



Role Description

Role title: Trustee of ecobirmingham

Last updated: 09-09-2024

Could you join ecobirmingham's trustee team and play a fundamental role in the strategic development of our organisation and contribute your skills to a cause you care about?

ecobirmingham is an award-winning sustainability charity, supporting greener, fairer and healthier communities in Birmingham. Our vision is for 25% of residents to be actively involved in sustainable living by 2030, creating a 'tipping point' which will inspire the rest of the city to get involved in their own way. We connect individuals to the skills, information and resources that can help them make steps on their sustainable journey. This includes access to cycling, walking, education, community gardening, healthy eating, carbon reduction, energy and waste advice, and community development.

Our current team of 7 trustees needs new members as some members will be stepping down on completion of their term. We are looking for new trustees to join us by February 2025 to help us grow our income and impact.

We are looking for people with:

- general skills and experience that can continue the good governance of our charity, and work as a team to help us champion the mission and values of the organisation, develop our sustainability work, and manage our resources responsibly.
- digital skills and experience to help the organisation strategically develop our service delivery, communications and impact monitoring.
- access to networks and relationships with diverse community groups and organisations within the Birmingham area.
- HR skills to help strengthen our People sub-committee and review the work of our senior management team.

In addition, we are offering a Young Trustee place for an individual aged 18 - 25 years old that has finished some form of post 16 further or higher education and who is able to meet the essential requirements of the role. We will help this trustee develop their skills and abilities, knowledge and experience in several of the desirable requirements of the

role over 3 years, and therefore add to the potential pool of future Trustees for our sector. No remuneration – this is a volunteer role. Expenses occurring relating to the role, such as training or travel to an event to speak on ecobirmingham’s behalf, will be reimbursed.

Hours of Role: Trustees are expected to contribute around 30 hours a year. This consists of induction, training, meeting preparation, attendance, and follow up actions. The term usually lasts for 3 years, with an option to extend for another 3 years, then have a break of at least one year.

For all trustees there are 5 Board meetings a year, including an annual away morning for development and planning. Additionally, there are up to 4 sub-committee, or task and finish meetings a year to contribute to. The Board meetings usually occur online on Thursdays, 7.30-9pm, and the away morning on a Saturday in December. The sub-committee or task and finish meetings usually occur online Monday – Wednesdays, 7.30-9pm. There can be up to 10 trustees at one time.

If a trustee becomes a vice chair, this role consists of an additional 5 hours over the year in terms of liaising with the Chair between meetings. There are currently 2 vice chair roles that chair the Finance and People Sub-Committees.

If a trustee becomes the Chair, this role is an additional 24 hours over the year. These hours will include liaising with vice chairs and other trustees, and the line-management of the Director in terms of 6-month appraisals and monthly keep in touch meetings.

Reports to: All trustees report to the Board of Trustees, which delegates authority to the Chair, vice chairs, and Director.

Supervises: The Chair line-manages the Director.

Main purpose of the role

To be responsible for the good governance of the charity as an individual and as a team of trustees, participating in meetings to achieve the following:

- Ensuring ecobirmingham is carrying out its purposes for the public benefit.
- Complying with the governing document, the law, and is accountable to the charity commission and public.
- Managing resources responsibly.
- Championing the mission and values of the organisation

Success will look like an organisation efficient and effective in how it delivers and reports on sustainable development for residents in Birmingham.

Key Responsibilities

Ensuring ecobirmingham is carrying out its purposes for the public benefit.

- Reviewing and agreeing strategies, annual plans, monitoring and decisions to align with its:
- charitable objectives - promote and educate about the benefits of sustainable development, such as improving the natural environment, conserving resources, economic growth and regeneration.
- beneficiaries - the public and relief of poverty and the improvement of conditions of life in socially and economically disadvantaged communities in the UK. Our current operational focus is currently on residents within the Birmingham city council area and neighboring areas to the city boundary.

Complying with the governing document, the law, and is accountable to the charity commission and public.

- Trustees regularly update and review organisational policies and implementation to ensure complying with the ecobirmingham constitution, and other requirements under charity, employment and other relevant laws for the organisation.
- Trustees ensure the executive provides up to date details of trustees, an annual return, and annual accounts to the charity commission on time. The annual accounts set out how the Board makes or delegates decisions and reporting.

Managing resources responsibly.

- Acting in the best interests of ecobirmingham. By making informed short and long-term decisions about resources that will benefit the organisation and those it serves the best.
- Acting with reasonable care and skill. Applying the best of your skills and experience to decision making and being prepared by having the information you need, in the format you need, and set aside time to read it prior to meetings.
- Managing resources responsibly. Satisfy yourself that ecobirmingham's funds, people and reputation are used sensibly and are protected from undue risk. This includes the use of a risk register, an annual plan and indicators, and quarterly financial management accounts.

