

TCV Board Candidate Information Pack



The Conservation Volunteers

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A word from our Chair



Dear potential Trustee,

I am delighted you have shown an interest in the new Trustee role on TCV's (The Conservation Volunteers) Board. As you will read in this document, we are looking for an individual with an interest in the work of TCV who can add financial skills and experience to our Board. This opportunity has arisen as a result of the retirement of an existing Trustee whose term has expired.

I have been very impressed with what we do at TCV since I was appointed as Chair of the Trustee Board last year. Our work brings together local people to care for their local environments, helping them acquire new skills and enhance their physical and mental health. To ensure that we can continue this work as effectively and as efficiently as possible, we have adopted a new strategy, supported by a rolling business plan, and undertaken a governance review. TCV celebrated its 60th birthday in 2019, and we are determined to ensure its long term role as a key player in the vital job of caring for our natural environment.

If you want more information, or would like to speak to me or a member of the team on any matter associated with the role before deciding whether to apply, please do contact, Janet Willmot P.A, at janet.willmot@tcv.org.uk). We look forward to receiving your application.

Professor Tony Crook CBE
Chair of Trustee Board

We are TCV



Our vision is simple, Healthier, Happier Communities for Everyone, and our mission To Connect People and Green Spaces to Deliver Lasting Outcomes for Both.

We do this by bringing people together to create, improve and care for green spaces. From local parks and community gardens to Local Nature Reserves and Sites of Special Scientific Interest; from school grounds and hospital grounds to waterways, wetlands and woodlands; we connect people to the green spaces that form a vital part of any healthy, happy community. Our team of dedicated, passionate staff and volunteers work with communities across England, Northern Ireland and Scotland and, through our Community Network, we support local community groups across the UK.

We draw upon the expertise of our 220 employees, volunteers and those we hold partnerships with across the UK, working with thousands of volunteers, beneficiaries and community groups to design and deliver solutions to meet their community's needs. Please click [here](#) to view more about our [partnerships](#) and current funders.

TCV launched its refreshed [strategy](#) in 2018, and we have recently launched our internal business plan for 2019-2022. Our planned income for this year is in the region of £8.3m, with ambitions to grow this over the life of the plan.

Please click [here](#) to view our Annual Report and Accounts (2018/2019).

About the opportunity



TCV is an ambitious organisation seeking an exceptional individual with a financial background, preferably in risk and audit, to join on our Board of Trustees and to Chair our Audit and Risk Committee (ARC) soon after appointment. We are keen for our Board to reflect the diversity of the communities that we work in. Therefore we encourage applications from underrepresented groups.

We are specifically looking for someone with significant recent and relevant financial experience. As Chair of ARC, you will work in partnership with the Chair of the Board, Chief Executive and Finance Director, to provide leadership and direction to ARC in carrying out its governance and oversight role. Our current ARC chair will support the induction of this person to the role and ensure an appropriate handover period before they step down.

Candidates will ideally have experience of working on both local and national affairs and will be able to help advance and develop TCV's interests at all levels of public and private life. In general, you will have an interest in the community, environmental and cultural diversity sectors, and the highest standards of ethical conduct and corporate governance. Previous board experience is essential, whether on commercial or not-for-profit boards.

Role description



The core focus of this role is to be a strategic sounding board and critical friend to the Chief Executive and Leadership Team.

Ensure an effective and transparent system of governance, with effective Board succession, and to ensure appropriate accountability to volunteers and other beneficiaries, to the public, and all other stakeholders; and to ensure proper understanding of the public good fulfilled by TCV and its centrality to TCV's strategy and operations.

Chairing quarterly Audit and Risk committee meetings and submitting a report to the board on those meetings.

Provide financial oversight and approve annual budgets and ensure the financial stability of TCV.

Ensure an effective and appropriate system of Health and Safety and Safeguarding, and uphold TCV's Equality and Diversity policy.

Acting as an ambassador for TCV ensuring TCV continues to develop its external relations, raising its profile and supporting the growth of its impact accordingly.

Ensure that TCV complies with its governing document, UK Charity and Company law and all other relevant legislation and regulations and to ensure that TCV uses its resources exclusively in pursuance of its objects.

In all other respects to fulfil the fiduciary and statutory duties of a Charity Trustee and Company Director.

Person specification



- Our Trustees will share our values and be passionate about our purpose, striving to meet our overall strategy, mission and vision
- An excellent communicator able to engage with the cross-section of TCV's volunteers, employees and trustees
- Experience of acting at a senior level and providing support and challenge to help TCV thrive
- Commercial or Not for Profit board experience
- Significant and recent Financial experience
- Knowledge of best practice in audit and corporate governance
- An understanding of organisational risk management concepts, frameworks and processes
- An understanding of financial planning and experience of scrutinising financial information and processes

Further information and how to apply



The term of office for this role is initially for three years with scope to extend for further terms.

- We expect the time commitment to be approximately one day per month and both ARC and Board meetings are held quarterly.
- All Trustees would also be required to attend an induction process at the start of their term.
- This is a voluntary position that is not remunerated. Expenses will be reimbursed.

To apply please submit a letter of no more than two A4 pages in length explaining why the role excites and interests you, what you would bring to TCV and demonstrating the experience requirements from the Person Specification, along with a short CV to Janet Willmot, (janet.willmot@tcv.org.uk) PA to the Leadership Team by 31 January 2020.

We anticipate interviews for this role will take place during early February 2020.

Find out more about TCV

www.tcv.org.uk

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Left to Right

Professor Michael Dower CBE, Darren York, CEO - Professor Tony Crook CBE, Chair
- Sir Jonathon Porritt CBE, President.

