

Clare Castle Country Park Trust

Trustee Job Description

Purpose of Job

Responsible and accountable for managing all aspects of Clare Castle Country Park in line with the overall aims of the Trust, and the management agreement with Clare Town Council

Principal Duties

1. To hold ultimate authority and accountability for the management and governance of the Trust, ensuring that its affairs are conducted with probity and sound judgement and that the Trust complies in all respects with the law and the best principles of charity governance
2. To ensure that the Trust fulfils its objectives (including the terms of grants given to it as a charity) and acts within its powers; and that its assets are safeguarded and well managed
3. To develop an understanding of the Trust's business strategy and to participate in the production and implementation of the Trust's annual business plan for managing and developing the Park, and setting its policy priorities and targets
4. To participate in the production and implementation of a continuing conservation management plan covering all aspects of the Park, including green spaces, flora and fauna, the scheduled ancient monument and listed heritage buildings
5. To ensure the prudent financial management of the Trust and, in particular, to discuss, set and review annual budgets and accounts
6. To contribute to setting appropriate mechanisms by which the Trustees can monitor, evaluate and review the performance of the Trust and to participate actively in such reviews
7. To seek funding from the Heritage lottery Fund and other grant-giving bodies that allows the Park to be developed in ways consistent with the Trust's aims
8. To support the Trust's work by attending appropriate local and regional meetings and events and by acting as an ambassador and advocate
9. To attend and contribute to Trustee meetings and, in so doing, to act at all times in the sole interests of the Trust
10. To appoint auditors, bankers, cheque signatories and sub-committees and to regulate the conduct and proper employment of any staff that the Trust employs
11. To determine the Trust's policies, including those related to charity and employment law, finance, health and safety and use of volunteers
12. To consider the risks the Trust may face and how to eliminate or mitigate them, and to maintain a risk register

In addition to the above, individual Trustees will be expected to take the lead in relation to one of the eight spheres of business activity detailed as part of the Person Specification shown below.

NB The duties must at all times be carried out with due regard to the Trust's Equal Opportunities Policy and to the **Standards for Trustees** shown below.

Trustee Person Specification

Essential Knowledge, Skills and Experience

- Enthusiasm for the Park as a community resource
- Good interpersonal and communication skills
- Able to combine “all round” thinking with a practical “can do” attitude
- Numeracy sufficient to enable understanding of budgets and accounts
- Team-player: a positive contributor to discussion and action with others
- Prepared to make a personal commitment of time to the work of the Trust
- Willingness to use personal networks for the Trust's benefit
- Prepared to commit to the Nolan Principles of public service
- Qualified to take the lead in one of the eight spheres of business activity

Desirable Knowledge, Skills and Experience

- Local knowledge and contacts
- Experience of Board membership (voluntary, public or private sector)
- Knowledge of local government in West Suffolk
- Knowledge of charity law and the Charity Commission's “the Essential Trustee”