

# Norfolk Wildlife Trust

## Information Booklet

### Trustees

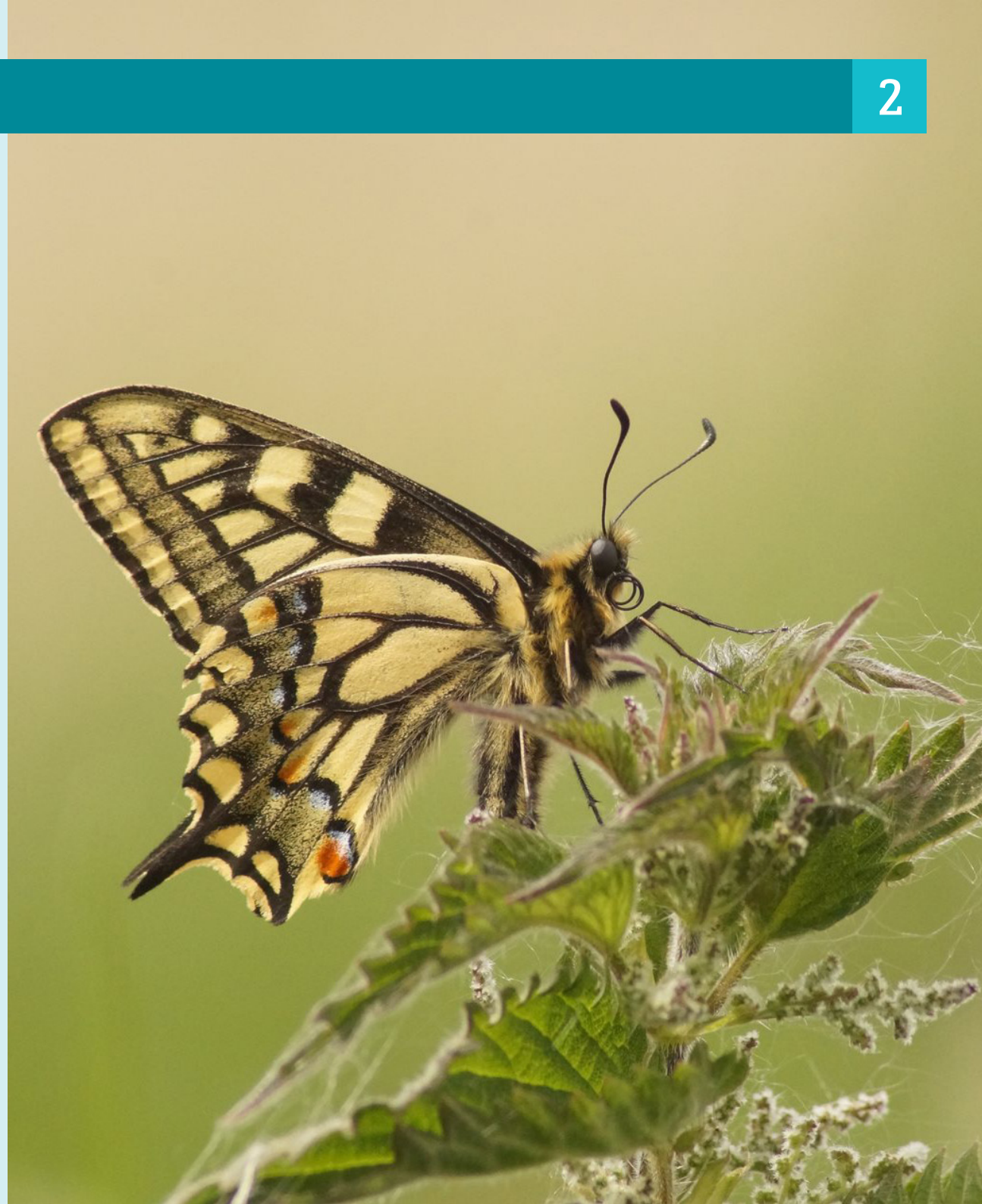


The  
**Wildlife**  
Trusts

[norfolkwildlifetrust.org.uk](http://norfolkwildlifetrust.org.uk)



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## Thank you for your interest in a Trustee position with Norfolk Wildlife Trust



Norfolk Wildlife Trust has an unrivalled reputation as the first, oldest and among the largest of the 46 Wildlife Trusts. Since 1926 we have saved and stood up for wildlife and wild places. We have inspired people about the importance of nature in its own right and for the benefits it can bring to the wellbeing of people and communities. And our ambitions continue: to demonstrate best practice on our nature reserves; to work with landowners and other stakeholders to provide healthy ecosystems across a connected landscape; to bring people even closer to nature; to empower staff and volunteers to develop their skills; and to share in The Wildlife Trusts' national mission to make a positive conservation and environmental impact.

