



Trustee Recruitment Pack

Finance Trustee

Contents

Join us to create a world where bumblebees are thriving and valued	3
About Bumblebees	4
Impact of bumblebee declines	4
Governance	5
Organisational overview	5
Management Structure	5
Culture and Values	5
Equality, diversity and inclusivity policy	6
What being a trustee involves	7
Role Description	8
Recruitment Timeline	10
How to Apply	11

Join us to create a world where bumblebees are thriving and valued

Thank you for your interest in the role of Finance Trustee, this pack outlines who we are and who we are seeking to join our leadership team.

The current Board has ten members and trustees work well together, and with the executive team with a spirit of openness and trust. We are seeking to recruit a Trustee who will support oversight of finance and accounting procedures as we continue to grow in status and influence over the coming years.

The Bumblebee Conservation Trust is a science-led organisation established in 2006 because of serious concerns about the 'plight of the bumblebee'. In the last 80 years our bumblebee populations have crashed. Two species have become nationally extinct and several others have declined dramatically.

Bumblebees are familiar and much-loved insects that pollinate our crops and wildflowers, so people are rightly worried. We have a vision to create a world where bumblebees are thriving and valued. Our mission is to increase the number and distribution of bumblebees. A growing number of committed supporters are helping our team of staff make a big difference.



Our current five year strategy launched in April 2019 through to 2024 sets out four main aims to focus our work:

- 1 Enhance the understanding of bumblebee ecology and conservation.
- 2 Increase the quality and quantity of bumblebee habitat.
- 3 Inspire and enable a diverse range of people to take action for bumblebees.
- 4 Be an effective and sustainable organisation.

The Bumblebee Conservation Trust has been growing in a sustainable fashion in recent years. The Trust currently employs 37.5 staff (FTE), and has an annual turnover of £1.8m. The work of the Trust is supported by 9,000 members. You can read more about our strategy and work at www.bumblebeeconservation.org

We are looking for an individual who is able to contribute their skills and experience to the strategic leadership of the Trust. If you feel you could help to make such a contribution then we would very much like to hear from you.

Prof Peter Hollingsworth
Chair of the Board of Trustees

Gill Perkins
Chief Executive

About Bumblebees

As a society we are increasingly dependent on pollinators. The proportion of global agricultural production that depends on pollinators has increased four-fold since 1961. Much of this dependence is linked to wild pollinators. Where data exists, we are seeing evidence of wild pollinator decline. Over 16 per cent of vertebrate pollinators are threatened with global extinction, 9 per cent of wild bee and butterfly species face local extinction and available National Red Lists show up to 50 per cent of bee species assessed are nationally threatened.

Pollinators provide a crucial service to nature and humans. Pollination directly affects the yield and/or quality of 75 per cent of globally important crops. The annual contribution of pollinators to the global economy is estimated at US\$ 235–577 billion¹ (Potts et al 2016).

A diverse range of animals provide pollination services, including birds, bats, and other species, but the most important pollinators are insects. Among insect pollinators, bees are the largest and most important group, especially for crop production (Klein et al 2007). Five to eight per cent of global crop production would be lost if pollination services from animals ceased (Potts et al 2016) and the area of land required to compensate for such a production deficit would be several times higher than the current land used for agricultural purposes (Aizen et al 2009).

The story of bumblebees over the past century has been one of decline. Two species became extinct in the UK during the 20th century: Cullum's bumblebee (*Bombus cullumanus*) last seen on the Berkshire Downs in 1941, and the Short-haired bumblebee (*Bombus subterraneus*), last seen at Dungeness in 1988 and officially declared extinct in 2000. A further eight species (a third of the remaining species) are currently listed on at least one of the English, Welsh and Scottish conservation priority species lists due to their large-scale declines in distribution

Impact of bumblebee declines

It is well-known that bumblebees are great pollinators, and therefore have a key role in producing much of the food that we eat. Through the pollination of many commercial crops such as tomatoes, peas, apples and strawberries, insects are estimated to contribute over £600 million per annum to the UK economy (2015), and in doing so prop up the £108 billion per-year food and drink industry in Britain. Across the EU, insect pollinators are estimated to contribute €14.2 billion annually to the EU economy (2012). If bumblebee and other insect pollinator declines continue, the extremely high cost of pollinating these plants by other means could significantly increase the cost of fruit and vegetables (hand-pollinating British crops has been estimated to cost £1.8 billion annually).