The more detailed descriptions of these responsibilities can be found on the Charity Commission website – under 'Duties of a Trustee'.

Championing the mission and values of the organisation

Either in an internal facing capacity on the Board or sub-committees, or at external events with partners and networks to promote the mission and values of the organisation which are:

- Supporting greener, fairer and healthier communities in Birmingham.
- Committed to people centred solutions – we recognise barriers and understand that one approach will not fit all. By working together with Birmingham’s communities, we aim to build solutions that help each individual on the first steps of their sustainability journey.
- Ready to listen and learn – we are transparent and empathetic when sharing our experiences and create a welcoming space for others to share theirs. We will always aim to apply our learning to improve how we work.
- Professional in our approach – using evidence, tools and training, we provide our staff and partners with the knowledge needed to maximise our organisation’s environmental, social and economic impact.

Any special conditions:

- This role will involve reviewing our safeguarding policy and practices with the children and vulnerable adults we work with; therefore, any Trustee role will require a successful DBS check before starting.
- The role is voluntary and may occasionally require flexibility and unsociable hours at weekends and evenings.
- The trustee roles of Chair and Vice Chair have additional delegated responsibilities by the Board of Trustees.
- Trustees may also volunteer for other roles and opportunities at ecobirmingham, but this must be in addition to their existing primary trustee role and not reduce the time and energy available for their trustee responsibilities.

Role Specification

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| Minimum requirements to be a Trustee | |
| Age 16 or above, as we are a Charitable Incorporated Organisation (CIO). | Essential |
| Not disqualified under the Charities Act to hold the position e.g. you have <u>not</u> been disqualified as a company director or bankrupt, do <u>not</u> have any unspent convictions for an offence involving dishonesty or fraud, such as tax avoidance or identify theft, are <u>not</u> on the sex offenders' register, and have <u>not</u> been removed as a trustee due to misconduct by the Charity Commission or courts. | Essential |
| Qualifications | |
| Relevant experience or related qualification to an area of expertise that will benefit the Board and organisation. | Essential |
| Skills and Abilities (Related to Role) | |
| Ability to review written material, reports, and draft policies, and ask constructive questions to challenge and help. | Essential |
| Good time management and prioritisation to prepare for, attend, and follow up actions after meetings. | Essential |
| Able to use email, SharePoint, Zoom and Microsoft Teams for remote working. | Essential |
| People skills – one or more of these skills: recruitment, people management, coaching, conflict resolution, customer care, team development, listening, leadership, change management. | Desirable |
| External Influencing – one or more of these skills: influencing others through presentations in person or digitally via social media and professional and personal networks, use of marketing and campaigning. | Desirable |
| Fundraising – one or more of these skills: identification of opportunities for funding and partnerships via social media and professional and personal networks, grants, donations, service level agreements. | Desirable |
| Finance – one or more of these skills: reviewing financial management accounts, liaising with auditors and accountants, risk management | Desirable |
| Operations – one or more of these skills: IT systems, project management, legal advice, health and safety, safeguarding, event management. | Desirable |
| Experience and Knowledge (Related to Role) | |
| Interest in the environment, sustainable development, and community development, and demonstrate own sustainable living journey. | Essential |
| Working as a team to make decisions around one or more of these issues: strategy, people, performance, finance and risk. | Essential |
| Familiar with issues facing a not-for-profit sector organisation. | Desirable |

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| Familiar with or worked for a similar small organisation of around 10 part-time and full-time staff, and a volunteer and contractor base of around 20. | Desirable |
| Experience of providing strategic advice to help a small organisation grow in the size of its income and impact. | Desirable |
| Specialist knowledge in one or more areas: strategy development, evaluation and impact reporting, cycling and walking, health, carbon reduction, energy, waste reduction, diet, advocacy, community gardening. | Desirable |
| Other requirements | |
| Ability to demonstrate an understanding of and commitment to our organisational values of people centred, listening and learning, and professional. | Essential |
| Commitment to equal opportunities, diversity and inclusion and what this means for our operations and delivery. | Essential |

Within the role specification above for trustees we are specifically looking for:

- Digital skills and experience to strategically help the organisation develop in this area through the use of our communications and impact monitoring.
- A volunteer with HR skills to help strengthen our HR People sub-committee and review the work of our senior management team
- Access to networks and relationships with diverse community groups and organisations within the City.
- Finance skills to help strength our Finance sub-committee and review the work of our executive and management accountant.

In addition, we are offering a Young Trustee place for an individual aged 18 - 25 years old that has finished some form of post 18 further or higher education and who is able to meet the essential requirements of the role. We will help this trustee develop their skills and abilities, knowledge and experience in several of the desirable requirements of the role over 3 years, and therefore add to the potential pool of future Trustees for our sector.