



## Trustee – Sea the Change

### Who we are

Sea the Change strives to connect communities to coastlines. Our mission is to deliver environmental education and to promote coastal accessibility for all. Our main projects are focused in three areas:

S - Sustainability

E - Education

A - Accessibility

### What we do

With a cross Borders remit, we deliver sustainability events aimed to help people to understand and take action to reduce their environmental impact. In our work with younger generations through our outdoor explorers and John Muir Awards, we strive to educate the responsible adults of tomorrow. We are not only concerned in ensuring people of all ages and abilities can take part in our activities, but we also believe that everyone should have equal access to enjoy the benefits of being outdoors and by the sea. Our Beach Wheelchairs project provide people with mobilities difficulties a chance to enjoy special moments in nature.

### What you will be doing

Sea the Change is seeking to recruit a number of passionate individuals into the role of Trustees, where you will take part in shaping and directing the organisation and ensuring that it operates legally within the regulations set by the OSCR and according to Charity Law.

### What's in it for you

- Develop your network of people/organisations across Scottish Borders and North Northumberland.
- Expand your knowledge of the human impact on the environment and work together to develop and/or foster local response.
- Get involved in an organisation which is a member of the national Circular Communities Scotland Network.
- Make a difference to communities and causes you are passionate about
- Develop your strategic knowledge and leadership skills.
- Make a real difference using your time to contribute to the charity's mission and values.

The role is voluntary, although we will pay all reasonable travel expenses.

### What we are looking for



We are particularly looking for trustees with knowledge and experience in one or more of the following areas:

- **Social media/marketing/PR/campaigning**
- **Low carbon and climate change agendas**
- **Human resources processes and employment law**
- **Fundraising**
- **Strategy and Evaluation**

We welcome applications from all individuals who feel they meet the essential and desirable criteria to fulfil the role. We would encourage applications from individuals who are from backgrounds not currently represented on our board as we seek to broaden the diversity of our Trustees.

You will need to be able to commit to attending 2 development sessions, Board Meetings 10 times a year, plus an AGM. Additional calls on your time may be required on occasion; for example, with your specific expertise you may be asked to provide some insight and support to the Executive Officer.

#### **Additional information**

Board meetings are via Zoom mainly however, some face-to-face meeting may be agreed from time to time.

**To find out more about Sea the Change and our team please visit our website at [www.seathechange.org.uk](http://www.seathechange.org.uk)**

**To arrange an informal discussion about what the role entails and whether it is right for you, please contact [info@seathechange.org.uk](mailto:info@seathechange.org.uk)**

**Please send covering letter and CV to [Juliana@seathechange.org.uk](mailto:Juliana@seathechange.org.uk)**

**Closing date for applications: 21 March 2022**

**Interviews will be held virtually by Zoom and will take place on week commencing 4 April 2022.**



Registered Charity: SC5050664

### JOB DESCRIPTION

<b>JOB TITLE</b>	Sea the Change Trustee
<b>REPORTS TO</b>	N/A
<b>SALARY SCALE</b>	Unpaid Position
<b>TIME COMMITMENT</b>	Attend Board Meetings 10 times per annum, 2 annual events and preparation time. Meetings usually held in the evening.
<b>JOB PURPOSE</b>	
You will play a very important role as a Sea the Change Trustee, in having independent control over and legal responsibility for the charity's management and administration.	
<b>MAIN RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>1. To ensure that the charity is carrying out the purposes for which it is set up, as set out in its governing document. This includes planning what the charity will achieve, being able to explain how these activities are intended to support its purposes and how they benefit the public.</li> <li>2. To ensure that the charity complies with its governing document, charity law and any other laws which apply to Sea the Change.</li> <li>3. To act in the charity's best interests, making balanced and adequately informed decisions and to avoid putting yourself in a position where your duty to Sea the Change conflicts with your personal or other professional interests.</li> <li>4. To act responsibly, reasonably and honestly, including ensuring that the charity's assets are only used to support or carry out its purposes and that they comply with any restrictions on spending funds.</li> <li>5. To ensure that you support the charity in complying with statutory accounting and reporting requirements.</li> <li>6. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining targets and evaluating performance against these.</li> <li>7. To scrutinise board papers in advance and be a proactive and engaged member of Board meetings.</li> <li>8. To focus on key issues and provide additional support and input to operational work as requested by the Executive Officer. To provide guidance using previous experience and expertise on a range of aspects of Sea the Change business, including support to set up new initiatives.</li> <li>9. To safeguard the good name and values of Sea the Change.</li> <li>10. To ensure the effective and efficient administration of the charity.</li> </ol>	

11. To ensure the financial stability of the organisation.
12. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
13. To monitor the financial, strategic and operational performance of Sea the Change.
14. To promote equal opportunities (in terms of race, religion, gender, sexual orientation, disability and other forms of discrimination) through all aspects of work.
15. To embrace and embody Sea the Change's values.

#### **KNOWLEDGE, SKILLS AND EXPERIENCE**

**Please refer to Appendix A for National Occupational Standards for Trustees**

<b>Essential</b>	<b>Assessment</b>
An ability to demonstrate commitment to the principles of being a Trustee as per Charity Commission guidelines	Covering Letter/ Interview
A willingness to support our commitment to the principles of equal rights and opportunities	Covering Letter/ Interview
To be able to demonstrate an understanding of charity law and to accept legal duties	Covering Letter/ Interview
Experience of good governance and risk management processes, or the willingness to attend training to develop these skills	Covering Letter/ Interview
Confidence and willingness to express your own opinion in order to drive forward the organisation's aim and objectives	Covering Letter/ Interview
<b>Experience/ Specialist Knowledge</b> <i>The Board are looking for candidates who are able to demonstrate one of the following specialist areas.</i>	<b>Assessment</b> Please evidence one of these criteria on your application letter
Able to demonstrate experience using social media/marketing/PR/campaigning	Covering Letter/ CV/ Interview
Experience in promoting low carbon and climate change agendas	Covering Letter/ Interview
Expertise in human resources processes and knowledge of employment law	Covering Letter/ CV/ Interview
Experience in income generation and writing funding applications	Covering Letter/ CV/ Interview
Ability to demonstrate strategy thinking and experience in project evaluation	Covering Letter/ CV/Interview

## Appendix A

### Trustee Core qualities 1- 9 National Occupational standards for trustees

These core qualities are the recommended standards for trustees. As a trustee, these 9 competences are the minimum standard expected and if appointed the expectation is that trustees understand and work towards these at all times.

1. A desire to commit to the purpose, objects and values of the organisation.
2. An ability to be constructive about other Trustees' opinions in discussions, and to staff members' contributions at meetings.
3. An ability to act reasonably and responsibly when undertaking duties and performing tasks.
4. To be able to maintain confidentiality on sensitive and confidential information.
5. An ability to be supportive of the values (and ethics) of the organisation.
6. To be able to demonstrate an understanding the importance and purpose of meetings and be committed to preparing for them adequately and attending regularly.
7. An ability to analyse information and challenge when necessary.
8. To be able to make collective decisions and stand by them.
9. An ability to respect boundaries between executive and governance functions.