

Job Description: Trustee of Learning through Landscapes (LtL)

Responsible to: Chair of the LtL Board of Trustees

Point of contact: LtL Company Secretary and Trustee Administrator

Time: minimum of 4-5no. 2-hour meetings annually, plus preparation time.

Commitment: commitment to an initial 3-year appointment.

Remuneration: Voluntary with expenses paid

About Learning through Landscapes

Learning through Landscapes is the national school grounds charity. Since 1990, we have helped schools and early years settings make better use of outdoor spaces for play, learning and wellbeing. Our work has literally written the book on all things school grounds, outdoor learning and play. We are proud of our history and excited for the future of our work as we experience a period of growth and change.

About the role

Our Board of Trustees leads the charity and makes sure it is well run. Our board can have up to 14 trustees who bring a range of skills, knowledge and lived experience. The board operates around an elected Chair (voluntary) and a co-opted Company Secretary (the CEO), plus administrative support from LtL staff.

As well as meeting the legal duties of being a trustee, each trustee uses their experience to help the board make good decisions. This includes reading papers before meetings, asking thoughtful questions, focusing on the most important issues, and offering advice in areas where they have useful knowledge or experience.

Board members are elected for a 3-year term, with opportunity for re-election.



Inclusion and equality

Learning through Landscapes is committed to inclusion, equality and fairness in all parts of its work. We want our board to reflect the communities we serve, and we welcome applications from people with different backgrounds, identities, experiences and perspectives. We will work to reduce barriers to participation wherever we can.

