

SCOTTISH SEABIRD CENTRE – TRUSTEE RECRUITMENT

Information pack for applicants for trustees of the Board
and Director/Chair of the Trading Company



© Gannet image - James Glossop, Seagrass Restoration – Lewis Jefferies, Puffins – Nicol Nicholson, Wildlife boat experience – Scottish Seabird Centre, SOS Puffin image – John Hunt, Education - Phil Wilkinson

Closing Date: noon on Monday 31 October 2022

Applications sent to Jill Dryburgh, Business Support Officer info@seabird.org

Background to our charity

The Scottish Seabird Centre is a conservation and education charity (SC025837). The charity is supported by the activities of its not-for-profit trading entity - the Scottish Seabird Centre Trading Limited (SC183214) - and fundraising to support activity programmes. Both have operated successfully for 21 years although the COVID-19 pandemic was, like for many businesses, a particularly challenging period.

Our vision is to help ensure that *“Scotland’s marine environment is healthy, wildlife rich, valued and enjoyed by all”*. Our core charitable purpose is *“inspiring and educating people so that they are motivated to take action to care for the marine environment”*. We strive for impact through activities delivered under four strategic pillars – conservation, education, community and experience.

We use scientific information and evidence to highlight the iconic and internationally important wildlife and habitats in Scotland’s marine environment, the services (ecosystem) that these provide to society and the threats faced. We provide people with information which prompts them to think about and take actions that contribute towards the protection and recovery of the marine environment.

Governance and structure

The charity is led by the chair and a board of trustees and strategy implementation is delegated to the chief executive. The chief executive is accountable to the board for the efficient management of the charity and for the development and implementation of appropriate plans to deliver the strategy. The chief executive is supported in this by the senior management team. Trustees play an important role in setting the strategy, ensuring a sustainable funding base, and the effective governance and risk management of the charity.

The charity board can have up to 15 trustees, although in practice we operate at around 12, and meets at least 4 times each year. The trading company directors and board comprises two trustees, an independent member, and the chief executive and meets 4 times a year.

The charity board is also supported by a Finance, Audit and Risk Committee which scrutinises the financial information and supports the board with its decisions on fund allocations.

Resources

The Scottish Seabird Centre’s budget and activity plans for 2022/3 is set at just over £2million. Around 40 people are employed within the visitor attraction and to deliver our conservation, education, community and experience activities. The team is supported by a group of dedicated volunteers, who both support delivery and fundraising, based on their own experience and skills.

The charity depends on the income from its not-for-profit trading activities, its valued membership, individual donations and contributions from charitable trusts and foundations. We receive no core Government funding to support our activities and establishing a sustainable funding model remains one of the challenges to enable the charity to better adapt and grow to fully meet its charitable purpose.

Summary of role(s)

The charity trustee duties are set out in [The Charities and Trustee Investment \(Scotland\) Act 2005](#). We are currently looking for two new Trustees to fill current skills gaps on our Board. Specifically:

1. Business development experience from within a Visitor Attraction/Science Centre; and
2. Strategic experience of fundraising in the third sector.

These are voluntary roles in a national charity which operates a 5-star visitor attraction that holds an important place in Scotland. As one of our trustees you will be entrusted to ensure that our strategic plans meet our charitable purpose and ensure that the charity's resources and assets are deployed in ways that best advance the charity objectives.



© Open Day crafts – Phil Wilkinson, People in welcome walkway – Helen Pugh, Underwater gannet – Rohan Holt, Darwin 200, Discovery experience – Helen Pugh

One of these new trustees will also become a director/chair of our trading company. The trading board of directors comprises – two trustees, an independent member and the Chief Executive. Legally the company board has responsibility for our retail and hospitality (café) offer, but directors also advise on plans related to our experiences which are mainly the discovery experience, event/exhibits and wildlife boat trips.

