

# Newcastle Parks Trust



## Trustee role profile and person specification

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## Role title

Member of the Board of Trustees of the Newcastle Parks Trust (a charitable company)  
(Up to 11 positions to fill, including the Chair)

## Direct reports

Chief Executive of the Newcastle Parks Trust

## Background

A background in any of the following or similar:  
land and property management, finance, fundraising, law, HR or commercial operations and development would be welcomed. Previous experience as a Chair, Trustee or Chief Executive would be welcomed.  
Experience in the charity, environment or heritage sectors would also be welcomed.

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## Introduction

This is a groundbreaking opportunity to be part of the Board of the first charity set up by a local authority to run its parks and allotments.

Newcastle City Council and National Trust wish to recruit a group of experienced, creative and passionate individuals to form the Board of the new independent charity. The Board will consist of 13 Trustees, 11 appointed through open recruitment (including the Chair) and 2 nominated by the City Council.

This is an exciting opportunity to help shape the future of Newcastle's parks and allotments. If you can help Newcastle's parks and green spaces reach their fullest potential by bringing fresh ideas, impetus and ambition to the table, we want to hear from you.

## Purpose of the role

At this critical moment in the history of green space in Newcastle, the Trustees will play a crucial role in driving forward transformation.

Trustees will represent the interests of the city's parks and green spaces and help shape and steer the charity to secure the many benefits parks provide to people, the environment, and wildlife.

The Board of Trustees will set the agenda for the new charity, facilitating change and new ways of working.

You will support the Chair to implement the vision, ethos and values and steer the development of the charity's founding strategy.

You will work alongside the Chair to establish the new charity, including recruiting the CEO. You will provide knowledge, skills, expertise, networks, and insight to enable the wider Board of Trustees to provide efficient and effective governance.

For the right individuals, this is a unique and exciting opportunity to help shape the future of Newcastle's parks and green spaces, and help Newcastle's parks reach their fullest potential. Your contribution will help evolve how we care for our natural environment, at local and national level, for generations to come.

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## Key requirements of the role

As a Trustee of Newcastle Parks Trust, you will:

- Support the Chair to establish the new charity and recruit the CEO.
- Work as part of a Board to provide the overall governance and strategic direction of the charity.
- Bring creative and innovative thinking and a culture of problem-solving to the challenge of running parks.
- Provide the Board with insights and perspectives, wider contacts, and access to key organisations and individuals, to ensure the Board is in touch with issues within its remit and able to provide effective governance to the charity.
- Work with fellow Board members to fundraise for the new charity, including securing an endowment to support the running of the parks.
- Work in partnership with the CEO and support the employees, helping them achieve the aims of the charity; and optimise the relationship between the Board of Trustees and the staff.
- As required, ensure the smooth running of a representative Communities Group and consider the recommendations they make to the Board of Trustees.
- Act as an ambassador for Newcastle Parks Trust, be passionate about its work and communicate this effectively to the external world.
- Act in a manner that promotes the charitable cause of Newcastle Parks Trust as a whole.
- Help ensure that the new charity complies with its legal and regulatory requirements, and has the resources, policies and structures necessary to be effective.

This is a volunteer position which is not remunerated, but agreed expenses may be reimbursed. You will not be employed by Newcastle City Council.

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## Responsibilities of a Trustee

### As part of the Board

- Formulate strategic plans and regularly review long-term strategic aims of the charity.
- Develop and define organisational goals and evaluate performance against agreed targets.
- Provide knowledge, skills, expertise, networks, and insight to enable the wider Board of Trustees to provide efficient and effective governance.
- Support a culture of team working among fellow Board members.
- Create a strong, profitable and fulfilling working relationship with fellow Trustees and the Chief Executive through review and self-reflective evaluation.

### In relation to the Chief Executive Officer (CEO)

- Support the Chair as required to help:
  - Appoint the CEO and lead the process of appraising and constructively guiding the performance of the CEO.
  - Assume guardianship of the legal and financial integrity of the organisation.
  - Consult with CEO on matters of strategy, governance, finance and HR.
  - Oversee the CEO's activities in the context of the implementation of the organisational strategy and policies.
  - Maintain careful oversight of any risk to reputation and/or financial standing of the charity.
  - Receive regular informal progress reports of the charity's work and financial performance through the CEO.

