employed by the charity to deliver our project, engagement, advocacy and fundraising activities.

The team is supported by a group of dedicated volunteers, who support delivery and fundraising, based on their own experience and skills.

The charity depends on individual and corporate donations, grants, contracts, and contributions from charitable trusts and foundations.

## Summary of new trustee roles

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. Our ideal trustees are those who have a strong empathy with the Charity's mission and an understanding of its work and ambitions.

The need for a larger, independent Board of Trustees for Project Seagrass has been identified by the Board and senior management team. Not least, the need to have trustees who are chosen for their individual qualifications, experience and skills to cover the gamut of those required for successful governance of the rapidly expanding organisation.

The view of the board at present (given the rapid growth of the organisation) is that we should aim for between 8-10 trustees to provide adequate governance for an organisation of this size and ambition. We currently have 5 trustees.

The ambition for the next six months is to appoint another four new trustees to the board.

We are currently looking for two new Trustees to fill particular skills gaps.

Specifically:

1. Finance / Treasurer role
2. Legal trustee

These are voluntary roles in a national charity. As one of our trustees you will be entrusted to ensure that our strategic plans meet our charitable purpose and ensure that the charity's resources and assets are deployed in ways that best advance the charity's objectives.



## Trustee responsibilities

The Board of Trustees is jointly and severally responsible for the overall governance and strategic direction of the Charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the Charity.

### Trustee statutory duties are:

- Having an understanding of the charity's purpose and a willingness to champion it's projects and activities to other partners and stakeholders.
- Having an understanding of charity governance and an ability to balance opportunity and risk to secure the best long-term interests of the charity.
- Ensuring the organisation applies its resources exclusively in pursuance of its objectives - the Charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To have the ability to make effective contributions at board meetings to help steer the development of the next 2-year strategy and business plan which will set out the direction and priorities for the charity.
- Ensuring the effective and efficient administration of the organisation - an ability to understand management, financial and impact information and to use this in decision making.
- To have the ability to sustain trust between the board and the team of people – employees and volunteers.
- Having a respect for the delegation of responsibilities, authority and accountability to the chief executive.
- To contribute individually and as a collective to assessments of the board's performance.
- Safeguarding the good name and values of the organisation.
- Ensuring the financial stability of the organisation.
- Appointing the Chief Executive and monitoring their performance.

In addition, with other trustees to hold the Charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear strategy, vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.



- Ensuring that the charity's governance is of the highest possible standard.

In addition to the above statutory duties, each trustee uses any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This involves scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

We are seeking Trustees to:

- Be active and engaged in our work.
- Act as ambassadors for Project Seagrass.
- Keep informed about the activities of the charity and wider issues which affect its work.
- Work with fellow Trustees in a collaborative way, using feedback to enhance Board effectiveness and performance and agreeing individual objectives with the Chair to shape personal contribution
- Ensure that the voices of all communities we represent, are listened to, are part of and involved in relevant decision-making.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

Candidates should be able to show:

**Experience and Commitment:**

- Strategic vision, sound and independent judgement.
- Ability to communicate persuasively and a willingness to speak their mind.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- Understanding and commitment to equality, diversity and inclusion with the ability to bring diverse perspectives to the Board.
- A proven track record of sound judgement and effective decision making.
- A history of impartiality, fairness and the ability to respect confidences.

**Knowledge, skills and understanding:**

- Commitment to the Charity and a willingness to devote the necessary time and effort.
- Understanding of the charity's work, impact and users.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.
- Good, independent judgement and strategic vision.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- An understanding of the respective roles of the Chair, Trustees and Chief Executive.



## **Additional Information**

### **Inclusivity**

We value diversity and inclusion and the benefits this brings. We aim to always appoint the most suitable candidate and welcome applications from people from all different backgrounds.

We are committed to having a team that reflects the diverse community we are part of, and the make-up of our board is important in that.

We warmly welcome and encourage applications from people currently under-represented on our board, including people from ethnic minority groups, disabled people, and LGBTQ+.

We believe that a diverse, multi-cultural and inclusive board and team leads to more creativity and better decision-making. It will help strengthen the development and delivery of our activities to a diverse range of beneficiaries.

Previous experience as a Trustee is not essential and we are committed to investing in training and support for candidates at the start of their trustee journey or who have additional needs we can support to ensure they can contribute fully.

### **Remuneration**

This is a voluntary role, although reasonable expenses for travel and accommodation may be claimed in line with the charity's expenses policy.

### **Location**

The Project Seagrass main office is based in Wales, where some face-to-face meetings and events are held, although blended digital and face-to-face business meetings regularly take place.

### **Time commitment**

The time commitment for trustee is estimated to be approximately 10 days per annum. This comprises 4 charity board meetings, preparation before meetings and follow-through with networks between meetings. Depending on individual's expertise there may be requests to input to activities between meetings, or for attendance at occasional stakeholder and partner events.



### **Term**

Trustees may serve two consecutive periods of four years. After serving these periods they must stand down for a minimum of two years before offering themselves for election again.

### **How to Apply**

Please submit the following by noon on 05/03/23 for the attention of the Chair of Project Seagrass, [rosslyn\\_barr@hotmail.com](mailto:rosslyn_barr@hotmail.com).

- A current Curriculum Vitae
- A supporting statement, no more than two pages long, of the skills and experience you would contribute to Project Seagrass and what you personally would like to gain from the role.
- The names and contact details of two referees.

### **Selection process**

Applicants considered to be the best match with the specific skills/expertise being sought will be invited to have a discussion with the Chair, a second trustee, and Chief Executive, including an optional familiarisation visit.

A recommendation on appointments will then be made to the whole Board, by correspondence, for approval.

### **Further information**

If you wish to discuss these appointments further, you should contact Rosslyn and they will put in place arrangements for a discussion with the most appropriate person.