Trustee responsibilities

We are on a journey which brings our conservation and education charitable activities more to the fore and will see our visitor attraction positioned more as a science and education centre. To do this we will need to continue to build on existing partnerships and forge new ones that are aligned with our overall vision and purpose. Our [5-year strategic plan \(2020-25\)](#) sets out the course we are navigating, to build on our 21 years of history and create a positive legacy for the future. Trustees main responsibilities are:

1. An understanding of the charity's purpose and a willingness to champion the Centre's assets and activities to other partners and stakeholders.
2. An understanding of charity governance and an ability to balance opportunity and risk to secure the best long-term interests of the charity.
3. Able to make effective contributions at board meetings to help steer the development of the next 5-year strategy and business plan which will set out the direction and priorities for the charity.
4. An ability to understand management, financial and impact information and to use this in decision making.

5. An ability to sustain trust between the board and the team of people – employees and volunteers.
6. A respect for the delegation of responsibilities, authority and accountability to the chief executive.
7. Open contributions to individual trustee and collective assessments of the board's performance.
8. A willingness to use your communication channels and networks to help consolidate existing, or establish links for new, partnerships that will advance the charity's purpose.
9. An understanding of the political, social and economic context that we operate within.

In addition, in this recruitment round we are specifically looking for trustees who would bring expertise from the following areas as these will help complement the existing trustees:

1. **Business Development** – we are seeking an individual who has commercial /business development experience in a visitor attraction/science centre setting who can offer strategic views on the development of the visitor attraction assets.
2. **Fundraising** - we are seeking an individual who has a strategic view on third sector fundraising and who can support; especially philanthropic giving and/or corporate partnerships.



© Live Science Show – Phil Wilkinson, Seagrass restoration – Lewis Jeffries, Wildlife club -Helen Pugh , Grey seal pup – Emily Burton

Additional Information

Inclusivity

We are committed to having a team that reflects the diverse community we are part of, and the make-up of our board is important in that. We warmly welcome and encourage applications from people currently under-represented on our board, including people from ethnic minority groups, disabled people, and LGBTQ+.

We believe that a diverse, multi-cultural and inclusive board and team leads to more creativity and better decision-making. It will help strengthen the development and delivery of our activities to a diverse range of beneficiaries across Scotland.

Remuneration

This is a voluntary role, although reasonable expenses for travel and accommodation may be claimed in line with the charity's expenses policy.

Location

The Scottish Seabird Centre is based in North Berwick, East Lothian, where most face-to-face meetings and events are held, although blended digital and face-to-face business meetings also take place. Some overnight travel in Scotland may be required.

Time commitment

The time commitment for trustee is estimated to be 10 days per annum. This comprises 4 charity board meetings, preparation before meetings and follow-through with networks between meetings. Depending on individual's expertise there may be requests to input to activities between meetings, or for attendance at occasional stakeholder and partner events. The Trading Company director role is taken from the 10 days per annum allocation.

Term

Trustees serve a four-year term and, subject to an effective contribution, can be eligible for re-appointment for one additional term. The charity's Articles of Association also allow for co-option under special circumstances.

Charity requirements

As a registered Scottish charity each trustee must meet certain legal requirements and be aware of their responsibilities. More information is available on the [Office of the Scottish Charity Regulator \(OSCR\) website](#).

How to Apply

Please submit the following by noon on **Monday 31 October 2022** for the attention of Jill Dryburgh, Business Support Officer via info@seabird.org.

- A current Curriculum Vitae
- A supporting statement, no more than two pages long, of the skills and experience you would contribute to the Scottish Seabird Centre and what you personally would like to gain from the role.
- The names and contact details of two referees.

Selection process

Applicants considered to be the best match with the specific skills/expertise being sought will be invited to have a discussion with the Chair and Chief Executive, including a familiarisation visit at the Centre. A recommendation on appointments will then be made to the whole Board, by correspondence, for approval.

Further information

If you wish to discuss these appointments further, you should contact Jill on 01620 890202 or info@seabird.org and she will put in place arrangements for a discussion with the most appropriate person.