



# **Pathmakers**

**Connecting Norfolk countryside & communities**

Appendix 1

## **Pathmakers trustee recruitment v4**

### **1. Pathmakers trustee recruitment - the opportunity**

#### **Trustee recruitment**

**Pathmakers CIO (charity registration 1161475) is a small charity with 10 trustees which makes improvements to countryside access in Norfolk and adjacent areas for public benefit.**

**It was set up by the Norfolk Local Access Forum ([NLAF](#)), a statutory body that advises Norfolk County Council and other organisations about making improvements to public access to land in Norfolk for outdoor recreation.**

**Whilst the NLAF is an advisory body, Pathmakers, as a Charitable**

**Incorporated Organisation can directly address inequalities in the provision of countryside access opportunities by seeking funding for improvements such as boardwalks which make it possible for those with limited mobility to benefit. It can also help address societal inequalities, e.g. by arranging work experience in practical land management skills of relevance to countryside access or that improve the natural environment for those who might experience difficulties in getting work in the sector.**

**The Norfolk Local Access Forum is looking to recruit 5 trustees to Pathmakers who will help shape the charity over the next 3 years as it enters an exciting phase of project development and delivery. We are looking for people who are passionate about: improving countryside access in Norfolk; and conserving and enhancing the natural environment that is publically accessible from paths and trails in the county.**

**New trustees will have demonstrable skills and experience (or the desire to acquire them) that will help Pathmakers in the following areas :**

Leadership and strategy (visioning)

Financial management

Marketing and communications

Fund raising (including grant applications)

Administration, governance and operations management

Community engagement and volunteering

Legal operating framework for small charities

Project management

All trustees appointed will ensure that Pathmakers is solvent, well run and meets its charitable outcomes for public benefit and act as advocates for Pathmakers, strengthening relationships with other relevant sectors, local organisations and charities.

Trustees volunteer at least one day per month (8 hours) on their work for the charity, will commit to existing Pathmakers projects and will be appointed for a term of 3 or 4 years. There are 4 meetings each year, normally held at County Hall.

Appointment to Pathmakers will suit both those with experience gained through a career spanning many years and younger professionals keen to develop translatable skills.

The closing date for applications is 31st May 2019. If you have any queries, please contact: [nlaf@norfolk.gov.uk](mailto:nlaf@norfolk.gov.uk)

## **Pathmakers charitable objectives**

1. For the public benefit, the advancement of health and wellbeing of residents of, and visitors to Norfolk and adjacent areas, by promoting, raising awareness of, improving and creating countryside access for outdoor recreation in the area of Norfolk and adjacent areas.
2. For the public benefit, the advancement of improvement to the environment for the benefit of residents of, and visitors to, Norfolk and adjacent areas by the promotion of, assisting and organising projects to conserve and improve the environment

Further information about Pathmakers and this recruitment can be downloaded [here](#).

## **Role of a Pathmakers trustee**

Pathmakers trustees are passionate about improving countryside access in Norfolk and to conserve and enhance the natural environment that is publically accessible from paths and trails across the county.

Trustees agree to:

act as advocates for Pathmakers, strengthening relationships with other local organisations and charities

volunteer at least one day per month (8 hours) on their work for the charity

commit to existing Pathmakers projects which are currently (2019):

Community Friends Walks, a £10,000 initiative funded by Ordnance Survey to prepare the way for developing an app to encourage people to find local walking routes:

Lift Off, a £69,000 project part-funded by the European Social Fund (ESF) to help develop practical countryside management skills in those who face barriers to finding work in the environment sector and to help participating small businesses who offer placements, the opportunity to become accredited as 'mindful employers' and 'disability confident' employers.

