



## **CHAIR OF THE TRUSTEE BOARD – PAINSWICK ROCOCO GARDEN ROLE PROFILE**

Our volunteer trustees are responsible for the strategic direction of the charity which operates and manages the Rococo Garden. Trustees are collectively accountable for the proper management and administration of the charity to ensure it fulfils its objectives - namely caring for and restoring the 18th century garden and educating the public about it.

Working with fellow Board members, staff and volunteers from across the organisation, this is an ideal role for an effective and clear-thinking strategist and natural leader. An experienced people manager with excellent interpersonal skills, he or she will be comfortable leading a volunteer board and have a passion for our Garden.

### **WHAT IS THE TRUSTEE ROLE?**

- To work with fellow trustees to shape and monitor the charity's strategic direction and uphold the charity's values;
- To prepare for and participate fully in Board meetings and to ensure the proper management and administration of the charity;
- To act reasonably in decision making and leadership of the organisation;
- Use any specific skills, knowledge or experience you have to help the Board reach sound decisions by leading discussions, focusing on key issues and providing advice and guidance on new initiatives;
- Promote the work of the charity externally;
- Participate in sub-committees;
- Manage risks with a considered, proportionate and balanced approach;
- Support the charity's staff team.

You can familiarise yourself with the statutory duties of a trustee according to current HM Government guidance:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

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#### WHAT IS THE CHAIR'S ROLE?

- To lead meetings of the trustee Board;
- To mentor and support the Garden Director as line manager;
- To act as a figurehead for the charity;
- To lead on the development of the Board;
- To be at the forefront of the development of the Trust's business plan;
- To support the development of partnerships with key stakeholders;
- To ensure the Board's decisions are implemented;
- To take urgent action between board meetings when it isn't possible or practical to hold a meeting.

#### WHAT'S IN IT FOR YOU?

You will be leading the board of trustees of Painswick Rococo Garden Trust. You will enjoy top-level business management, enabling the operational team of staff and volunteers to effectively manage the Garden to deliver its objectives.

#### WHAT'S INVOLVED?

At present the Board meets 10-12 times a year. Trustees are appointed for a three-year term. The Board is supported by a number of sub-committees with specific responsibility for certain areas of the operation, for example finance, HR and health & safety. Service is on a voluntary basis with legitimate expenses paid. Time commitment will vary by role, but the Chair's role is likely to require 3-4 days per month.

#### WHAT DO I NEED?

- Excellent people & communication skills
- Diplomacy & tact
- Pragmatism
- Resilience
- A level-headed & even-handed approach
- Adaptability
- Good local connections
- Confident in seeking and following advice and guidance where necessary
- Strong negotiating skills
- A passion for the Garden

#### WHAT DO I DO IF I AM INTERESTED?

In the first instance please contact Dominic Hamilton, Garden Director on [dominic@rococogarden.org.uk](mailto:dominic@rococogarden.org.uk) or 01452 813204 for an informal discussion. Thereafter a further in-depth conversation with one of the two Board contacts below is recommended.

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To apply, please send a CV and covering letter to via email to Dominic Hamilton at [dominic@rococogarden.org.uk](mailto:dominic@rococogarden.org.uk). Shortlisted applicants will be interviewed by a panel of current trustees and invited to attend a Board meeting.

The Board hopes to appoint a chairman in early 2025.

#### BOARD CONTACTS

Chris Scott, Vice Chair & HR Subcommittee member

[chris.scott@rococogarden.org.uk](mailto:chris.scott@rococogarden.org.uk)

Frances Gristock, Chair of HR Subcommittee & Finance Subcommittee member

[frances.gristock@rococogarden.org.uk](mailto:frances.gristock@rococogarden.org.uk)

#### PLEASE NOTE

This role is voluntary and this arrangement is not meant to be a legally binding one, nor an employment contract.

*Dominic Hamilton, Chris Scott & Frances Gristock*

*17 October 2024*