

ROLE DESCRIPTION

POST: Trustee

RESPONSIBLE TO: Board via Chair

LOCATION: Redcar & Cleveland

People Powered Parks Foundation will be established as an independent charitable incorporated organisation (CIO). The board will consist of member organisations and independent individual trustees. The Foundation will strategically consider how to engage with the public in relation to the maintenance and management of the parks and open spaces, raising funding for the parks through activities and events, crowdfunding, donations and sponsorship' grants.

This is a new Foundation and the Trustees will be involved in steering how the Foundation progresses. The main aims of the Foundation will be:

- *To develop greater community engagement and ownership*
- *To encourage greater flexibility in how parks are managed, maintained and enhanced*
- *The development of more diverse income streams*
- *To enhance and promote public education, specifically horticulture, ecology, geology, archaeology, heritage and local history*
- *To develop networks and partnerships within and across the private sector to expand on the corporate social responsible opportunities.*
- *To ensure the Foundation links in with wider borough strategies*

Role of the trustee:

- To ensure that People Powered Parks Foundation is carrying out its purposes for the public benefit
- To comply with People Powered Parks Foundation's governing document and the law
- To act in People Powered Parks Foundation's best interests
- To manage People Powered Parks Foundation's resources responsibly
- To act with reasonable care and skill
- To ensure that People Powered Parks Foundation is accountable to the Charity Commission
- To adhere to the Nolan Principles of Public life.

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

Main Tasks and Responsibilities:

1. To be able to evidence People Powered Parks Foundation's values at all times, which underpin People Powered Parks Foundation's mission by:

- Listening to and respecting all individuals
- Working in an inclusive way
- Doing the right thing
- Making a difference
- Being optimistic
- Inspiring and creating hope

2. To contribute actively to the Board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
3. To prepare for and participate fully in Board meetings
4. To participate in sub-committees as appropriate
5. To work with fellow trustees to shape, drive and monitor People Powered Parks Foundation's strategy
6. To act reasonably in decision making and leadership of the organisation
7. To ensure the proper management and administration of the charity
8. To utilise knowledge, experience and any specific skills to support the Board in reaching quick and sound decisions by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise
9. To promote the work of People Powered Parks Foundation externally
10. To support People Powered Parks Foundation's fundraising efforts wherever possible

Person Specification

Skills and experience

A demonstrable, proven and successful track record of:

1. Being able to draw on a diverse range of skills and knowledge
2. Being able to extrapolate complex information from a wide range of sources
3. Being able to scrutinize and effectively challenge on a wide range of issues
4. Seeing the value of teamwork and the individual's role within it.

Personal attributes

1. The highest level of integrity.
2. A commitment to People Powered Parks Foundation, its values and objectives.
3. Strategic vision.
4. Ability to analyse proposals and make recommendations to the Board
5. Personal resilience.
6. An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.

Your commitment

1. The term of office for a trustee is three years. A maximum of two/three terms can be served.
2. The role is non-remunerated, but reasonable travel, subsistence and accommodation expenses are all reimbursed.
3. You will need to be available for an average of 6 meetings per year. There may be additional demands, particularly during the first year of office to allow for an appropriate period of induction and training.
4. It is envisaged that a range of sub-committees will develop and may meet three or four times a year, with the occasional additional meeting in between, and sometimes there will be joint committee meetings.
5. There are occasional ad hoc and 'as and when' short term working groups.
6. To undergo training as required for the role as identified by the foundation.