

Trustee – Finance representative

Profile

Role title: Trustee
Chair of Business Development Committee

Location: Marwell Wildlife

Reports to: Chairman of the Board of Trustees

Background

Marwell Wildlife is a leading conservation charity dedicated to the conservation of biodiversity and other natural resources. Our aims are to:

- Conserve species and their habitats, locally and globally
- Inspire care for the natural world
- Undertake and share results of scientific studies
- Improve our environmental performance and promote sustainable living

We predominantly fund delivery of our charitable outputs by operating Marwell Zoo, a successful and much-loved visitor attraction in the heart of Hampshire. Established 47 years ago, we are now a flourishing £11m turnover organisation, employing over 150 permanent staff and welcoming over 400,000 guests annually.

Looking ahead, we have ambitious plans for the future and have recently embarked upon an exciting 10-year self-funding programme of capital investment into the zoo. In addition to creating and investing in a first-class guest experience, we intend to gear our funding of conservation to the turnover of the zoo and further increase our charitable output and conservation work.

The Trustee role

As a registered charity, our governance and overall leadership rests with our Board of Trustees, who work alongside a Chief Executive and Executive team. While membership of the Board is voluntary, it is however a highly rewarding experience as Trustees contribute actively, taking significant responsibility for the governance and strategic direction of our organisation. With exciting times ahead, we are looking to complement our existing Board of Trustees with a suitably experienced and highly qualified accountancy professional (e.g. FCA or similar).

We have adjusted our Board and Committee structure in 2019 to better meet our strategic business review and decision-making needs. Full Board meetings will reduce to one per quarter (from 5 to 4 per year). Each Board meeting will be preceded by a Business Development Committee, incorporating the former Cap Ex, Audit & Risk and Commercial Committees. These meetings will be supported by quarterly accounts and updated end of year forecasts. Work will be done to further refine our KPIs, to provide consistent and timely management information.

Our organisation structure takes its inspiration from the concept of the triple bottom line of profit, people and planet. This shows itself in our three organisational goals of:

- **Growing our business by investing wisely and operating efficiently**
- **Living our vibrant organisation with enthusiastic people focused on shared goals**
- **Delivering our conservation work through our zoological park and international initiatives.**

While the position of Trustee is undertaken on a voluntary basis and without remuneration (reasonable expenses are paid), Trustees are encouraged to play a full part in the vibrant life of Marwell. Those already in this role find it extremely fulfilling and are a vital part of the Marwell family.

In addition to the generic responsibilities and skills required of Board members, Marwell requires someone who can demonstrate extensive expertise and wisdom in accountancy, audit and tax. Knowledge and proficiency with corporate finance, and the charitable sector, would be especially welcome.

This role, like many Board appointments, is non-executive but critical in our overall governance, leadership and understanding of best practice.

Main duties

- To participate in formulating and regularly reviewing the strategic aims and operational progress of the organisation;
- To ensure, alongside fellow Trustees, that the policies and practices of the organisation are in keeping with its overall aims and objectives;
- To ensure, alongside fellow Trustees, that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice;
- To consider the organisation as a whole and its beneficiaries, whether as a member of the board or any of its sub-committees; this appointment chairs the Business Development Committee;
- Reflect the organisation's vision and principles, strategy and major policies at all times;
- To contribute specific skills, interests and contacts and support the organisation in fundraising activities;
- To adhere to the Code of Conduct at all times, particularly when exercising the functions of the Board of Trustees, or any of its sub-committees or groups;
- To attend Board meetings and sub-committee meetings where appropriate;
- To be an active member of the Trustee body in exercising its responsibilities and functions;
- To maintain good relations with senior managerial employees;
- To take part in training sessions provided for the benefit of Trustees;
- To fulfil such other duties and assignments as may be required from time to time by the Trustee body.

Commitment

The Board of Trustees meets 4 times per year at Marwell Zoo in Hampshire, and Board meetings usually take place in the morning.

In addition to these regular Board meetings, the Trustee would need to have sufficient time resources to:

- attend an induction session at Marwell;
- study papers ahead of meetings;
- attend, and chair, the Business Development Committee (quarterly)
- meet periodically with the Chief Executive, Head of Finance and Executive Team members, as appropriate.

Candidate

Skills and Experience

- Knowledge and proficiency in the areas of finance, audit and the charitable sector;
- Qualified accountancy professional (e.g. FCA or similar), in addition to the generic responsibilities and skills required of Board members;
- Demonstrable extensive expertise in accountancy, audit and tax;
- Possession of unique and well-honed soft skills;
- Experience of mentoring individuals, teams and facilitating change;
- Exceptional communication skills and the ability to work as part of a multi-disciplinary team;
- A basic understanding of health and safety requirements.

Attributes

- A strong interest in, and commitment to, the vision and values of Marwell Wildlife, as well as its future development;
- The ability to act, where appropriate, as an advocate and ambassador for Marwell Wildlife with governments, senior policy makers, donors, sponsors, supporters and customers.

Our Brand Values

Our brand is underpinned by four values which are intrinsic to both our outlook and behaviour. These values define our approach to the development of our staff. These values represent a 'tone of voice' which is a core part of our brand identity, and one which should resonate through every contact, whether with colleagues, guests, local communities or business contacts.

Warm

'Enthusiastic, affectionate, kind and supportive'

This is '**how we give**' to others. Being warm means showing a genuine interest in other people. Active listening and open, positive body language are key to this. As a charity we respect diversity and cultural sensitivity and are thoughtful, nurturing and concerned about the welfare of others.

Welcoming

'Cheerfully receiving, bringing pleasure to those we greet'

This is 'how we receive' others. Being welcoming means that we are inclusive in what we do. We share our knowledge and skills with others, whilst respecting their opinions and the pressures they might face. Compassion and empathy are at the heart of this.

Wise

'Showing experience and good judgement'

This is how we use our expertise. We will continue to harness our considerable skills and knowledge in adapting and shaping our outlook. This means reflecting on our experience whilst taking the initiative and responsibility to drive forward the development of our organisation, its people and our charitable objectives.

Contemporary

'Up to date and current, compatible and relevant to society and present thinking'

Being responsive, and open to change and new ideas will help ensure that we remain relevant to society and at the cutting edge of present-day thinking. We must constantly review what we do, and have the confidence to commit to ongoing change and development.

Further information

For further information or assistance regarding this role, please contact Helen Rees, Secretary to Chairman of the Board of Trustees, on 01962 777913, or by email at helenr@marwell.org.uk. Or, for a confidential discussion, please contact our Chief Executive, James Cretney, on 01962 777925.

Full details of this role, and further information about Marwell Wildlife and its work, can be found on our website: www.marwell.org.uk