Governance

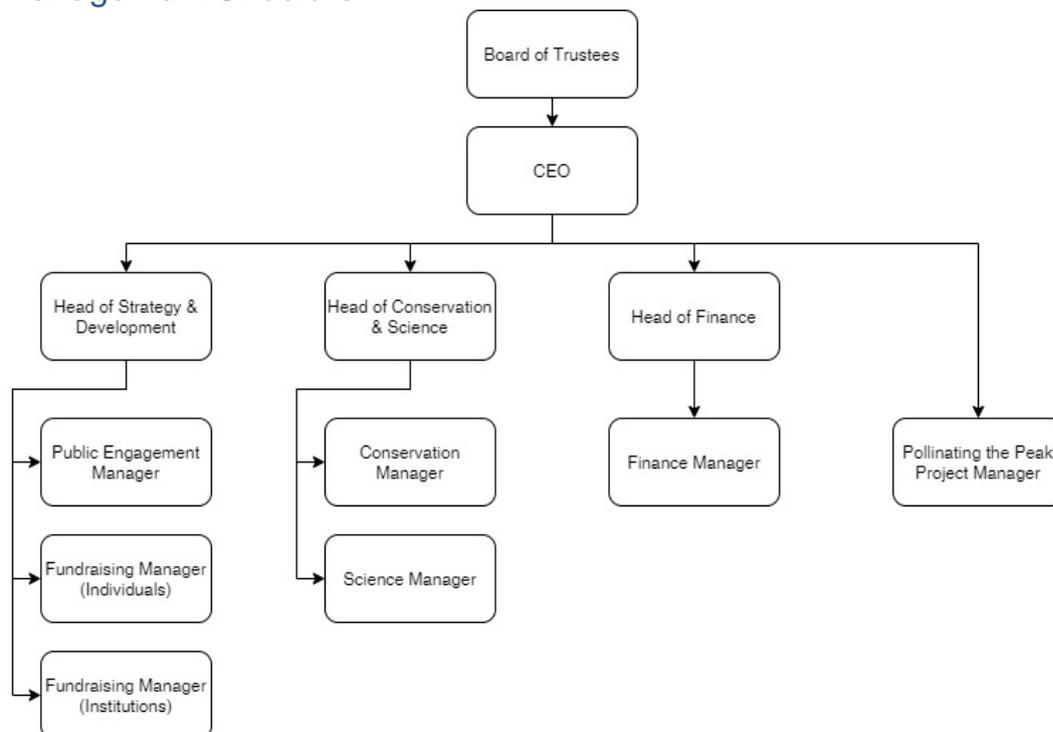
The Trust is governed by the Board of trustees which is responsible for:

- Establishing the overall direction of the Trust including its mission, aims and strategies.
- Ensuring that the policies of the Trust are in keeping with its aims and strategies.
- Working to ensure that the Trust has the resources, both human and financial, to achieve its aims and strategies.
- Monitoring and evaluating the progress of the Trust against its aims and targets.
- Ensuring that the Trust functions within legal and regulatory requirements.

The Trust is a registered charity in England & Wales and in Scotland and has to meet the regulatory requirements of Charity Commission and OSCR. The Trust has been set up as a charitable company limited by guarantee and, as such, trustees are also directors of the charitable company.

Organisational overview

Management Structure



Culture and Values

At the Trust we are committed to creating a culture and working to agreed values which allow us individually and collectively to reach our potential.

Our culture is built around three themes:

Creating a great place to work

We create a positive environment by recognising everyone's contributions and celebrating successes, large and small. Everyone can make a personal difference. We strive to create balance in our working lives, prioritising time and space to think and develop, continually assessing our priorities. The environment we operate in is challenging and uncertain:

however, we aim to remain calm when the unexpected happens. We challenge our thinking, and that of others, in order to improve what we do.

Working effectively together

We show respect for each other by listening, understanding, acknowledging, and supporting everyone we work with. We are considerate of the impacts of our work, our actions, behaviour and decisions on others. We take ownership and self-responsibility with regard to the actions we take. We can be open and honest with each other in sharing our thoughts and feelings: we operate on the basis of trust. We accept that the Management Team and Trustees work together to make final decisions on behalf of the organisation, that are accepted and delivered.

Acting as one team

We are all part of a bigger team with a common goal. We always aim do the right thing for bumblebees.

Our values

The Trust recognises that our goals are met through the commitment and dedication of all our employees. The strength of the Bumblebee Conservation Trust lies in our ability to share a common set of values which both inspire and guide us.

Knowledge

We can demonstrate widespread expertise about the conservation and science of bumblebees and our ability to use this to everyone's benefit.

Team Spirit

We care about other team members and work together.

Integrity

We face up to and handle difficult situations and issues.

Passion

We do what is right for bumblebees and promote our pride, spirit and values through our work.

Valuing and Developing people

We aim to create a safe, supportive, inclusive, enjoyable but challenging working environment.

Equality, diversity and inclusivity policy

At the Bumblebee Conservation Trust we are proud of our commitment to being fair and impartial ensuring that every individual has an equal opportunity to make the most of their lives and talents.

We are working hard to create a culture that celebrates diversity and welcomes difference; a place where everyone's rights and dignity are respected.

We are continuing to provide a work and social environment free from discrimination, prejudice, intimidation, and all forms of harassment and bullying.

By demonstrating our commitment to equality and diversity through our day-to-day actions, we want Bumblebee Conservation Trust to be a welcoming environment where individual difference is celebrated in the places we live and work.