An application for £30,000 to the Heritage Lottery Fund ('Paving the Way') to improve Pathmakers resilience through a programme of learning visits, strengthening governance and investment in trustee skill development [submitted]

bring their energy, skills and knowledge to an assigned areas of responsibility within the charity which is commensurate with their background, interests and experience, which they will lead and develop for Pathmakers. This will involve scrutinising papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board of trustees. The charity has 2 titled roles which are the positions of: Chair and Treasurer.

contribute to regular Pathmakers reports back to the NLAF (4 per year)

safeguard the good name and values of Pathmakers

be collectively responsible for the actions of the charity and other trustees

Ensure the effective and efficient administration of the charity

Contribute actively to meetings and read papers in preparation

Ensure the financial stability of the organisation and proper accounting and investment of the charity's funds

**We encourage applicants from a diversity of backgrounds to apply in line with the Norfolk Local Access Forum's adopted [Equality, Diversity and Inclusion Policy](#) and expect trustees to commit to enhancing equal opportunities during their work with Pathmakers.**

## **Privacy and data protection notice**

**Your responses to this recruitment will be confidential. We will process personal data according to the General Data Protection Regulations (GDPR) (Regulation (EU) 2016/679), the Data Protection Act 2018 and under Norfolk County Council's data protection policy and guidelines.**

**We will hold your personal data for the purposes of recruitment to Pathmakers.**

**Please read our adopted privacy notice for further information as to how your data is used and your rights which you will find [here](#).**

## **2. Personal Details**

**1. Name \***

**2. Title**

### 3. Home address \*

Address line 1	<input type="text"/>
*	
Address line 2	<input type="text"/>
*	
Address line 3	<input type="text"/>
*	
Address line 4	<input type="text"/>
*	
Postcode	<input type="text"/>
*	

### 4. Phone number(s) \*

### 5. Email address \*

## 3. Your background

### 6. Length of residence in Norfolk OR length of interest in Norfolk (in years)

## 7. Occupation

## 8. Any professional qualifications

# 4. Person requirements

## We are looking to recruit trustees with a good many of the following attributes:

enthusiastic and proactive with excellent communication skills

interested in the countryside access network (as a user or in another capacity), in its care and in broadening its use and appeal to a wide audience commensurate with Pathmakers charitable objectives and the aspirations of the [Norfolk Access Improvement Plan 2019 - 2029](#)

interested in Norfolk's natural environment and built and archaeological heritage and in helping to address the challenges and opportunities it faces from the county's growth agenda

interested in areas closely related to countryside access including: health, heritage, natural environment, education, land ownership, tourism, all-abilities access

knowledgeable about the charitable sector (legal and reporting framework)

## 9. Please describe which attributes (described above) you meet, how you acquired these attributes and how you will apply them to benefit Pathmakers \*

## 5. Areas of responsibility

### Areas of responsibility

Pathmakers will recruit trustees to lead on a number of key areas essential for the effective running of the charity. Trustees will develop these assigned roles, drawing on further expertise available through the Norfolk Local Access Forum (NLAF) to do this.

All trustees are expected to act as advocates for Pathmakers.

Key trustee areas of responsibility are:

#### Leadership and strategy

Takes the lead on developing a strategic vision for Pathmakers working closely with the NLAF to turn actions identified in the [Norfolk Local Access Improvement Plan](#) into tangible projects.

#### Finance

Supervises financial affairs, ensures proper accounts are kept

Complies with financial reporting requirements, reports regularly to the board of trustees, keeps the board aware of its financial responsibilities



Ensures that the accounts are independently examined (and audited if required) prior to the annual submission to the Charities Commission

Complies with financial regulatory frameworks within a not-for-profit context

### **Marketing and communications**

Develops and implements a marketing and communications plan

Broadens awareness of Pathmakers and increase its visibility across a wide audience base

Develops Pathmakers digital presence (website and social media)

### **Fund raising**

Raises funds to help Pathmakers achieve its objectives through:

applications for grant funding or

other mechanisms such as crowd-funding or

charitable giving initiatives or

other suitable means agreed with the board of trustees

### **Administration, governance and operations management**

Designs, implements and manages processes that ensure Pathmakers runs smoothly including:

