

# TRUSTEE RECRUITMENT



Position: Trustee

Location: Flexible, quarterly board meetings at Bore Place, Chiddingstone, Kent

Salary: This role is unremunerated, however, reasonable expenses may be covered



## OUR CHARITY

The Commonwork Trust is a UK charity committed to sustainable living, environmental education, and social justice.

Situated at Bore Place, a 500-acre regeneratively managed historic estate in Kent, the charity was established in 1976 by Neil and Jenifer Wates. Its focus is on organic farming and regenerative land management, whilst supporting people to live happy, fulfilling and sustainable lives.



"When Neil and I set up Commonwork in 1976, we saw it as an exploration of what it would be like in practice to live and work sustainably, recognising that 'all waste is a misplaced resource' and that we are all interconnected. We intended the farm, our core activity, not only to generate profit to help finance the educational work, but itself to be part of the process of discovery. And we were convinced that everything we did had to embody the principle of 'learning by doing'; risky, but in the end the only effective way."

### **Jenifer Wates**

**Emeritus Trustee and co-founder of The Commonwork Trust at Bore Place**

To learn more about the Commonwork Trust, including our mission, vision, and strategy, visit our website: [www.boreplace.org](http://www.boreplace.org)

## JOIN OUR BOARD

Being a Trustee for the Commonwork Trust is an opportunity to make a tangible difference in areas that matter—regenerative farming, sustainability, and education. Whether you're experienced or exploring your first Trustee role, you'll work alongside a passionate team committed to inspiring sustainable living and fostering community impact.

The following outlines what's involved in being a Trustee and how your expertise can contribute to our success.

## The Role

Our Trustees provide vital strategic direction and governance for the charity. Leveraging your expertise, you will help the Board continue our mission. This is an exciting time to join the Board. The Trust appointed a new CEO last year and our strategy will evolve as we look for further ways to show leadership in nature-friendly farming, encouraging young people to engage with nature and develop our partnerships.

We are particularly keen to hear from experienced professionals with a background in the following:

- Charity governance
- Regenerative and nature-friendly farming
- Fundraising
- Finance



## What We Are Looking For

- **Commitment:** A strong belief in the Trust's mission and values, with a passion for environmental and social impact.
- **Strategic Thinking:** The ability to focus on long-term goals and balance priorities.
- **Collaboration:** A willingness to work as part of a diverse and committed team.
- **Integrity:** A commitment to acting ethically and transparently.
- **Openness to Learn:** An interest in building your knowledge of charity governance and the Trust's work.
- **Excellent judgement:** Balanced and with the ability to challenge constructively.

## Key Responsibilities

As a Trustee, you will:

### 1. Shape Strategy

- Set and review the Trust's strategic goals, ensuring alignment with its mission and values.
- Approve annual budgets and operational plans.
- Monitor progress, identify opportunities, and address risks.

### 2. Ensure Good Governance

- Work collaboratively with other Trustees to maintain high standards of governance.
- Act in accordance with the Charities Act 2011, the Trust's governing documents, and charity law.
- Manage conflicts of interest transparently and ensure decisions benefit the Trust. Submit annual accounts, reports, and returns to the Charity Commission and Companies House on time.

### 3. Support Financial Stewardship

- Oversee the charity's financial health, ensuring resources are used effectively to achieve its objectives.
- Approve major financial decisions, investments, and fundraising strategies.
- Ensure regular audits and transparent financial reporting.
- Safeguard the Trust's reputation and resources from misuse or harm.

### 4. Be an Advocate

- Represent the Trust's mission and values to external stakeholders.
- Promote its work to potential supporters, funders, and partners.
- Help foster connections and partnerships that advance the Trust's goals.

### 5. Champion Sustainability

- Uphold the Trust's commitment to sustainability and regenerative practices in all decision-making.
- Promote environmentally responsible practices that reduce the charity's footprint.

## How to Apply:

To express your interest, please send a cover letter and CV to [jobs@boreplace.org](mailto:jobs@boreplace.org)



## Background Information for Prospective Trustees:

1. Organisational Structure
2. Commitment
3. Responsibilities, Liabilities and Protections
4. Person specification
5. Appointment Process



# 1. ORGANISATIONAL STRUCTURE

## **Commonwork Trust (Registered Charity Number 1160725 & Company Limited by Guarantee 09254227)**

The Commonwork Trust owns the Bore Place estate and is responsible for delivering the objects of the charity which are to apply the capital and income of the Charity towards such charitable purposes or charitable activities as the Trustees may direct.

The Trust has a trading subsidiary, Commonwork Organic Farms Ltd, which has a separate Board of Directors (company 1977080). The 'farming' and 'financial' Trustees for the Commonwork Trust also sit on the Commonwork Organic Farms Ltd Board.

