

HAWKWOOD
centre for future thinking

Trustee Recruitment Pack 2019



A Voluntary Role as a Trustee of Hawkwood

www.hawkwoodcollege.co.uk

HAWKWOOD

centre for future thinking

01.

A Letter From Our Chair

Dear Applicant

Thank you for your interest in becoming a trustee of Hawkwood.

During the last five years Hawkwood has re-energised its ambitions for the future as a Centre for Future Thinking - one providing opportunities for personal growth, creativity and conversation. We have an exciting long-term vision and a team bristling with enthusiasm and passion. This is a special and wonderful charity which needs great trustees to provide great leadership.

Our Chief Executive and the team have established Hawkwood as a local, national and international hub for education, the arts and future thinking. We have plans to expand our existing programmes, to forge new partnerships and to make better use of our assets. All of this, combined with our talented staff and volunteers, make for exciting prospects. We are keen to attract candidates who have particular experience and skills in the hospitality and fundraising fields who also have a passion for the arts and environment. Even more important is a real interest and empathy with the purpose, values and ethos of Hawkwood and an appreciation of the role of trusteeship and good governance. Being a trustee will require commitment and dedication. In return you will get to work with like-minded people in pursuit of our charitable purpose with opportunities to engage with various aspects of Hawkwood's work at its wonderful location in Gloucestershire. .

We look forward to hearing from you.



Be well

A handwritten signature in blue ink that reads "Paul".

Paul Boniface
Chair of Trustees

HAWKWOOD

centre for future thinking

02. Our Key Activities

Our Programme

Hawkwood Centre for Future Thinking is set in a beautiful, sustainably run estate. As a charity, we bring together people and organisations from many backgrounds in support of creative endeavour, a flourishing community and a sustainable environment. We aim to encourage people to make a considered difference to today's society and to our future, and our place provides an ethical, peaceful and inspirational environment to enable individuals and organisations to grow and develop.

We focus our programme of activities in three key areas:

A Place to Grow

Providing residential and non-residential courses in the arts, music, wellbeing and sustainability.

A Place to Create

Providing artists and changemakers from local, regional and national organisations with support and full board and lodging to create work.

A Place for Conversation

Providing events, talks, debates and films addressing the pressing issues of our time to inspire people to make a difference, as well as providing a venue for exciting and forward-thinking organisations. Our income generation also comes from hiring out our venue to like-minded ethical organisations for the leadership and management retreats.

Our Estate

We aim to be a beacon of sustainability both in the way we work and how we manage our land. The estate occupies forty-two acres and is run along biodynamic lines. Twenty acres are leased to Stroud Community Agriculture, a community supported agriculture

HAWKWOOD

centre for future thinking

collective which ensures a sustainable organic approach to land management. We also have mature gardens, an orchard, an outdoor community classroom (in development), a woodland sanctuary and a ponds and wetlands system.

The main buildings at Hawkwood are the house comprising of 21 bedrooms and 5 groups rooms and kitchen dining room. There are also adjacent stable housing offices, 2 studios and further accommodation.

To view our accounts and 2018 annual review please click [here](#).

YouTube video of Hawkwood: bit.ly/HawkwoodYoutube

Our bi-annual festival: www.seedfestival.co.uk

Our recent Podcast series can be heard here: bit.ly/StoriesTM-HW

"Not only a place people come to learn, but a source of ideas, challenging dialogue, art and artistry, new understandings, personal growth and human development."

03. Role Description

What you'll be doing

As a trustee you will share Hawkwood's commitment to adult education, the environment, and the arts. You will provide Hawkwood with leadership and ensure it is governed appropriately. You will need to develop a good understanding of all we do in order to support the Executive Team. The role of a trustee at Hawkwood requires a commitment of time and an engagement with the activities of the college.

HAWKWOOD

centre for future thinking

The rewards are debate and discussion over a wide range of interesting and important topics, a collaborative spirit among trustees and staff, and respect for each other's expertise and personalities. Beautiful surroundings, the generous hospitality of Hawkwood and the opportunity to take part in events and activities and to guide the delivery of a meaningful long term vision add to the pleasure and satisfaction of working with us.

What you need to know about the role

Trustees have a responsibility individually and collectively to:

1. Make sure that Hawkwood is carrying out its purpose for the public benefit
 - have a good understanding of Hawkwood's purpose
 - agree on a strategy for Hawkwood which will deliver a challenging programme that reflects our values and is financially sustainable
 - be able to explain how Hawkwood's activities further or support our purpose
 - understand how Hawkwood benefits the public by carrying out its purpose
 2. Comply with Hawkwood's governing document and the law and ensure it is accountable
 - make sure that Hawkwood complies with its governing document and complies with charity law requirements and any other laws that apply
 - be able to demonstrate that Hawkwood is well run and effective
 - hold Hawkwood's Executive Team accountable, particularly where they delegate responsibility for particular tasks or decisions to staff or volunteers
- Act in Hawkwood's best interests
 - make balanced and adequately informed decisions, for the long term as well as the short term
 - avoid putting yourself in a position where your duty to Hawkwood conflicts with your personal interests or loyalty to any other person or body
 - not receive any benefit from Hawkwood unless it's properly authorised and is clearly in the charity's interests; this also applies to anyone who is financially connected to you, such as a partner, dependent child or business partner