We are looking for people who are passionate about Norfolk's wildlife and want to make a difference. You don't need to have experience on a Trustee Board, or understand all the formalities of being a Trustee. We can offer you a full induction, mentoring, training, expenses and also the opportunity to take part in all staff days and various events to engage with the work of the Trust. In exchange you would be able to offer new ideas, a commitment of time to attend meetings, and be willing to learn more about being a Trustee and the work of Norfolk Wildlife Trust

We would be particularly interested in hearing from anyone who has experience/background in:

- fundraising
- finance
- planning
- law
- communication and engagement strategies incorporating multiple stakeholder groups
- the farming community

**Alice Liddle, Chair of Trustees, Norfolk Wildlife Trust**





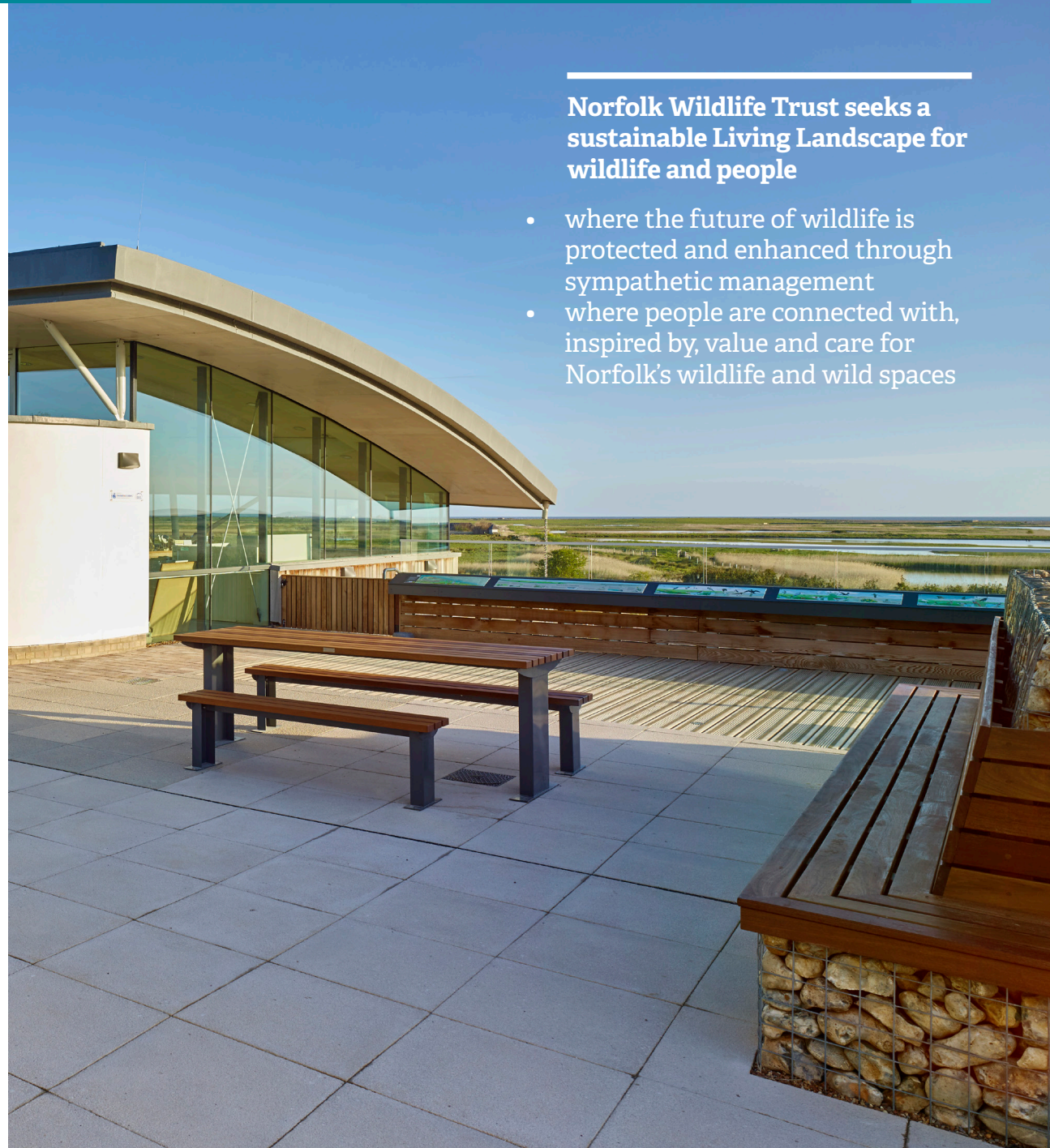
For nearly a century, Norfolk Wildlife Trust has been committed to the conservation of Norfolk's wildlife: a commitment expressed in land acquisition, habitat restoration, education, engagement and advocacy. Our passionate belief is that the wildlife of Norfolk deserves a healthy landscape in which to thrive and that people deserve the same.

