



## Community Forest Trust Trustee Job Description & Person Specification

### **Overview:**

The power of trees to benefit people and planet is at the heart of Community Forest Trust (CFT). They support, enable and champion the work of England's 15 community forests which, in turn, create woodlands that ensure urban areas are economically, socially, and environmentally more sustainable and resilient for everyone. The charity, also, educates and empowers people in relation to environmental matters.

This is an exciting time to join the Board of CFT and play a significant role in creating a positive and lasting legacy for people across England as well as for the wider planet. The UK aims to be net zero by 2050 and 25% of carbon sink will come from tree planting. CFT have a vital role to play in empowering and developing England's forestry in line with these net zero targets.

Community Forest Trust needs **two** new qualified people with significant senior professional **Strategic Finance & Risk** and **HR** experience. These individuals will join the board and leadership team in developing CFT's new, post-2025, strategy and work in collaboration with England Community Forest (ECF) to achieve this.

CFT are open to applicants from people with senior levels of professional skills and experience who are new to being a charity trustee.

**Person Specifications:**

CFT need additional board members with the specific skills, outlined below, who also bring vision and an appreciation and understanding of how to grow a network in a non-traditional and decentralised way that empowers all partners and stakeholders.

**Strategic Finance & Risk Trustee:**

CFT need a Chief Finance Officer or senior Finance Director who can offer strategic guidance to a multi-faceted, multi-million-pound charity at this pivotal time in their growth.

This individual needs to be a qualified accountant with significant experience of operating at a strategic level. A person who appreciates the needs of a complex and growing organisation with diverse income and expenditure is needed for this role. CFT's finances are multi-faceted because they apply for funding, distribute grants and are also developing their Green Finance work so that they can monetise their forestry work, as appropriate. They are also diversifying their income including through fundraising as well as a growth in enterprising. The new trustee will also Chair the quarterly Finance & Risk Committee for CFT and attend the quarterly Board meetings. They will work with the CEO and executive finance lead as well as the external auditors in relation to all financial matters and relevant reporting cycles.

**Human Resources Trustee:**

CFT needs a senior HR professional with Organisational Development experience who can offer strategic advice and support in relation to their People Strategy and Plan. CFT, also, have a multi-faceted people management model with a small team of direct employees and a much larger pool of people who are employed by partners such as ECF and Local Authorities. They work with external professional HR support but want to develop a proactive People Strategy and to monitor its operational implementation so that they can ensure all people working across the forests are aligned to the shared ambitions and purpose of England's forests and are offered a rigorous career pathway. CFT want to inspire people from diverse and under-represented communities to get involved in forests and to establish and champion working with trees and in forests as the attractive profession that it is.

The, also, want to embed best practices and policies into their People strategy and to ensure EDI, Learning & Development and Safeguarding are key parts of this. This new Trustee will Chair the HR Committee.

**In addition to the above specialism, trustees must, also, evidence:**

- Passion for CFT's core purpose and work.
- Successfully supporting or leading a growing organisation at a senior strategic level.
- Ability to work with a Board and/or Committee in a professional capacity and a firm understanding of the importance of the highest standards of good governance.
- Availability to dedicate a 1 day a month, on average, to CFT as a Trustee and Committee Chair and to fulfil all aspects of the role which includes being an active and engaged trustee for the specialist area of expertise.

**Time Commitment – 1 Day a Month:**

4 Board Meetings a year (in person, across England).

4 Committee Meetings a year (a few weeks prior to board meetings).

Additional meetings to support with internal and external matters as required.

**Job Role Description:**

Trustees provide strategic direction, oversight, and ensure effective, innovative, and strategic growth so that there is an increase in the charity's ability to have a positive impact on all aspects of their work.

**Key responsibilities:**

- Ensure that Community Forest Trust complies with good governance, charity law, company law and any other relevant legislation or regulations and that they pursue their objectives.
- Attend the annual cycle of Committee & Board meetings and contribute to discussions and decision making, ensuring effective communication with fellow Trustees, and the executive team. Participate in the appraisal of the executive leader, fellow Board members, as appropriate, and the organisation's performance.
- As a Trustee, ensure that CFT is efficiently and effectively managed and uses resources exclusively in the pursuit of its objectives. Establish and maintain a strong and constructive role that holds the board and executive team accountable, brings healthy challenges and supports the executive in achieving their strategic objectives.

- Help to ensure CFT is led by its core missions and that all growth is progressive, sustainable, and effective with adherence to best equality, diversity and inclusion policy and practice.
- With other trustees, maintain an overview of CFT's affairs and the key external environments and contexts of operation.
- Help to manage risk with a considered, proportionate, and balanced approach to keep CFT safe and follow protocols in managing and reporting all serious incidents.
- Strive to meet the seven principles of the Charity Governance Code, below, and encourage all Trustees to:
  1. Act within their powers.
  2. Act in good faith and only in the interests of CFT.
  3. Make sure they are sufficiently informed.
  4. Take account of all relevant factors.
  5. Ignore any irrelevant factors.
  6. Manage conflicts of interest.
  7. Make decisions that are within the range of decisions that a reasonable trustee body could make.
- Fulfil all legal duties as follows:
  - Make sure CFT is carrying out its purposes for the public benefit.
  - Comply with CFT's governing document and the law.
  - Act in CFT's best interests.
  - Manage CFT's resources responsibly.
  - Act with reasonable care and skill.
  - Make sure CFT is accountable.