



Thriftwood Scout Campsite

Your next adventure



ROLE DESCRIPTION:

CHAIR OF THE THRIFTWOOD MEMORIAL CAMPSITE BOARD OF TRUSTEES

Background:

Thriftwood Memorial Campsite, is owned by three Districts, Brentwood, Barking & Dagenham & Newham, and Hornchurch. It offers all different types of Scouting activities, and exists to support the delivery of an exciting programme to Scouts, Guides, other organisations and schools. The Board of Trustees is responsible for the safe, efficient running of the campsite, it's development and financial management. The Chair of the Board of Trustees, through the Campsite Manager, staff, service crew and all the Trustee members, is responsible for ensuring that we operate an efficient, safe and financially viable business and that we can take pride in the quality of our campsite.

The Board of Trustees:

The current Board of Trustees is comprised of the following:

- Chair
- Secretary
- Campsite Manager
- Treasurer
- 6 Trustees (2 from each owner District)
- Up to three members nominated by the Chair
- District Commissioners and District Chairs have a right of attendance at meetings of the Board but have no voting rights.

Line Management/Support:

- Operational: District Chairs

Responsible for Line Management Responsibilities:

- Campsite Manager
- Sub Committees of the Board of Trustees
- Members of the Board of Trustees

Appointment Requirements:

- Eligible for Charity Trustee Status
- Satisfactory completion of a DBS check

Thriftwood Scout Campsite
Orchard Avenue Brentwood, Essex. CM13 2DP **T:** +44 (0)1277 212784
E: enquiries@thriftwood.org.uk **W:** www.thriftwood.org.uk

Registered Charity Numbers 1138253 (England and Wales)



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- Commitment to the completion of The Scout Association Safeguarding, Safety and Trustee Introduction Training

Key Tasks:

- The Chair of the Board of Trustees will be responsible for forming and developing the committee that enables them to execute the key tasks, this may include the recommendation of the appointment of a Vice-Chair or advisors.
- Ensure the Board of Trustees operates within its Terms of Reference.
- Represent the Board of Trustees, if required at any of the three owner District's Board of Trustees meetings.
- Directly line manage the Campsite Manager.
- Manage sub-committees to support the day to day operations of the site.
- Ensure that the site is safe and meet the requirements of The Scout Association and Health and Safety Legislation.
- Ensure that careful budgeting and financial planning enables efficient operation of the campsite.
- Develop a long-term plan for the site.

Key Skills and Characteristics:

We are looking for someone who:

- Has experience of managing people.
- Has business/project management experience.
- Is self-motivated and can motivate others.
- Is determined, positive and enthusiastic about the development of the site.
- Is an excellent communicator.
- Has strong organisational skills.
- Is a great team player and has good leadership skills to provide direction.
- Is able to manage their time.
- Is able to manage change.
- Is able to build an effective team.

Time Commitment:

- Attendance the Thriftwood Memorial Campsite AGM annually.
- Attendance at 6 (approx.) Board of Trustees meetings.
- Approximately 10 hours per month (as an expected average) to deal with communications, line management responsibilities and general administration.

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Deadline for Nominations:

ROLE OF DESCRIPTION: CHAIR OF THE BOARD OF TRUSTEES

Name of nominee:

Nominee home number:

Nominee email:

What makes this person/you suitable for this role? (300 words max!)

If this is a nomination for someone else please provide your details below:

Name:

Deadline – Self nominations encouraged.

Nominations should be sent to:
Chair@Thriftwood.org.uk

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