

# Trustee prospectus

November 2022



Thank you for your interest in joining the Board of greenspace scotland.

Greenspace makes a big difference to our quality of life and sense of place. Parks and greenspaces are our natural health service, our children's outdoor classrooms and our cities' green lungs.

Our goal is that ***everyone in Scotland can access and enjoy quality greenspaces which meet their needs and improves quality of life***

Never before has achieving this goal been more important. The experiences of the last two years – both the pandemic and extreme weather events - have led many to re-evaluate the importance of greenspace and blue-green infrastructure in our lives and places.

Surveys show that use of greenspace during the pandemic was sharply polarised: not everyone benefited equally from access to greenspace and pre-existing inequalities in access and use of greenspace may have widened. Recent flood and extreme weather events have demonstrated the lack of resilience of our urban environments and highlighted the potential for blue-green infrastructure and multi-functional greenspaces to support climate adaptation and the development of more resilient places.

greenspace scotland has provided a national lead on greenspace since 2002. As Scotland's parks and greenspace charity, we have been influential in shaping a supporting policy context for greenspace, promoting good practice on greenspace delivery, and pioneering new approaches to managing and resourcing parks and greenspaces.

We have a strong, active and engaged board who provide governance and strategic leadership for the organisation. We are seeking up to four new Trustees who will broaden the Board's skills, expertise and networks.

As a registered Scottish Charity and a Company Limited by Guarantee, board members are both charity trustees and company directors. greenspace scotland operates a social enterprise business model.

We want a diverse board of Trustees with a depth and breadth of insight experience and perspective. We welcome and value people of different backgrounds, thinking and skills. We recognise that the environment sector is under-represented by people from ethnic minority and low-income backgrounds, LGBT+ and disabled people, and we want to change that. We especially welcome candidates from these backgrounds and from young people. If you need any reasonable adjustments to the recruitment process, at either application or interview, please contact us.

This prospectus will help you find out more about the opportunity of joining us as a Trustee.

*After completing his full-term of office, our current Chair, David Jamieson, will retire in April 2023 and so we are also looking to recruit our next Chair – if this is of interest, please see the separate Chair prospectus pack.*

We would like to thank you for your interest in greenspace scotland and for wishing to make a difference to greenspace and the quality of life of urban communities.

greenspace scotland board

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## **Roles and responsibilities of Trustees**

The role of the Board is to provide effective governance and strategic leadership of greenspace scotland. The staff team handle the day-to-day management and work of the organisation.

**Role purpose:** *provide effective governance and leadership of greenspace scotland*

### **1. Governance role**

*Directors contribute to the effective governance of greenspace scotland*

- attending regular board meetings and making effective contributions
- using any specific knowledge or experience to help the Board reach sound decisions; this involves scrutinising board papers, leading discussions, focusing on key issues and providing advice and guidance
- monitoring and reviewing progress against the Business Plan
- agreeing budgets and monitoring the financial position
- ensuring the charity and board complies with law and good practice and that all regulatory and statutory requirements are met
- respect boundaries between executive and governance functions

### **2. Leadership role**

*Collectively the Directors provide strategic leadership for greenspace scotland*

- contribute to reviewing the values and mission of greenspace scotland
- bring insight, inspiration, judgement and perspective to contribute to the development of long-term strategy and business plans
- ensure that the board monitors and responds to changes in the operating environment
- understand the importance of managing risk and limiting the organisation's exposure to significant risks

### **3. Representative role**

*Directors act as ambassadors and champions for greenspace scotland*

- accompany the Chair and/or Chief Executive in meetings with Scottish Government, national agencies and other organisations
- attend or represent greenspace scotland at meetings, events, conferences and tours involving members, partners and funders

### **4. Responsibilities**

- be committed to the purpose, objectives and values of greenspace scotland
- act in a manner consistent with greenspace scotland's values and mission
- fulfil all legal responsibilities as a Trustee and Director of greenspace scotland
- comply with the Trustee and Directors' Code of Corporate Governance
- act in the best interest of greenspace scotland at all times

The Office of the Scottish Charity Regulator (OSCR) provides information on the roles and responsibilities of charity trustees [here](#)

## Knowledge, skills and experience

We want a diverse board of Trustees with a depth and breadth of insight experience and perspective. We welcome and value people of different backgrounds, thinking and skills.

We are looking for Trustees who will bring their own individual range of knowledge, skills and experience to contribute to the overall richness of the Board. It is unlikely that any individual Trustee will have all of the skills and experiences that the Board collectively requires.

You will be joining an experienced board of Trustees who welcome sharing their expertise with those with less experience and learning from those who bring different professional and voluntary experience and skillsets.

We are interested in hearing from experienced or first-time Trustees who are committed to our work and can make a valuable contribution to our development.

Collectively, across the board we are looking for:

### Specific **professional skills**:

- strategic planning
- corporate governance
- fundraising and business development
- PR/marketing/communications/advocacy
- partnership working
- political awareness
- financial management
- project management
- performance management & evaluation

### **Professional or voluntary experience** in:

- green infrastructure and nature-based solutions
- planning, architecture (landscape or built environment) and urban design
- regeneration (economic, physical or community)
- greenspace, parks, leisure and land management
- climate resilience and sustainable development
- renewable and low carbon energy
- research and innovation
- health and wellbeing
- housing (private or social) and development
- community engagement and empowerment
- environmental and social justice
- equalities and diversity
- social and community enterprise
- skills, employment training and education
- children, young people and play
- arts, culture and creative sector

## Terms and conditions of appointment

This is a voluntary role and trustees receive no remuneration. Trustees are entitled to claim expenses in line with greenspace scotland's expense policy.

Trustees hold office for a period not exceeding three years, unless a further invitation is made by the board,

The **time commitment** for the role is around 6 days per year.

You must be eligible to serve as a charity trustee and company director,

## How to apply

Please download and complete the Application Form and Equalities & Diversity Form  
A CV can be accepted as part of your application, but not as a substitute.

The completed form should be sent by email to Julie Procter, Chief Executive  
[julie.procter@greenspacescotland.org.uk](mailto:julie.procter@greenspacescotland.org.uk) and will be acknowledged.

## Recruitment timetable

**Closing date:** 9am on **Tuesday 6 December**

We will review applications and invite a number of applicants to meet with us for an informal online interview and discussion on **Thursday 15 or Friday 16 December**.

For information, the dates of the 2023 board meetings are:

- 16 February
- 18 May
- 10 August
- 19 October – including AGM

## Finding out more

For more information about our work visit [www.greenspacescotland.org.uk](http://www.greenspacescotland.org.uk)

The business plan, article of association and annual accounts can all be accessed at  
<https://www.greenspacescotland.org.uk/company-information>

A new business plan is in development.

If you would like to arrange an informal discussion with the Chair or Chief Executive, please email [julie.procter@greenspacescotland.org.uk](mailto:julie.procter@greenspacescotland.org.uk)

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