



**Birmingham &  
Black Country**  
Wildlife Trust

# TRUSTEE RECRUITMENT PACK

*For Wildlife - For Wild Spaces - For People*



# Welcome from the CHAIR



**"Thank you so much for considering becoming a Trustee at the Birmingham and Black Country Wildlife Trust"**

*Lisa Pinney* MBE, Chair of Trustees

**As an urban trust we're particularly focused on connecting people and wildlife and inspiring action to help nature recovery. You can help us make a real difference.**

We are actively working towards our Council being representative of the communities we serve and know we have more work to do. We particularly encourage applications from younger people and under-represented groups to help us on this journey.

We aim to inspire and support our executive team and colleagues to deliver our [2022-2030 Birmingham and Black Country strategy](#) as well as to have a strong focus on governance and assurance and have done a lot over the past few years to put improved governance and decision making processes in place. All of this helps us to deliver and facilitate more impact across the region.

We welcome your interest and look forward to discussing how you could help our Council and this great Wildlife Trust be even better.



## OUR VISION

A Wilder Birmingham and Black Country with more green and wild spaces where nature thrives, and where everyone has an equal opportunity to access nature in their daily lives.

## OUR PURPOSE

Lead Nature's Recovery in Birmingham and the Black Country, empower and support people to take positive local action for the benefit of wildlife and nature, and ensure natural habitats play a key role in addressing the ecological and climate emergencies.



# OUR GOALS

1

## NATURE IS IN RECOVERY, WITH ABUNDANT, DIVERSE WILDLIFE ACROSS BIRMINGHAM AND THE BLACK COUNTRY

By 2030 we want 30% of the region's landscape managed for the benefit of wildlife. We will work to protect, restore and connect wilder landscapes where wildlife and people thrive.



2

## PEOPLE ARE TAKING ACTION FOR NATURE AND THE CLIMATE ACROSS BIRMINGHAM AND THE BLACK COUNTRY

By 2030 we want to see at least 1 in 4 people across Birmingham and the Black Country taking action for nature. We will inspire and engage people to take action for wildlife and enable communities to develop a positive and meaningful connection with their local natural environment.



3

## NATURE IS PLAYING A CENTRAL AND VALUED ROLE IN HELPING TO ADDRESS LOCAL AND GLOBAL PROBLEMS

By 2030 we aim for 500 hectares of land to be improved to provide nature-based solutions to the ecological and climate crises. We will help nature to help us by restoring and creating habitats that can draw down carbon from the atmosphere, reduce local flooding and pollution, whilst promoting nature-based solutions to help improve our physical and mental wellbeing.



# ABOUT THE ROLE



## Role Purpose:

The purpose of this role is to support the Chair in establishing and maintaining a well-connected and respected organisation through the leadership, policy and good governance functions of the Council of Trustees (Board), both collectively and individually.

## Main Duties and Responsibilities:

- Promoting and achieving Birmingham and the Black Country Wildlife Trust's (WTBBC's) vision.
- Support in developing and maintaining the vision, mission and values of the Trust.
- Represent BBCWT to external organisations to influence others, such as recruitment of new members and

championing the Trust's work.

- Identify new resources and opportunities for the delivery of the business plan.
- Provide advice to the Council drawn from other stakeholders, networks, and knowledge.



- Develop and monitor the delivery of the business plan, including key performance indicators and risk register.
- Evaluate results and impacts and ensure these are reported on, and inform continuous improvement.
- Ensure clear processes and procedures are in place and the Trust meets its legal obligations.
- Ensure appropriate financial systems are developed and maintained to reflect good practice, including annual audited accounts.

## Reports to:

Chair of the Council of Trustees.

## Duration of post:

An initial term of three years with the option to sit a further term.

## Line-management:

No-direct line management, apart from strategic guidance to the Chief Executive.

Potential project champion roles, such as chairing project task and finish groups, and sub-committees.

## Budgets:

As part of the Board be responsible for approving an agreed annual budget and for ensuring appropriate financial governance and solvency.

## Remuneration:

Board members provide their time free of charge and cannot undertake paid work for the BBCWT. For this post, travel and out of pocket expenses, such as child care arrangements, will be paid if requested.

## Location:

Council and Committee meetings are online. Strategic away days are usually at BBCWT Offices or one of the Trust's Reserves.



