



Information Sheet - Trustee vacancies at Helmsley Walled Garden

Background

Helmsley Walled Garden (HWG) is a five-acre walled garden set within the Duncombe Estate in Helmsley, North Yorkshire. In 1994, after many years of dereliction, Alison Ticehurst – a local woman – set about its restoration. It reopened to the public in 1995 and is now recognised as one of the foremost visitor attractions in North Yorkshire. A unique feature of the ethos of the garden is the work that is undertaken with volunteers – currently numbering more than 80 – who work with a small team of professional staff to maintain and develop the garden. HWG prides itself on providing volunteering opportunities for a wide range of people, some of whom have additional support needs.

Visit our website for further details - <https://helmsleywalledgarden.org.uk/>

Governance

HWG is a Registered Charity and a Company Limited by Guarantee. It is managed by a Board of Trustees and a small team of full and part-time staff. Trustees fulfil the dual role of Charity Trustee and Company Director.

The last five years have seen a significant programme of development including:

- a highly successful fundraising campaign at the start of the Covid pandemic,
- an overhaul of its systems of financial management,
- a thorough review of the governance of the charity including a comprehensive review of all its policies,
- the commissioning of a new website,
- the development of a Business Plan,
- diversifying our funding base,
- establishing an annual Away Day for the Board,
- the ongoing development of policies and plans for key aspects of the charity's operation.

The Board has adopted the Charity Commission's Governance Code for Small Charities to guide its work and to ensure it maintains effective practice in all aspects of its governance

Equality and Diversity

Helmsley Walled Garden is committed to the principles and legal requirements of the Equality Act 2010 and to the implementation of actions that help ensure diversity and equality of opportunity. We have a recently adopted Diversity and Equality Policy and are committed to creating an organisational culture in which everyone involved with HWG can feel safe, valued and empowered to realise their potential.



In line with our commitment to diversity and equality, we strive to establish and maintain an effective balance amongst Trustees. The current Board of Trustees includes members with knowledge, experience and skills in a wide range of specialisms including finance, buildings, marketing and PR, governance, management and organisational development, public health and legal as well as experience across the public, private and voluntary/third sector.

We know that having varied perspectives helps generate better ideas. We are committed to building a Trustee team with people from a variety of backgrounds, skills, views and life experiences. In that context, we particularly encourage applications from women and from people with management experience in the public and/or third sector to ensure we maintain an effective balance.

Expectations of Trustees

Applicants will be required to fulfil the basic eligibility criteria set out by the Charity Commission and by Companies House.

There are usually six Board meetings per year, an annual Away Day in November, and the AGM in June/July. Board meetings from December to March currently take place by Zoom. The other meetings take place either at the Walled Garden or another venue in Helmsley. The Away Day takes place offsite within the proximity of Helmsley. The AGM takes place at the Garden and is usually preceded by an afternoon Board meeting and often followed by a reception for Friends, Members and key stakeholders.

All Trustees are expected to work co-operatively as part of the Board team and participate in one of the Working Groups that support the ongoing work of the Board.

Selection process

Applications will be considered in relation to the stated criteria as set out in the Trustee Role Description and Person Specification and taking account of the specific knowledge, skills and experience we are seeking for these appointments. The selection process is undertaken by the Chair, Vice Chair and Executive Director. Candidates who demonstrate their ability to fulfil the stated criteria will be invited to a meeting with the Chair, Vice Chair and Executive Director.

Appointments are made by the Board, on the recommendation of the Chair, and are subject to ratification at the Annual General Meeting of the Charity.

Induction

A range of induction materials is available for all new Trustees which includes a Trustee Handbook, HWG Policies, Business Plan, Budgets, Agendas, Minutes and Papers of previous Board meetings, Charity Commission publications and other relevant papers.



All new Trustees meet with the Chair and the Executive Director as part of their induction and are encouraged to spend time visiting the garden - a morning or afternoon - talking to volunteers and staff, in order to develop their understanding of the day-to-day operations of the garden.

The Board also encourages buddying where a new Trustee is partnered with a more experienced Trustee to support the induction process.

Closing date for the receipt of applications is 12 noon, **Friday 31 March 2023**.

Applicants are asked to submit **no more than 2 sides of A4** outlining:

- your reasons for wishing to be considered for appointment as a Trustee
- what you can offer by way of knowledge, skills and experience.

Please also include **a short CV** of no more than 1 side of A4.

Submit your application to June Tainsh, Executive Director: june@helmsleywalledgarden.org.uk

Conclusion

This is an exciting time to be joining the Board of Trustees of a highly successful small charity which has undergone a significant process of transformation during the last 4-5 years. Taking on the role of Trustee with Helmsley Walled Garden offers a great opportunity for both personal and professional development, helping shape the future of this special charity and being part of an enthusiastic and committed team.