



*Connecting people with nature | Cysylltu pobl â byd natur*

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## **Could you be a Trustee of the Shared Earth Trust at Denmark Farm Conservation Centre?**

Denmark Farm Conservation Centre is looking for trustees to join our charity 'Shared Earth Trust'. We are seeking individuals from a diverse range of backgrounds, experiences and skill sets. As a Trustee, you would be expected to contribute from a range of skills, commitment to our aims, and an ability to work as part of a team. A full description of the role and person specification can be found below.

The Shared Earth Trust is a registered Charitable Incorporated Organisation (CIO), based at Denmark Farm Conservation Centre in mid Wales. The objectives of the Trust are to promote the protection, conservation and restoration of flora, fauna and their habitats, and to advance the education of the public in the study of these.

The Trustees meet up to 10 times a year and meetings usually take place on weekdays. In addition, Trustees may informally take a watching brief of areas in which they have expertise.

If you would like to be considered for this rewarding and varied voluntary role, please send a signed application comprising a CV, including the names of two referees, and brief explanation of your interest to the Trustees at: **trustees@denmarkfarm.org.uk**

**Or by post to:** The Trustees, Denmark Farm Conservation Centre, Betws Bledrws, Lampeter, SA48 8PB.



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## **JOB DESCRIPTION (TRUSTEE)**

### **Responsibilities:**

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Ensuring that SET complies with its Foundation CIO constitution and all applicable legislation and regulations.
- Ensuring that SET pursues its objects as set out in the SET constitution
- Ensuring that SET applies its resources exclusively in pursuance of its objects.
- Ensuring the financial stability of SET.
- Ensuring proper accounting and statutory records are kept.
- Ensuring the effective and efficient administration of SET.
- Protecting and managing the property of SET.
- Approving SET's policies.
- Safeguarding the reputation and ethos of SET and Denmark Farm Conservation Centre.

### **Collective Duties:**

- Approving the business plan annually and monitoring progress against it.
- Determining/approving the annual budget and monitoring progress against it.
- Preparing and approving the annual report and accounts.
- Reviewing and approving financial policies and controls.
- Reviewing and approving risk management controls
- Appointing staff and reviewing and approving conditions of employment where of a material nature.

### **Individual Duties:**

- Attending meetings of trustees and playing an active part in the meetings.
- Demonstrating commitment to the organisation and a willingness to devote the necessary time and effort.
- Exercising due care and attention and using reasonable skill in dealing with SET's affairs.
- Using one's own skills, knowledge and experience to help the trustees reach sound decisions.
- Offering to take the lead in any trustees' activities where the trustee has specialist knowledge or experience.
- Avoiding any conflict of interests
- Sitting on Advisory/Steering Groups as reasonably required.

## Person Specification

### **Experience:**

- Previous experience of operating as a Trustee or board member in a charitable, public sector or commercial organisation (useful but not essential).
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity
- Experience of one or more of the following:

Accountancy / business planning skills

Land management, and nature conservation

Statutory, regulatory or other public bodies

Business administration including human resources / employment

Media / publicity / marketing skills

Fundraising

Public education and engagement

Scientific skills

### **Knowledge, skills and understanding:**

- Commitment to the organisation and a willingness to devote the necessary time and effort
- 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