## TIME Commitment

**4** Council meetings per year

**4** Committee Meetings

**2** Strategic Away Days

**1** Annual General Meeting

The expectation is that you would be able to attend most of the meetings

# ABOUT YOU

## It is essential you are able to demonstrate that you:

- Are passionate about nature, wildlife and changing the way people think and use our environment.
- Demonstrate a desire and track record to learn, work with and help others to improve their environment and communities.
- Have a desire to develop one of the skills required to help the strategic support for BBCWT.
- Are able to work as part of a team and support and respect your peer Trustees
- Are able to listen to the views of other Trustees and contribute fully and effectively to Board discussions
- Can demonstrate independence of judgement, whilst also accepting the consensus view.
- Are willing and enthusiastic in offering ideas for developing and sustaining BBCWT and be committed to work with others in taking them forward.
- Are willing and eligible to act as a Charity Trustee and have not been disqualified

## It is desirable for you to

- Have knowledge of and links to Birmingham and the Black Country.
- Be aware of the different needs of the communities within the West Midlands.
- Possess a network of people and organisations to draw knowledge from and which would potentially support the delivery of our vision.

- Have skills, knowledge or experience in any of the following:

ecology, climate, nature or wildlife  
community or volunteer engagement  
business engagement  
marketing and communications  
digital  
fundraising and income generation



**Most importantly, you will have a passion for nature and wildlife and for helping to make it easier for more local people to be engaged with their environment.**



# OUR GOVERNANCE

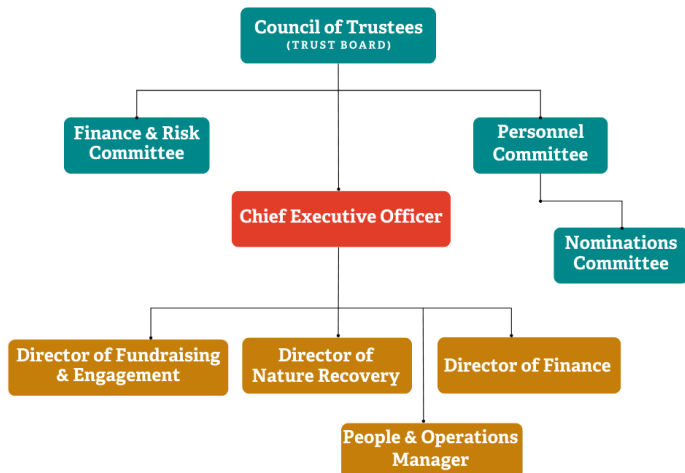
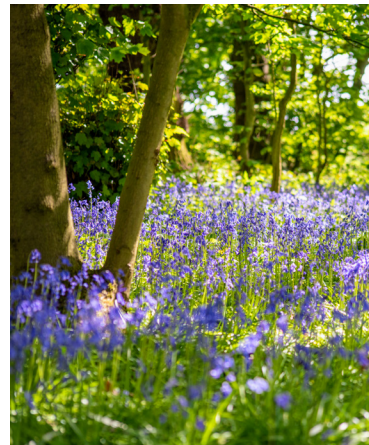
**While the** day-to-day running of the organisation is delegated to the Chief Executive Officer, Delia Garratt, who is supported by a Leadership Team, Trustees are ultimately legally accountable for ensuring that the Trust's procedures are conducted properly.

The BBCWT's Council is responsible for strategy and financial security and is made up of a minimum of 6 Trustees who are elected by the Members at the AGM.

The Council currently consists of 13 Trustees and we are looking to recruit up to 4 more Trustees. The Council has a Chair, Vice Chair, Treasurer and Secretary, chosen by the Council.

There are also two committees: the Finance and Risk Committee and the Personnel Committee. When required, for recruitment purposes, a Nominations Committee, comprised from members of the Personnel Committee, also meets.

We ask Trustees to join one of the committees and to attend other occasional meetings and major events during the year.



# HOW TO APPLY

**Please send** a covering letter and your CV as one electronic document of not more than 4 sides of A4 in total, by email, to: [jane.d@bbcwildlife.org.uk](mailto:jane.d@bbcwildlife.org.uk).

## Please set out:

- Why you are interested in this opportunity.
- What benefits you feel you can bring.
- How you meet the essential and desirable skills and experience set out in the job description.
- If you are employed, if possible, written support from your employer confirming agreement to providing the time commitment for this role.
- Two references for us to contact if you are successful, one of which should be your current employer or university lecturer.

## We will be recruiting on a rolling basis:

1. First interviews will be held online in **late April/early May**.
2. **Second interviews** will be held in person at our Head Office in Birmingham thereafter.
3. Candidates will be notified of a decision **no later than the end of June**.

Successful applicants will be subject to a DBS check.

Please let us know if you would like anything in this document simplified or shared in a different way.





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