

Role description

Secretary and Trustee – Tewkesbury Nature Reserve

Remuneration: None

Location: Tewkesbury, Gloucestershire & Remote

Time commitment: Organisation and attendance of six Board meetings per year, including taking formal minutes and noting any post-meeting follow-up actions. Board meetings are held in the evening. Most are delivered online; two per year are held in person in Tewkesbury. Most of our trustees also give additional time to the reserve as volunteers in some capacity, according to their individual interests, experience and skills.

Reporting to: Chair of Trustees

About Tewkesbury Nature Reserve

Tewkesbury Nature Reserve (TNR) covers an area of 44 hectares, a few hundred yards from the historic centre of Tewkesbury. The reserve covers a range of habitats, including wetland and hay meadow, and provides a critical role in retaining water and reducing flooding, as well as recreational access. Our vision is to create a community nature reserve, combining a haven for wildlife with a place where people can connect with nature. Prior to 2020, most of TNR's activity focused on habitat development and enhancement. Post 2021, TNR has also been sharing the reserve as a living laboratory for outdoor learning and recreation, with a programme of outdoor learning for diverse groups, including young and older people, and promoting personal health and wellbeing, care of others and environmental stewardship. TNR is developing its volunteer base to deliver tasks in practical maintenance, citizen science and learning and outreach. More information on our aims and strategic objectives can be found on our website: <https://tewkesburynaturereserve.org.uk/about-us/aims-and-objectives/>.

Overview

A TNR Trustee is an unpaid voluntary role, working as part of the team which has overall responsibility for the reserve. TNR Trustees are the landowners and leaseholders for the reserve, set the strategic direction, oversee its management, and ensure effective financial control. As a TNR Trustee, you will have a chance to make a real contribution to nature conservation, nature-connected education and learning, and health and wellbeing in the local community. You will be able to develop your strategic decision-making skills, and your knowledge of governance and the responsibility of charity status.

The Secretary is responsible for the efficient administration of Tewkesbury Nature Reserve, particularly regarding ensuring compliance with statutory and regulatory requirements. The role of the Secretary is critical in supporting the efficient running of the reserve and its governance. TNR is committed to diversity and inclusion and we welcome applications from all.

Main responsibilities

- Plan Board meetings and AGM, and draw up agendas, in discussion with the Chair.
- Take meeting minutes, including accurately recording and sharing decisions and actions made at meetings.
- Organise and track policy documents for the Charity to ensure appropriate reassessment and approval at the Board.
- Be familiar with the legal responsibilities of charities and charity's internal governance rules. Training can be provided as appropriate.
- Helping to ensure that the Board of trustees file all relevant statutory returns and information with the Charities Regulator.
- Work with the Chair and the Treasurer to ensure smooth, efficient and timely running of the Charity.

Person specification

- Good written communication with experience of taking meeting minutes.
- Good IT skills, including familiarity with Microsoft Office and document management.
- Organised and methodological
- Good understanding of charity governance issues, or willing to learn.
- Knowledge and understanding of the charity sector. Interest in nature reserves and willingness to build knowledge and understanding of the charity sector.
- Good level of inter-personal skills including tact and diplomacy
- Ability to work to agreed timescales for delivery of Board paperwork.

To apply, please send covering letter outlining your suitability for and interest in the role, to: recruitment@tewkesburynaturereserve.org.uk. TNR is committed to diversity and inclusion and we welcome applications from all.