What being a trustee involves

- Trustees are co-opted onto the Board and seek election by the members at the following AGM. Following election, trustees serve on the Board for 3 years. A maximum of two terms can be served.
- There are 4 Board meetings each year, currently two in Southampton and two in Stirling. This involves around 4 - 6 days a year. Attendance is in person or via videoconference.
- The Board has a number of committees. Trustees join these committees based on their interest and expertise. Committees normally meet in advance of each Board meeting and members attend these committees in person or via videoconference.
- Individual trustees are accountable to the Board of Trustees.
- Trustees must declare any conflict of interests which may impact on their work for the Trust.
- The Trust will reimburse reasonable expenses for travel and accommodation incurred on approved Board duties.

Finance trustee

I joined as a Trustee in 2020 with a desire to build my financial experience within the charity sector, while working full time as a Head of Finance for a consultancy. A lot of my previous experience prior to this had me chasing profits for all the wrong reasons.

In my short time in my role I have found not only has my financial knowledge vastly increased, but I have built a stronger relationship with other trustees, and the senior management team. However most importantly I have a much greater appreciation of our furry friends (bumblebees), and their vital importance to us and future generations. I am blessed to know that my experience can help in some small way to this worthy cause.

Blake Gaffney

Role Description

Bumblebee Conservation Trust Role Description

Role Title: Trustee, with expertise in finance and accounting

Background: A background in finance and accounting with an understanding of charity sector finance.

Role Summary:

This role is one of two Trustee positions on the Board providing oversight of the Trust's finances and financial management. The role involves:

- Monitoring the financial standing of the charity.
- Ensuring that the charity's finances are managed responsibly.
- Overseeing the reporting of the financial health of the charity to the Board of trustees and of the charity's financial risk-management process.
- Providing general support and oversight for the effective running of the Trust as a member of the Board of Trustees.

Main Responsibilities – in conjunction with the Chair of the Finance committee

Scrutiny of financial papers produced by the Head of Finance in the following areas:

Budgeting and strategic financial planning

- Ensure that strategic plans are financially appraised and that implementation plans are aligned with budgets.
- Provide constructive challenge to the annual and longer-term budget process.
- Ensure transparency and accountability in resource allocation.

Management Reporting

- Ensure that a high standard of management accounting is maintained.
- Liaise with the Chair of the Finance committee to guide the Head of Finance in the preparation and production of high quality management accounts to the Board.

Statutory Financial Reporting

- Ensure the finalisation of statutory financial accounts by the Head of Finance in line with charity regulations and statements of recommended practice and the completion of the external audit process. Assist fellow trustees to formally approve the Trustees' Annual Report and Annual Accounts

Reserves Policy

- Review the reserves policy.
Keep the Board informed regularly of the free reserves position and advise on strategies for coping with changing circumstances.

Governance

- Ensure that proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Attend finance committee meetings and support the Chair of the Finance Committee in reporting financial matters to the Board of trustees.

Competencies

Essential

- In-depth knowledge and experience of financial accounting and management.
- Knowledge of charity finance and regulation.
- Ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills
- commitment to equality, diversity and inclusion

Desirable

- Knowledge and experience of charity fundraising practices.
- Dedication to the organisation's cause and objectives and willingness to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in other areas of non-executive governance and management, e.g., strategic planning, business management, HR, fundraising, legal, risk management.

Commitment:

- Board roles are not remunerated though travel expenses can be paid
- The appointment will be for an initial 3-year term, that may be extended for one further three year period
- The time commitment will equate to around one day a month covering:
 - Four Trustee Board meetings a year.
 - Attendance at four finance committee meetings.
 - The annual general meeting

The work of the Board will be delivered via a combination of remote working and teleconferencing and in-person meetings where practical.

The Bumblebee Conservation Trust is an Equal Opportunities employer. This means that when carrying out our work and in the employment of staff to undertake this work, we will seek to ensure accessibility and equity of treatment for all persons regardless of ethnicity, gender, age, marital status, disability, religion, sexual orientation, or economic status

Recruitment Timeline

March/April/May 2021	Board approve recruitment process and documentation
May 2021	Advertisement of Role
July 2021	Interviews
July/August 2021	Notice of AGM and Resolutions Induction by CEO and nominated Trustees
August 2021	Co-option at Board meeting on August 18th
October 2021	Membership approved at AGM on October 30 th

How to Apply

Your application should be sent by email to Sarah Burrows by the 30th of June 2021-
sarah.burrows@bumblebeeconservation.org

If you wish, the Deputy Board Chair, Les Moore would be happy to have an informal conversation with you about the role, what the Trust is looking for and what the Trust could offer you. Please contact [Sarah Burrows](#) to arrange this.

Submit the paperwork for application as follows:

- A covering letter, outlining your reasons for wishing to join the Board, what you could contribute, and what you would hope to achieve as a Board member.
- A brief CV, which should include the names and contact details of two people who could vouch for your abilities to serve on a Board and whom the Trust can contact, if necessary.
- A brief biography (maximum 150 words) which could be circulated to trustees

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