HR strategies including safeguarding vulnerable people

Policies which include for example, governance, inclusion, safeguarding

## **Community and volunteering**

Develops a volunteering policy for the NLAF/ Pathmakers

## **Legal**

Ensures that Pathmakers operates within its legal framework

## **Project management**

Ensures Pathamakers projects stay on track

**10. Which area of responsibility are you best qualified to represent and develop on the Pathmakers board of trustees? Please indicate up to three areas you feel you are best suited to, marking 1 against your best area, 2 for the next and 3 for the next.**

	choice
Leadership and strategy	<input type="text"/>
Finance*	<input type="text"/>
Marketing and communications	<input type="text"/>
Fund raising	<input type="text"/>
Administration, governance and operations management	<input type="text"/>
Community engagement and volunteering	<input type="text"/>
Legal	<input type="text"/>
Project management	<input type="text"/>

Please explain how you gained experience in the areas you have ticked above and how you will apply it to benefit Pathmakers. The appointment to the finance role will be for a 4 year term whilst all other roles will be for 3 or 4 years

## 6. Advocacy for Pathmakers

### Advocacy

**All trustees appointed will act as advocates for Pathmakers and will take on responsibility for relationship development within a specified area / stakeholder group / organisation (drawing on further expertise available through the Norfolk Local Access Forum), for example:**

Diversity and inclusion (all-abilities access to the countryside)

Research (e.g. UEA)

Rural economy (local businesses)

Land ownership

Other (please explain)

**11. Please tell us how you will help with relationship development for Pathmakers, indicating which stakeholder group / organisation / area you could lead on.**

## **7. Eligibility to act as a trustee of Pathmakers**

### **Rules of appointment**

See Pathmakers [constitution](#) for the full rules of appointment.

**If you are appointed as a trustee of Pathmakers, you must adhere to the following rules of appointment. Please read through the full rules of appointment carefully before you indicate your eligibility to become a trustee of Pathmakers. The [Essential Trustee](#) also contains very useful information about conditions that apply to all charity trustees.**

Trustees must remain committed to the purpose and values of Pathmakers

Trustees must remain eligible to act as a charity trustee at all times. This will be confirmed by declaration annually  
<https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>

Trustees are appointed for a term of 3 years (4 years for the trustee who will lead on financial management) after which they can seek reappointment

Trustees must disclose any personal interests in any matter to be discussed

Trustees will act in an individual capacity (i.e. they will not represent the views of any other organisation)

Trustees will work constructively with other trustees to agree collective decisions

Trustees must commit time to attend meetings, training and to contribute to outputs and advocacy for Pathmakers

Trustees may have their appointment terminated by the NLAF because of prolonged unauthorised absences from meetings for a period of one year, or for failing to declare a direct or indirect interest in a matter under consideration

Trustees must not behave in any manner that might bring Pathmakers into disrepute

Trustees may resign by notifying the charity in writing, giving notice of 3 months

Trustees should volunteer at least one day per month (8 hours) on their work for the charity

Trustees must commit to existing Pathmakers projects which are currently (2019): Community Friends Walks; LIFT OFF; Paving the Way HLF application to develop organisational resilience

Trustees must safeguard the good name and values of Pathmakers

Trustees must be collectively responsible for the effective and efficient administration of the charity

Trustees must ensure the financial stability of the organisation and proper accounting and investment of the charity's funds

Trustees must contribute actively to meetings and read papers in preparation

**12. Please confirm your eligibility to act as a trustee of Pathmakers (if appointed) \***

☐ I confirm my eligibility to act as a trustee of Pathmakers

## **8. Other information to support your application**

**13. Why have you applied to be a trustee of Pathmakers? Please tell us what motivated you to apply to become a Pathmakers trustee. \***

**14. Are you happy to undertake training occasionally to widen your understanding of issues dealt with by Pathmakers**

☐ yes

☐ no

**15. How long do you wish to serve as a trustee of Pathmakers? Please note, we require the trustee appointed to lead on financial management to serve for a 4 year term. \***

☐ Three years

☐ Four years

**16. Are you a member of a local or national group with interests in the countryside?  
Please indicate which if so.**

**17. Please use this text box for any further information to support your application.**

## **9. Declaration**

**18. Please confirm that the information you have supplied as part of this recruitment is accurate \***

☐ I confirm that the information I have supplied on this form is accurate to the best of my knowledge