

CHAIR OF THE BOARD OF TRUSTEES

Candidate Pack



**Hawk and
Owl Trust**



WELCOME

Thank you for your interest in becoming the **Chair of the Board of Trustees** at the **Hawk and Owl Trust**.

We are a national UK charity (Reg. No. 1058565), founded in 1969, dedicated to conserving owls and birds of prey and increasing public understanding of these remarkable species. We create and manage nesting and roosting sites, advise on habitats, conduct practical research, and welcome visitors to our nature reserves in **Norfolk and Somerset**.

The charity is governed by a Board of eight Trustees, meeting quarterly. Daily operations are led by our Chief Operations and Executive Director, supported by staff and volunteers.

As our current Chair completes his term, we are seeking a **strategic, visionary leader** to guide the Board and champion our mission.

We're looking for:

- Proven senior leadership and governance experience
- Strong interpersonal and communication skills
- Understanding of charity governance and trustee duties
- Passion for wildlife conservation
- Confidence to act as a public ambassador for the Trust

Desirable: Board chairing experience, understanding of the environmental sector, and knowledge of charity finance or operations.

We welcome applications from all backgrounds. If this challenge excites you, we'd love to hear from you.



Adrian Blumfield

Chief Operations Director

LOCATION

- Sculthorpe, Fakenham, Norfolk (UK Administrative Centre)
- **Flexible and remote-friendly** – most meetings held **virtually**
- Some in-person attendance required in **London, Sculthorpe, or Shapwick (Somerset)**

REMUNERATION

- **Voluntary position**
- All reasonable **travel and out-of-pocket expenses** reimbursed

TIME COMMITMENT

- Approximately **1–2 days per month**
- **4–5 full Board meetings annually** (mix of virtual and in-person)
- Attendance at up to **2 subcommittees**, which meet quarterly (optional)
- Additional time as required to represent the charity at events, media, or key stakeholder meetings

ROLE DESCRIPTION - OBJECTIVE

The Chair will provide supportive and inclusive leadership to the Board of Trustees, the Chief Operating Director, staff, and volunteers—helping everyone stay aligned with the charity's mission and vision. They'll work to ensure that each trustee feels confident in fulfilling their responsibilities and that the Board operates as a cohesive and effective team.

The Chair will also collaborate closely with the Chief Operating Director, supporting them in their role and fostering strong relationships across the organisation. Together, they'll help the charity achieve its goals, with the Chair also serving as an ambassador and public representative of the charity.

PRINCIPLE RESPONSIBILITIES: STRATEGIC LEADERSHIP

- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact in the conservation of birds of prey
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

GOVERNANCE

- Ensure that the governance arrangements are working in the most effective way for the Charity
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change where appropriate and address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively
- Work within any agreed policies adopted by the charity

EXTERNAL RELATIONS

- Act from time to time an ambassador for the cause and the charity
- Act as a spokesperson for the organisation when appropriate
- Represent the charity as agreed at functions, meetings and events

EFFICIENCY AND EFFECTIVENESS

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Chief Operating Director to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

RELATIONSHIP WITH THE CHIEF OPERATING DIRECTOR AND STAFF

- Establish and build a strong, effective and a constructive working relationship with the Chief Operating Director, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Chief Operating Director whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Chief Operating Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Operating Director to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Operating Director in consultation with other Trustees
- Ensure that the Chief Operating Director has the opportunity for professional development and has appropriate external professional support

TERM

The charity's Chair (and board members) will serve a three-year term to be eligible for reappointment for one additional term.

In addition to chairing the main Board meetings, the Chair has the right to attend the two subcommittees, which all meet quarterly.

How to Apply

Please send your up-to-date CV and a short cover letter (maximum two pages) telling us what you will bring to this role and why you want to volunteer for the Hawk and Owl Trust.

Please enclose the details of two referees. These will only be contacted if your application is successful.

Please submit your application preferably by:

- Email to: admin@hawkandowltrust.org.uk

Or post:

- Hawk and Owl Trust, Turf Moor Road, Sculthorpe, Fakenham, Norfolk NR21 9GN
marked for the attention of:
A Blumfield – Chief Operations Director (Private & Confidential)

Closing date: 09:00 Tuesday 12th August 2025