HAWKWOOD

centre for future thinking

- Manage Hawkwood's resources responsibly
 - act responsibly, reasonably and honestly
 - make sure Hawkwood's assets are only used to support or carry out its purpose
 - not take inappropriate risks with Hawkwood's assets or reputation
 - take special care when investing or borrowing
 - comply with any restrictions on spending funds
- Act with reasonable care and skill
 - use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary, and give enough time, thought and energy to your role as trustee

What we are looking for:

1. A strong commitment to the values and objectives of Hawkwood
2. An ability to work effectively as a member of an interdisciplinary board whilst contributing an independent perspective and special expertise
3. Good independent judgement
4. An interest in maintaining Hawkwood's reputation as an educational establishment and a creative and socially useful charity with innovative land management practises and enterprise
5. A desire to be an ambassador for Hawkwood, making the most of your networks to promote and support us
6. A willingness to support the CEO and the Executive Team and to interact with employees, volunteers and stakeholders at all levels
7. Generosity of spirit, curiosity and openness to progressive ideas and new possibilities
8. A willingness to listen, learn and engage in meaningful discussion
9. A sense of fun, compassion and boldness
10. The ability to act in a responsible and respectable manner and with high expectations of other
11. A good understanding of the impact and potential of digital and social media
12. Reasonable technical competence (in use of basic IT and related communications)

HAWKWOOD

centre for future thinking

We are also particularly interested to hear from applicants with hospitality, legal and capital development projects experience.

You must also be at least 18 years of age and not disqualified from being a trustee under the Charities Act.

Our commitment to you:

The role is unpaid but reasonable expenses relating to travel and accommodation during trustee and other meetings or certain events are paid for by Hawkwood. All meals, drinks and snacks are provided for the duration of the meetings.

You will be given an induction to Hawkwood and the role, including:

- An introduction to Hawkwood's affairs and finances by the Chief Executive
- A tour of the estate and introduction to heads of departments and other staff
- On-going and comprehensive support from the Chief Executive and other senior managers as required

Your commitment to Hawkwood:

Being a trustee requires a commitment of time for both formal and informal engagements. You will be required to attend 4 quarterly board meetings at Hawkwood each year and at least 2 events per year. Board meetings are usually held in January, April, July and October and take place over half a day (usually starting with lunch and finishing by 5pm)

Our trustees also sit on Committees and ad-hoc working groups as required.

Trustees are also requested to take on additional advocacy roles relevant to their specific skills or knowledge area which will require additional commitment outside of the meeting cycle. This will be discussed and agreed with the Chair of Trustees on an individual basis depending on the skills and expertise required. Trustees may also be expected to support and facilitate relationships and networking opportunities with organisations and fundraising contacts.

HAWKWOOD

centre for future thinking

Trustees normally serve for up to 3 terms of 3 years each.

04. Our Current Trustees

- Paul Boniface (Chair of Trustees)
- Charles O'Malley (Treasurer and Chair of the Nominations & Remunerations Committee)
- Louise Emerson
- Roger Mortlock
- David Elford
- Professor Gavin Henderson CBE

Further details of our current Board of Trustees can be found [here](#).

05. Further Information

Hawkwood is registered in England as a company limited by guarantee (Company no. 599678) and a charity (Charity no. 311767). Hawkwood currently owns 42 acres of land at Hawkwood and employs 12 fulltime employees and up to 50 casual staff and hosts over 300 events a year, 2 small charities, and tenancies. We welcome over 7000 people to the estate every year. Our beneficiaries come from the local community, across the UK and internationally.

For further information about Hawkwood and our activities, please visit our [website](#).

HAWKWOOD

centre for future thinking

06. How to apply

Please send the application form (downloadable from our website), along with a copy of your CV no later than 11 November at 5pm to alicia.carey@hawkwoodcollege.co.uk

Applications will be considered by the Board's Nominations and Remunerations Committee and selected applicants will be invited for an interview by the Committee and to meet the Chair of Trustees and the Chief Executive. Please send your application to:

Alicia.carey@hawkwoodcollege.co.uk

Application deadline 11 November @ 5pm

Informal interviews will be held in early December according to applicants and current board member availability.

Co-option at January meeting. Formal appointment as trustee at AGM in June 2020 (or beyond*)

*Start date to be discussed and confirmed with successful candidates. For further information or an informal discussion please contact:

Alicia Carey, Chief Executive and Company Secretary
alicia.carey@hawkwoodcollege.co.uk / 01453 759034