The Chief Executive (Anna Bullen) of Commonwork Trust and Commonwork Organic Farms Ltd attends trustee meetings. The Trust's Senior Management Team consists of Venue and Marketing Director, Education and Community Director, Head of Farming, People and Nature, and Finance Director, who attend trustee meetings as required.

The Trust sets Annual Strategic Aims and Objectives in February each year which the Management Team develop into annual work programmes.



### **Current Trustees:**

- Paul Turner (Chair)
- Lindsay Pamphilon (Education and vice Chair)
- Linda Davies (Local and Sustainability)
- William Waterfield (Organic Farming)
- Jas Rai (People and incoming Chair)
- Edward Wates (Business Development)
- Mark Fairless (Finance)
- Emma Renals (Finance)
- Emeritus Trustee: Jenifer Wates

## 2. COMMITMENT

As a Trustee, you are expected to:

- Attend quarterly board meetings (typically 3–4 hours) and occasional committee or working group sessions. While remote access is possible, in-person attendance is preferred.
- Stay informed about the Trust's activities and read relevant materials ahead of meetings.

Additional requirements include:

- Being consulted on major issues arising between meetings which need the agreement of all trustees
- Working with the CEO on key projects or initiatives
- Participating in activities as agreed at trustee meetings
- Attending outside functions representing the Trust as agreed

Trustees are asked to make a minimum commitment of three years.

## 3. ROLE AND RESPONSIBILITIES

The Trustees are the governing body of the Commonwork Trust and are entrusted to look after the resources of the charity and to utilise their assets in the interests of the beneficiaries of the charity, and in accordance with the governing documents.

New trustees' attention is drawn to the Trust's Articles of Association and the following publications by the Charity Commission in particular:

- **The Essential Trustee – what you need to know and what you need to do.**
- **Charity trustee – what is involved**

## **Main role:**

To work with the other trustees and staff to develop the policies and strategies for the Trust, and to ensure that these are being effectively implemented by the Commonwork Trust Chief Executive.

All trustees will be expected to have:

- A commitment to the work of the Trust and its constituent parts
- A willingness to devote the necessary time and effort to the role
- An understanding and acceptance of the legal duties, responsibilities and liabilities of the role
- Relevant experience and expertise in one or more of the organisation's areas of work
- Financial experience
- An ability to contribute to the development of the Trust's policy and strategic vision
- An ability to work effectively with others and to reach decisions through consensus

## **Tasks:**

- To ensure that the Trust pursues its objectives as defined in its governing documents, and applies its resources exclusively to meet these objects
- To contribute actively to the trustees' role in giving firm policy and strategic direction, and evaluating performance against agreed priorities
- To ensure that the organisation complies with governing documents, charity law, company law and any other relevant legislation or regulations
- To be accountable to legal bodies such as the Charity Commissioners, to beneficiaries and other stakeholders including staff
- To ensure the financial stability of the Trust through scrutiny of quarterly management accounts, development of annual budgets, and actively participating in identifying new sources of finance including charitable funding for each part, as appropriate
- To promote the work of the Trust through external networks and contacts
- To protect and manage the property of the charity and to ensure the proper investment of Trust funds
- To appoint the Chief Executive and support him/her/them in fulfilling their role
- Provide advice and guidance on new initiatives
- Offer special expertise on certain topics





## Liabilities and Protections

Trustees are protected by the Trust's indemnity insurance, provided decisions are made in good faith, within the law, and in line with the governing document. While trustees can be held personally liable for decisions, this risk is minimised by acting responsibly and adhering to the Trust's legal framework.

The Trust is also a Company limited by guarantee 09254227.

## 5. APPOINTMENT PROCESS

Send to people expressing interest	<ul style="list-style-type: none"><li>• Covering letter/email</li><li>• Trustee recruitment pack</li><li>• Other information as requested</li></ul>
Interested individuals to provide	<ul style="list-style-type: none"><li>• CV</li><li>• Letter of interest</li><li>• References</li></ul>
Shortlist using person spec form if appropriate	Trustees
Informal interview	Invite on site to meet staff and trustee
Observer status	If both parties keen to proceed, invite to attend one or two trustees' meetings as an observer. Candidates will receive all necessary papers and be encouraged to participate in discussion, though not in formal decision making. All information (written and during discussion) will be deemed confidential and not for circulation.

For further information please see our website

[www.boreplace.org](http://www.boreplace.org)

and/or contact Anna Bullen (Chief Executive)

Tel: 01732 463255

Email: [anna.bullen@boreplace.org](mailto:anna.bullen@boreplace.org)

