



Cuerden Valley Park, Visitors Centre, Berkeley Drive, Bamber Bridge, Preston PR5 6BY

[www.cuerdenvalleypark.org](http://www.cuerdenvalleypark.org)

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## **Cuerden Valley Park Trust Trustee Recruitment**

### **Role Profile August 2022**

Are you passionate about local parks and nature? Cuerden Valley Park Trust has vacancies for new Trustees to join the Board.

This is a pivotal moment for the Trust, with a new CEO taking up post and an existing board who wish to carve a new future for the Park, whilst ensuring it continues to provide a fantastic space for Education and Recreation in harmony with Wildlife and Conservation.

The Trust recognises that a diverse mix of voices leads to better outcomes for all and are seeking to support Equality, Diversity, and Inclusion by recruiting trustees across all age groups and backgrounds who have the necessary skills.

We are looking to recruit trustees who can support the Trust in one or more of the following areas:

- Charity and company law compliance.
- Investment management and compliance with financial regulation.
- Experience of successful grant applications from a diverse range of donors.
- Educational and Safeguarding experience.
- Conservation, sustainability, and land management experience.
- Proven business acumen relating to visitor attractions, F&B and events.
- Up to date knowledge in Digital Communications and Marketing trends.

You'll need to have time to commit to a minimum of seven board meetings a year, plus time to get involved in strategic issues and actions in between meetings.

To apply please send your C.V. and a covering letter explaining why you would wish to Join the board of Trustee's to [admin@cuerdenvalleypark.org](mailto:admin@cuerdenvalleypark.org) Applications close Midnight 10<sup>th</sup> September 2022.

CUERDEN VALLEY PARK TRUST

Registered Office: 4 Southport Road, Chorley, Lancashire PR7 1LD

The Trust is a registered charity No 1002888. The Trust is limited by guarantee No. 1994107

## Role Profile:

Good governance of the Trust requires a balance of skills and backgrounds among the Board to ensure that we meet the needs of our communities, and achieve the objectives laid down when the Trust was established, to:-

*“advance the education of the public and provide for the recreation of the public by the provision of parkland in the Boroughs of Chorley and South Ribble”.*

Trustees are responsible for setting the Vision and Strategic Plan, while the Chief Executive is entrusted with the day-to-day management of the operations of the Trust.

The Trust recognises that a diverse mix of voices leads to better discussions and outcomes for all. They are seeking to support Equality, Diversity and Inclusion by expanding the current board members to reflect the local community.

## Statutory Duties

**The Charities Acts lay down the statutory duties of a trustee. These are the legal requirements as a bare minimum. More detail is set out Charity Commission for England and Wales guidance document - *The Essential Trustee: what you need to know, what you need to do*, which all Trustees should read.**

- To understand and ensure the Trust complies with its purposes, as set out in the governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure the trust is carrying out its purposes for the public benefit.
- To ensure the Trust uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of Trustees' giving firm strategic direction to the organisation, setting overall policy, defining goals 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 the financial stability of the Trust.
- To avoid exposing the Trust's assets, beneficiaries or reputation to undue risk.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- If the charity employs staff, to appoint the chief executive officer and monitor his/her performance.

## Other Duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or

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experience they have to help the board of Trustees reach sound decisions.

- You should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings (bi-monthly Board meetings and other sub-committee meetings as appropriate)
- To use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- You must declare any conflicts of interest in advance of any discussion of any issue where any such conflict may arise and should not take part in any vote on that subject.

### **Tasks**

- Scrutinising board papers and attending bi-monthly board meetings
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Specialist advice in areas in which the Trustee has expertise
- Advocacy and outreach
- Participate in training sessions (e.g. equality, safeguarding, governance)

### **Key Personal Attributes - What Qualities does the Trust need in a Trustee?**

- Commitment to the organisation
- Passion for parks and conservation
- Ability to devote the necessary time and effort
- Strategic vision
- Good independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Discretion and an understanding of Confidentiality issues
- It is a requirement for all trustees to undergo DBS checks.

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