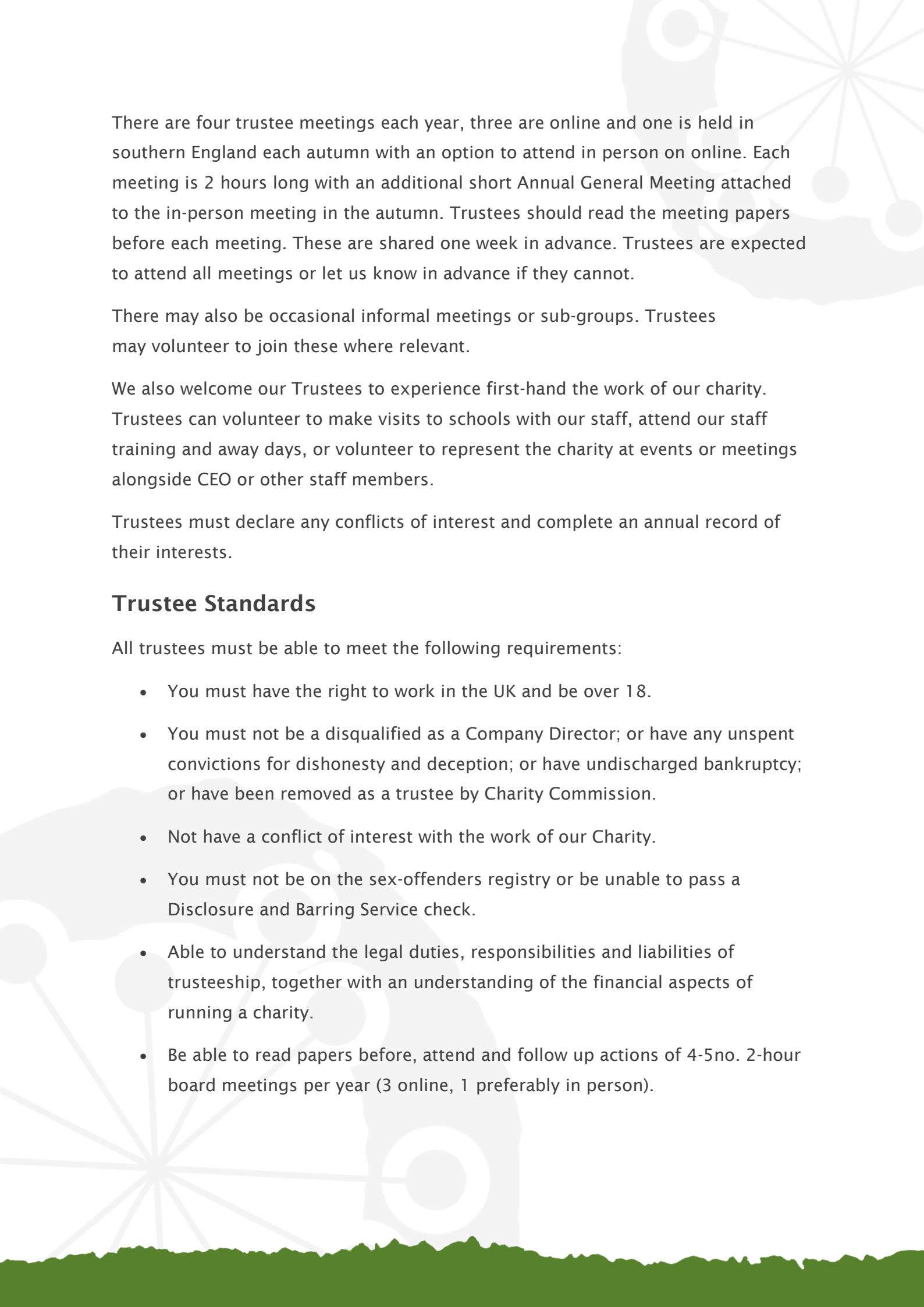
Main responsibilities

The trustee role includes the following responsibilities:

- Help set the charity's focus, direction, priorities and long-term plans.
- Make sure the charity works within its governing document, charity law and other relevant legal requirements.
- Protect and promote the charity's values, reputation and public trust.
- Help make sure the charity is well managed and uses resources responsibly.
- Support the charity's financial stability and oversee risk.
- Share responsibility with the other trustees for board decisions and the charity's overall governance.
- Prepare for and take part in board meetings and discussions.
- Declare any conflicts of interest and keep these up to date.
- Use your skills, experience and judgement to support good decision-making.
- Act in line with the charity's commitment to inclusion, equality and fairness.
- Take part in other reasonable trustee activities when needed, such as recruitment, fundraising or representing the charity at events.
- Respond to administrative emails

Meetings and commitment

You must be able to access IT equipment, including use of Teams Meetings and internet.



There are four trustee meetings each year, three are online and one is held in southern England each autumn with an option to attend in person or online. Each meeting is 2 hours long with an additional short Annual General Meeting attached to the in-person meeting in the autumn. Trustees should read the meeting papers before each meeting. These are shared one week in advance. Trustees are expected to attend all meetings or let us know in advance if they cannot.

There may also be occasional informal meetings or sub-groups. Trustees may volunteer to join these where relevant.

We also welcome our Trustees to experience first-hand the work of our charity. Trustees can volunteer to make visits to schools with our staff, attend our staff training and away days, or volunteer to represent the charity at events or meetings alongside CEO or other staff members.

Trustees must declare any conflicts of interest and complete an annual record of their interests.

Trustee Standards

All trustees must be able to meet the following requirements:

- You must have the right to work in the UK and be over 18.
- You must not be disqualified as a Company Director; or have any unspent convictions for dishonesty and deception; or have undischarged bankruptcy; or have been removed as a trustee by Charity Commission.
- Not have a conflict of interest with the work of our Charity.
- You must not be on the sex-offenders registry or be unable to pass a Disclosure and Barring Service check.
- Able to understand the legal duties, responsibilities and liabilities of trusteeship, together with an understanding of the financial aspects of running a charity.
- Be able to read papers before, attend and follow up actions of 4-5 no. 2-hour board meetings per year (3 online, 1 preferably in person).

Support for Trustees

All expenses are paid for, with administration staff supporting booking travel or accommodation if required.

We offer training and support to our Trustees, with training organised at mutually appropriate times and subjects. Subjects usually include Safeguarding and Charity Governance responsibilities.