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## Responsibilities of a Trustee (cont)

### In relation to the community and code of conduct

- Represent the charity as a spokesperson at appropriate events, meetings or functions.
- As required, support the smooth running of the representative Communities Group and consider the recommendations they make to the Board of Trustees.
- Protect and manage the property of the charity.
- Work as part of the Board to foster relations with potential partners, funders, donors and clients.
- Support the Chair to act as final stage adjudicator for disciplinary and grievance procedures if required.
- Support the Chair to facilitate change and address conflict within the Board of Trustees, within the charity and liaise with the Chief Executive to achieve this.
- Work with the Chair to review of external complaints as defined by the charity's complaints procedure.
- Ensure adherence to and compliance with legislation and policies e.g. Health & Safety and Data Protection.
- Attend and be a member of other committees or working groups when appropriate in role as Trustee.

In order to perform the above role, Trustees should have reasonable access to all staff and information, in line with the Board's fiduciary duties.

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## Person specification

Trustees may have a background in any of the areas below and experience of the public, private or charitable sectors. They should be willing to take a lead in a number of the following areas, whilst also working collectively, beyond their own expertise, and strategically as a member of the Board.

**Business development, Finance, Legal, Land and property management, Fundraising, Visitor operations, Commercial operations/development, HR/People development, Heritage, Environment, Health and wellbeing**

Factor	Essential	Desirable
<b>Knowledge</b>	<p>Understanding of and commitment to the work of Newcastle Parks Trust</p> <p>Knowledge and background in at least one of the key areas listed above</p>	<p>Understanding of the multiple benefits of the public open spaces and its good management</p> <p>Knowledge of the Newcastle area and its greenspace resource</p> <p>Good networks in (local) business and the charity/voluntary sector or more broadly</p>
<b>Experience</b>	<p>Proven experience of delivery in a management role and in at least one of the key areas listed above</p> <p>Experience of developing partnerships</p> <p>Experience of securing significant finance or major fundraising, and investment planning</p>	<p>Experience of working with complex organisations</p> <p>Experience of business planning, analysis and management</p> <p>Experience of developing / managing commercial operations</p> <p>Experience of work at a Board level and/or senior management</p>
<b>Skills</b>	<p>Ability to identify and manage high level risks</p> <p>Strategic thinker</p> <p>Output orientated</p> <p>Ability to commit the necessary time and effort</p> <p>Ability to identify stakeholders, and manage critical relationships</p> <p>Team player, open and participative</p> <p>Good communication and interpersonal skills, including tact and diplomacy</p> <p>At ease with diverse audiences</p> <p>Ability to act as an ambassador for the charity</p>	<p>High level business planning</p> <p>Good organisational skills</p> <p>Sound financial understanding</p>

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## Time Commitment

It is expected that the role of Trustee will require a commitment of up to 3 days per month in the first year to 18 months. It is likely that this will include some evening and weekend working. This will reduce over time and as the charity establishes itself.

**Appointment during this transitional phase of the charity is for a period of one to three years.**

## Exemptions

The following are not eligible to be an appointed Chair or a Trustee of Newcastle Parks Trust:

- Anyone under the age of 18.
- Anyone who has been convicted of an offence involving deception or dishonesty unless the conviction is spent.
- Anyone who is an undischarged bankrupt, or is the subject of a bankruptcy restriction order or bankruptcy restriction undertaking.
- Anyone who has made a composition or arrangement with or granted a trust deed for, his or her creditors and has not been discharged in respect of it.
- Anyone who has previously been removed from trusteeship of a charity by the court or the Commissioners.
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986 or is the subject of a disqualification undertaking.
- Anyone with a connection to Newcastle City Council which would also make them a person who, at law, is regarded as “associated” with the Council.

**If you are interested in this role but consider yourself to have a conflict of interest, please do not hesitate to discuss it with us.**

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