**TRUSTEE ROLE DESCRIPTION**

**River Waveney Trust – Trustee Board Member**

**Responsible for:**

The Board of Trustees are jointly responsible for the overall governance and strategic direction of the River Waveney Trust Charity (RWT), ensuring it is solvent, well-run and delivers the outcomes for which it was established.

**Supporting principles**

* All prospective trustees must be willing to accept the legal duties, responsibilities and liabilities of a director and a trustee as set out by the Charity Commission.
* Trustees have and must accept ultimate responsibility for directing RWT’s affairs.
* Trustees should focus on RWT’s strategic direction and avoid becoming involved in day-to-day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.
* All Trustees are also asked to embrace Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**Background**

The River Waveney Trust is part of a growing partnership of Rivers Trusts across the UK. Formed in 2012, it now comprises a rapidly growing, passionate team of staff and volunteers, focusing on river and water-based community and environmental projects. RWT works on varied projects including flooding, pollution, wildlife habitat, access, health and wellbeing. Our vision is to ensure that the waters, habitats and catchment of the River Waveney are healthy for wildlife and people.

**Role summary**

The key activities of the trustee’s role are 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 management to senior staff members.

The Trust meets 6 x year, with other sub-committee meetings required according to skills and experience.

The Trust is in a period of growth and development, so trustees are sought that can help facilitate this continued success through their skills and experience but also through having a flexible and ambitious mindset.

**MAIN RESPONSIBILITIES**

**Statutory duties**

* To ensure that the Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations.
* To ensure that the Trust pursues its objects as defined in its governing document.
* To ensure that the Trust uses its resources exclusively in pursuance of its objects.
* To contribute actively to the board of trustees’ role in giving firm strategic direction to the Trust, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
* To safeguard the good name and values of the Trust.
* To ensure the effective and efficient administration of the Trust.
* To ensure an effective and appropriate system of risk management.
* To ensure the financial stability of the Trust.
* To ensure proper investment of the Trusts funds.
* To appoint senior staff and monitor performance.

**Other responsibilities**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Trust reach sound decisions and ensure it fulfils its objectives. This will include:

* Attending the majority of board meetings, scrutinising papers, challenge and discuss content, contribute to board discussions, focus on key issues and accept board decisions.
* Participating in one or more board sub groups as required.
* Leading discussions and providing guidance on areas where the trustee has specific skills, experience or knowledge.
* Abiding by the Trusts policies and procedures and ensuring these are effectively implemented.
* Acting as a signatory for the Trust when required.
* Participate in wider activities to promote the Trust to all stakeholders.
* To maintain absolute confidentiality about all sensitive/confidential information received in the course of the trustee’s responsibilities to the Trust.

**PERSON SPECIFICATION**

**Essential criteria**

* A passion or interest in the conservation and improvement of the River Waveney.
* A commitment to the RWT’s vision, values and mission.
* Willingness to commit the time required – at least 6 evenings a year to the RWT for Board meetings and time outside these to attend sub-committee meetings, read papers and communicate via email/WhatsApp.
* Ability to work as part of a team.

**Desirable criteria**

* Experience of governance.
* Record of proven achievement in your own field.
* Ability to operate at a strategic level.
* Knowledge and understanding of the charity sector.
* Previous trustee or non-executive director experience.
* Experience in environmental conservation work or similar.
* Knowledge of the Waveney Catchment.

**GENERAL INFORMATION**

**Salary:** None.

**Hours needed:** Attendance at 6 x evening board meetings annually plus time to read board papers and attend sub-committee and other meetings as necessary.

**Location and travel:** We would prefer trustees to be based in the Waveney Catchment, although this is not essential. A vehicle and driving licence will be required to reach meeting locations which may be inaccessible by public transport.

**APPLICATION PROCESS**

Please email the following to info@riverwaveneytrust.org

* A CV
* A covering letter focusing on how your relevant knowledge, experience and skills and how they align to the position.

Selection will be based on the above criteria, but the board will also consider achieving a board rich in diversity and with a balance of skills and experience. The skills needed will vary according to the needs of the board, as identified by a trustee’s skills audit.

There is no deadline for application and interviews will be organised on an ongoing basis.

If you would like to discuss the role further, please contact us on the above email address and we will be happy to arrange a phone conversation.