**Stonebridge City Farm**

**Recruitment of a Treasurer with significant experience in Finance to join the Board of Trustees**

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**November 2022**

**Welcome!**

Stonebridge City Farm is commencing the recruitment of a Trustee with significant Financial experience. This is a voluntary, unpaid position but the rewards are endless!

We are a community charity that delivers real impact to our beneficiaries including families, volunteers, schools, colleges and to the wider community. We are a well-known and important part of life in Nottingham.

Benefits of being a Trustee-

* An enjoyable and rewarding experience – a chance to use your energy and expertise to help deliver a real public benefit.
* Giving something back
* Meeting new people
* Learning new things
* Personal and professional development

A Trustee does not get involved in the day to day operational detail of the charity. It is a strategic role, directing how the charity is run and managed, as well as offering advice and guidance to the management team. A Trustee should be a passionate advocate of the charity’s work, uphold its values and always strive for excellence.

Here at Stonebridge City Farm, we are committed to creating a representative, skilled and knowledgeable Board of Trustees with a passion for the Farm and its work. We are looking for someone who shares our same passion, is committed to our charitable objectives, can spare some time and bring relevant skills and experience. Previous experience of working with a charity would be useful, but is not essential. Training will be provided where necessary.

**About Stonebridge City Farm**

Stonebridge City Farm was set up in the late 1970’s to provide a much-needed green space in the newly regenerated area of the city, St. Ann’s.

Today the farm is a charity-run initiative. It is a free community resource – a slice of the countryside in the heart of the City of Nottingham. The centre is open every day and provides a working farm environment for visitors from across the East Midlands, whilst also providing the platform for developing people, particularly those with a learning disability or a mental health challenge. The site is accessible to all and is popular with schools and colleges.

**Our Vision**

*“To be a* *special place, loved by the community”*

**Our Mission**

“*Stonebridge City Farm helps people through inclusive support and training and by providing a free, safe and accessible space for everyone.”*

* The farm has a wonderful range of animals, both large and small, as well as gardens, a new play area, a shop and a café. We attract over 60,000 visitors a year.
* We welcome children from local schools who attend structured school visits.
* We also attract many volunteers from local businesses and organisations who come to the farm for Team Challenge Days.
* Since reopening in April, after the last lockdown, we have supported nearly 200 volunteers. Two thirds have a learning disability, a learning difficulty or a mental health challenge. We could not run the farm without the support of so many wonderful volunteers.
* As well as aiming to be a flagship community organisation, operating in one of the most deprived neighbourhoods of the UK, the charity focuses on achieving the following social outcomes:
* Improving health and well-being
* Increasing social inclusion
* Increasing independence
* Realising potential and developing skills.

**Our Values**

It is important that everyone associated with the charity upholds our core values – they are the guiding principles that describe how we should behave.

Stonebridge City Farm’s core values are that we will always strive to be:

* **Enabling** - We look for ways for people to grow.
* **Tolerant** - We respect different people’s circumstances.
* **Positive** - We look to overcome problems and find solutions.
* **Accessible** - We are always available and willing to listen.
* **Inclusive** - We work with all people in the community.
* **Forward looking -** We look for better ways of doing things.

There will always be many challenges for community charities like Stonebridge City Farm, but it’s also an exciting time – an opportunity to further develop our work to benefit the community and do more to support a growing number of beneficiaries. Our strategic goals include delivering more impactful social outcomes, being a vital community asset, maintaining financial sustainability, carbon neutrality and developing our on site facilities.

Come and join us!

**Being a Trustee**

Charity Trustees are the people responsible for controlling the administration and management of the charity. The Trustees are the Board of Directors of Stonebridge City Farm and should always act in the best interests of the charity. The board must act as a group and not as individuals.

The Trustees do not get involved in the day to day running of the charity but are responsible for developing the strategic plan, supporting the management team and protecting the financial strength of the charity.

**Time Commitment**

* Trustees are expected to attend an induction at Stonebridge City Farm, to meet the team, the animals and learn more about our work.
* Trustees are encouraged to attend as many board meetings as possible. Board meetings are held approximately eight times a year and usually take place mid-week, from 5.30pm. There may be a requirement to sit on sub-groups as and when necessary.
* Information for the board meeting is circulated in advance.
* Trustees may be asked to advise and support staff in a specific area of the charity’s operations.

**Member of the Board of Trustees - Treasurer**

**Role description**

As well as being a member of the Board and having responsibility for the governance of the charity, the Treasurer will work with the Chair, other Trustees and the CEO to oversee all financial aspects of the charity, to ensure its short and long term viability. The Treasurer will also ensure the board fulfils its duties and responsibilities for the proper financial governance of Stonebridge City Farm.

**Main duties**

* Review and summarise financial reports to the board in a format that informs the board of the charity’s financial position.
* Advise the board of its financial responsibilities and ensure compliance with legislation.
* Sign off and approve the annual accounts following on from the audit
* Advise the CEO and Finance Assistant to ensure correct financial practices and controls are in place.
* Ensure that budgets, accounts, cash flow forecasts and all financial statements are correctly produced and presented to board in a timely manner.
* Regularly scrutinise and evaluate Stonebridge City Farm’s cash flow position, and to inform the board of any concern.
* Support the effective management of the financial resources of Stonebridge City Farm in order to meet its present and future needs.
* Ensure that Stonebridge City Farm has an agreed approach to financial risk and an appropriate reserves policy.
* Ensure that the income and property of the charity is applied for the purpose set out in the governing document and for no other purpose.

**General duties of a Trustee Board member are to:**

* Ensure that Stonebridge City Farm complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations.
* Ensure that Stonebridge City Farm pursues its objects as defined in its governing documents.
* Ensure that risks are identified and adequately managed.
* Ensure Stonebridge City Farm applies its resources exclusively in pursuance of its objects, ie it must not spend money on activities which are not included in the objects, however worthwhile they may be.
* Contribute actively to the Board of Trustees’ role in giving firm strategic direction to Stonebridge City Farm, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* Safeguard the good name and values of Stonebridge City Farm.
* Act as an advocate and promote the charity’s work at every opportunity.
* Ensure the financial resilience of Stonebridge City Farm.
* Support the CEO and monitor his/her performance.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees and management team reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

**Person Specification**

Applicants are sought who have a strong empathy with our aim, vision and values. Experience, skills and expertise in charity law are desirable.

* An understanding of our work and ambitions are particularly sought.
* Significant financial experience in a senior role is required for this role.
* Be able to work at a strategic level to develop the vision for the charity.
* Commitment to the organisation and a willingness to devote the necessary time and effort.
* Preparedness to make recommendations to the board and a willingness to speak their mind with diplomacy.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* An ability to work effectively as a member of a team.
* Excellent communication and interpersonal skills.
* Commitment to promoting equality and diversity.
* Ability to organise time and work to deadlines.

Stonebridge City Farm believes in inclusivity and accessibility – we will not discriminate on the basis of disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, age, race, religion or belief, sex or sexual orientation.

**How to apply**

If you are interested in this role and joining the Board of Trustees, please email our Chief Executive, Peter Armitage on [peter@stonebridgecityfarm.com](mailto:peter@stonebridgecityfarm.com) . We will then ask that you send a recent CV and fill in our very short Expression of Interest Form. If you have any access issues, please let us know.

If you would like an informal discussion first, then please feel free to contact Peter on 07713 341110.

We look forward to hearing from you. Deadline for applications is the 28th November 2022.