- We own and manage more than 60 nature reserves and protected sites covering an area of 5,000 hectares and are working on a landscape scale to rebuild and re-connect fragmented ecological areas.
- We are supported by more than 37,000 members, about a third of which are outside Norfolk. Of all the Wildlife Trusts, we have the fourth largest membership.
- We manage the Norfolk County Wildlife Sites systems, where more than 1,300 sites covering 16,000 hectares.
- We have around 100 businesses enrolled in our Investors in Wildlife scheme.
- Committed volunteers support every aspect of our work, from wildlife surveying to administration.
- We have five visitor centres and a thriving education centre offering events, workshops and exhibitions.
- We have connected over 4,000 school children with nature and ran over 600 events helping people get closer to nature.
- We are active participants in the mission of The Wildlife Trusts to secure 30 per cent of our land and sea for nature's recovery by 2030.
- Norfolk Wildlife Trust has 2 subsidiary companies: Norfolk Wildlife Enterprises (visitor centre and sales operation) and Norfolk Wildlife Services (ecological and arboricultural consultancy).

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## Norfolk Wildlife Trust seeks a sustainable Living Landscape for wildlife and people

- where the future of wildlife is protected and enhanced through sympathetic management
- where people are connected with, inspired by, value and care for Norfolk's wildlife and wild spaces





Norfolk Wildlife Trust is in a strong position and is held in high regard for our people, influence and conservation assets and expertise.

Our financial resources are robust. Our Annual Report and Financial Statement can be found on our website:  
[norfolkwildlifetrust.org.uk/annualreport](https://norfolkwildlifetrust.org.uk/annualreport)

We have a loyal base of members and corporate sponsors, high profile supporters, a dedicated body of volunteers and are supported by a strong Council of Trustees. The Trust is powered by highly skilled and motivated personnel. We have 115 staff, to which we add the contribution of casual staff throughout the summer months.



## A Wilder Norfolk for All

Our **vision**: Norfolk nature is abundant, thriving and valued

Our **mission** by 2030 is to create more space for nature to thrive and more people taking action for nature

|   | Improve   | Expand  | Connect   |
|---|---|---|---|
| <b>Goal 1 Abundant and thriving nature</b><br><br><b>Outcome:</b> Strong and connected recovery for nature across Norfolk                   | <b>1a. Increasing abundance and diversity</b> of wildlife in our land and sea | <b>1b. Creating more space</b> for nature                                   | <b>1c. Restoring connectivity</b> through creating a coherent and resilient nature recovery network |
| <b>Goal 2 People valuing nature</b><br><br><b>Outcome:</b> People across Norfolk are connected to, inspired by and taking action for nature | <b>2a. Breaking down barriers</b> to people taking more action                | <b>2b. Growing a movement</b> of active wildlife supporters                 | <b>2c. Enabling meaningful connections</b> for people and nature                                    |
| <b>Goal 3 Leaders for Nature</b><br><br><b>Outcome:</b> An influential, resilient and collaborative Trust                                   | <b>3a. Building foundations of brilliant basics</b>                           | <b>3b. Scaling up</b> to be <b>strong, influential</b> and <b>resilient</b> | <b>3c. Empowering leadership and collaboration</b>  |



