

# Trustee Recruitment Pack





# A Letter from our Trustees

Dear Applicant,

Hawkwood is a special place that does special things. In recent years the charity has transformed its role as a local, national and international hub for education and creativity, particularly in relation to the arts, well-being and the environment. While the pandemic had a major impact on the charity, we're now back to work and have many plans. These include expanding our existing on-site programmes and our online offer, forging new partnerships and developing our wonderful base - a listed, historic building sited on 42 acres of beautiful countryside.

We are keen to attract Trustees who have particular expertise in finance, and/or with a tech, arts, education, impact, capital development and/or land management background. We are also looking for a collaborative style to ensure a supportive Board culture.

Of equal importance is an interest in and empathy with the purpose, values and ethos of Hawkwood and an understanding of charity governance and the role of the Trustee. Being a Trustee requires commitment and dedication but in return, you'll be able to meet a wonderful range of people and have the opportunity to engage with and contribute to the work of Hawkwood and to attend wonderful events.

Hawkwood recognises the positive value of diversity and challenges discrimination. We welcome and encourage job applications from people of all backgrounds but - because of current under-representation on the Hawkwood Board - particularly people with global majority backgrounds and disabled people. Thank you for your interest in becoming a Trustee of Hawkwood. We look forward to hearing from you.

**Louisa Harris**  
Chair of Nominations Committee



# Our Key Activities

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 in 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 on four key areas:**

## **A Place to Grow**

Providing online courses and events, as well as on-site residential and non-residential courses in the arts, music, sustainability, wellbeing, future-thinking and transformative leadership.

## **A Place to Create**

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

## **A Place for Conversation**

Providing events, talks, and films addressing the pressing issues of our time to inspire people to make a difference, as well as providing a venue for forward-thinking organisations.

## **A Place to Explore**

Providing free access to our beautiful estate where everyone can reconnect with nature away from the pressures of a normal, busy life.







**“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.”**



# 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 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 21 bedrooms 5 group rooms and a kitchen dining room. There is also an adjacent converted stables housing offices, 2 studios and further accommodation.

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Please visit our website:  
[www.hawkwoodcollege.co.uk](http://www.hawkwoodcollege.co.uk)

To view our accounts and 2022 annual review head to:  
[bit.ly/about-us-hawkwood](https://bit.ly/about-us-hawkwood)

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# Discover Hawkwood

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We regularly update information about Hawkwood on our social media. You can find out more about our work on:



## LINKEDIN

To discover more about Hawkwood find our Youtube channel to watch talks and videos of our events.

[www.linkedin.com/company/hawkwood-cft](http://www.linkedin.com/company/hawkwood-cft)

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## YOUTUBE

To discover more about Hawkwood find our Youtube channel to watch talks and videos of our events.

[www.facebook.com/HawkwoodCFT.uk](http://www.facebook.com/HawkwoodCFT.uk)

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## FACEBOOK

Like our page and see our updates. Post to our page, photos or thoughts about your stay @HawkwoodCFT.uk

[www.facebook.com/HawkwoodCFT.uk](http://www.facebook.com/HawkwoodCFT.uk)

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## TWITTER

View us on Twitter at @HawkwoodCFT. Our hashtags:

#Hawkwood or #HawkwoodCFT

[www.twitter.com/hawkwoodcft](http://www.twitter.com/hawkwoodcft)

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## INSTAGRAM

Follow us to see exclusive content about Hawkwood's courses, events, food and beautiful surroundings. @hawkwood\_cft

[www.instagram.com/hawkwood\\_cft](http://www.instagram.com/hawkwood_cft)

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## SEED FESTIVAL

Find out more about our bi-annual festival held on Hawkwood's grounds celebrating climate leadership, creative expression and innovation. [www.seedfestival.co.uk/](http://www.seedfestival.co.uk/)

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# Role Description

As a Trustee, you will share Hawkwood's commitment to 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 to support the Chief Executive. The role of a Trustee at Hawkwood requires a commitment of time and engagement with the activities of Hawkwood.

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.



# Responsibilities

## Key Trustee Responsibilities:

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 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
3. Act in Hawkwood's best interests
  - Make balanced, 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
4. 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
5. Act with reasonable care and skill
  - Use reasonable care and skill, make use of your skills and experience and take appropriate advice when necessary, and give enough time, thought and energy to your role as a Chair.





# What we're looking for —



1. Committed to the values and objectives of Hawkwood
2. Committed to promoting Hawkwood using your networks to support our work
3. Good independent judgement
4. Commitment to maintaining Hawkwood's reputation as an educational establishment and a creative and socially impactful charity with innovative land management practices and enterprise
5. An ability to work effectively within an interdisciplinary board whilst contributing your independent perspective and expertise
6. Generosity of spirit, curiosity and openness to progressive ideas and new possibilities
7. A sense of fun, compassion and boldness

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We are keen to attract Trustees who have particular expertise in finance, and/or with a tech, arts, education, impact, capital development and/or land management background. We are also looking for a collaborative style to ensure a supportive Board culture.

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

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# 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.

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

- An introduction to Hawkwood's work and finances by the Chief Executive
- A tour of the estate and introduction to heads of departments and other staff
- Ongoing and comprehensive support from the Chief Executive and other senior managers as required
- An opportunity to influence Hawkwood's Centre for Future Thinking strategy and work with wonderful people



# Your Commitment to — us —

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. Board meetings are usually held in early January, April, July and October and take place over half a day - typically starting with lunch and finishing by 5PM. You may also sit on Committees and ad-hoc working groups as required.

The Trustees may also take on additional advocacy roles relevant to their specific skills or knowledge area which will require additional commitment outside of the meeting cycle.

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





# Our Trustees



Lord Michael Richard

Chairman



Louise Emerson

Vice-Chair



Chris Durant



Louisa Harris



Prof. Gavin Henderson



Roger Mortlock



Ela Pathak-Sen

View our  
Trustee Page





# Further Information



Hawkwood is registered in England as a company limited by guarantee (company no. 00599678) and a charity (Charity no. 311767). The charity owns 42 acres of land at Hawkwood and employs 12 full-time employees and up to 50 casual staff, runs over 300 events a year and manages various tenancies. We welcome over 20,000 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.

[www.hawkwoodcollege.co.uk](http://www.hawkwoodcollege.co.uk)



# How to Apply

Expressions of interest can be submitted in any form –by letter and CV, video, or whatever form best represents you and the talents that you can bring to Hawkwood.

Applications will be considered by the Board's Nominations and Remunerations Committee, chaired by Louisa Harris and selected applicants will be invited for an interview by the Committee. There is also an opportunity to discuss the role with the Chief Executive.

**Please send your application to Sarah Warner, PA to CEO:**  
**[ceoassistant@hawkwoodcollege.co.uk](mailto:ceoassistant@hawkwoodcollege.co.uk)**

## **Dates**

Application deadline: 16 Feb 2024

Initial shortlisting w/c: 17 Feb 2024

Interview date w/c: Dates to be confirmed

Formal appointment as Trustee at AGM in July (or beyond)

***For further information or an informal discussion please contact:***

Alicia Carey, Chief Executive and Company Secretary

[alicia.carey@hawkwoodcollege.co.uk](mailto:alicia.carey@hawkwoodcollege.co.uk) / 01453 759 034 / 07703 258 188