- Our conservation and land management decision making is based on sound scientific evidence, research and consultation with appropriate experts.
- We will stand up for wildlife where we believe it is threatened and seek positive outcomes for its protection and enhancement.
- We believe that a landscape-scale approach to wildlife and habitat management is key to ensuring the survival of many species common and rare.
- We seek to inspire people about the importance of wildlife in its own right and to spread understanding that the health and wellbeing of our environment is inextricably connected to that of people.
- We recognise that our members, volunteers, supporters and visitors are vital to our success and we seek to provide excellent standards of service and response to their needs.
- We will aim for highest possible standards of professionalism and efficiency in all aspects of our work.
- Where possible, we will work in partnership with other organisations in pursuit of common objectives and efficient use of resources and, in particular, to help deliver progress towards our vision for a Living Landscape.
- We will apply an environmental and socially responsible stance to financial decisions involving investments, sponsorship and procurement of goods and services.
- We value our staff and volunteers and will employ good practice standards in all aspects of recruitment, induction, development performance management, health, safety and welfare of staff and volunteers.
- We promote equality, diversity and inclusivity within Norfolk Wildlife Trust





## We are seeking new Trustees to help deliver our Mission.

You would be able to offer your time and expertise and, in return, we would give a full induction, mentoring and any training.

Our Board of Trustees meets between 4-6 times per year (approx. 3 hours each), and you would be expected to attend these meetings which are likely to be face to face. You would need to dedicate time to reading any papers provided for the meetings. It is expected that each Trustee will also engage with other Trust matters between formal meetings and will also eventually join one of the sub-groups (namely a) Finance, Audit & Risk. b) Nominations. c) Governance Review Group).

This year we will be looking to recruit a maximum of five Trustees (some of whom may be current Trustees seeking re-election).

If you are interested then you would need to:

- be a member of Norfolk Wildlife Trust by the time of submission of the nomination form
- undergo regulatory checks and DBS check
- complete a Nominations form
- complete a skills audit
- attend an interview with members of the Nominations Group





## Reporting to:

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Chair of Trustee Board

## Term:

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Trustees are eligible to be re-elected after each 3-year term, for a maximum of 3 terms (total 9 years)

## Purpose of the Trustee Role:

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- To provide leadership to Norfolk Wildlife Trust and determine its overall direction
- To uphold the values and policies of the Trust
- To act within the Trust's governing documents and the law and follow Charity Commission guidance

## Responsibilities:

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All our Trustees need to have integrity, commitment and share a passion for the work of the Norfolk Wildlife Trust.

In addition, they should:

- Provide governance and strategic leadership for Norfolk Wildlife Trust
- Help formulate and agree strategy, objectives and allocate resources
- Approve key performance measures, budgets and policies
- In conjunction with the CEO, review and monitor the performance of the organisation
- Ensure effective reporting of the organisation's activities
- Ensure effective accountability of and support for the CEO and, through the CEO, the Management Team
- Promote the brand, reputation and success of the Trust
- Ensure compliance with all statutory and regulatory requirements
- Ensure appropriate consideration and management of risk
- Exercise good judgement, reasonable care and diligence
- Be accountable to the Trust's stakeholders for the decisions of the Board and performance of the Trust
- Oversee the management of the Trust and its assets for current, potential and future beneficiaries





## Terms

- Eligible Trustees serve an initial 3 year term once elected to the Board by members vote at the annual AGM
- Trustees are eligible to be re-elected after each 3-year term, for a maximum of 3 terms (total 9 years)
- The position is voluntary but reasonable expenses (e.g. for travel and childcare) are available.

## How to Apply

Please email a covering letter and short CV to **Marion Riches – governance@norfolkwildlifetrust.org.uk** who will be able to assist you further with your application.

Closing date for applications is **10 May**, with interviews taking place in June.

Thank you very much for your interest in Norfolk Wildlife Trust and the role of Trustee.



Images: Carol Adams, David Tipling, Richard Osbourne, Matthew Roberts, Elizabeth Dack, Terry Whittaker/2020VISION, Frederic Landes, Ian Saggars, Norfolk Coast Partnership, Eleanor Church, Ross Hoddinott/2020VISION



The  
**Wildlife**  
Trusts

Registered charity number 208734

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