

## **Birmingham Botanical Gardens Learning and Engagement Trustee Vacancy**

**Birmingham Botanical Gardens is looking for a new Trustee with education experience to join our important charity.**

As a Trustee, you will play a vital role in shaping the future and the direction of the Gardens, which are a much-loved part of Birmingham's landscape and heritage, and crucial to the provision of the botanical world. We are looking for enthusiastic, passionate and experienced candidates with a range of skills and who are happy to help deliver the core ethos of our charity. The successful candidate will assist in the responsibility and oversight of running our charity, whilst learning new skills.

### **About Birmingham Botanical Gardens**

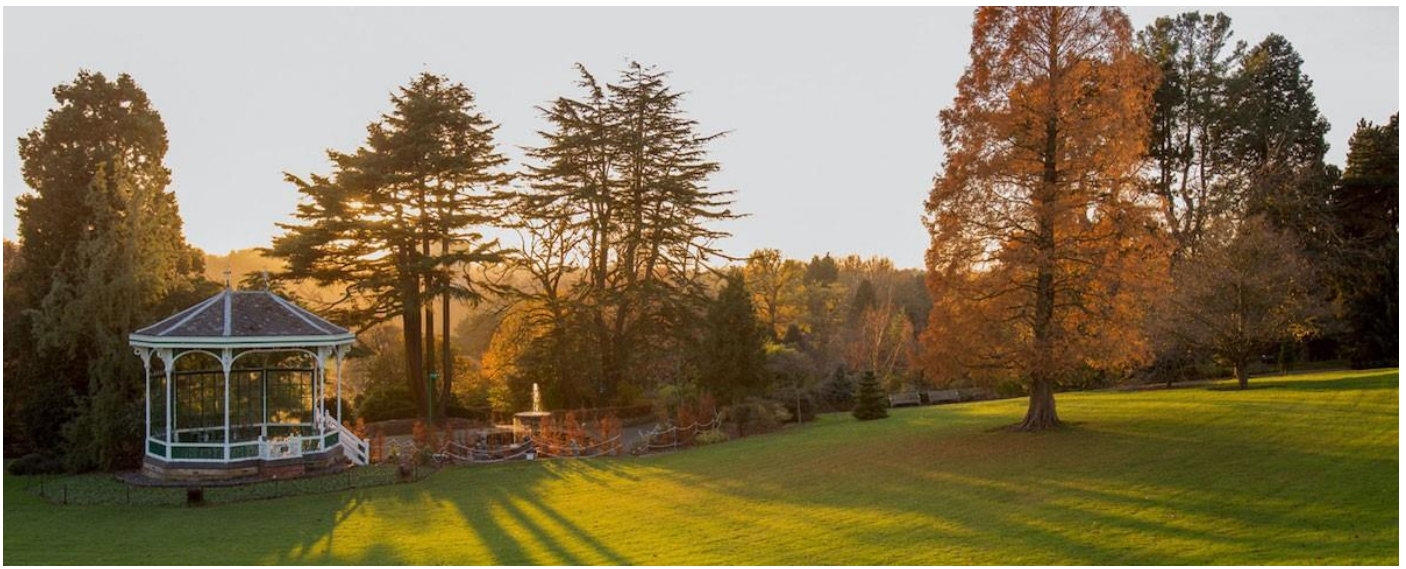
Opened in 1832, Birmingham Botanical Gardens (BBG, registered charity number 528981) is one of just two independent charitable botanical gardens in the UK. Spread across 15 acres, just one mile from Birmingham City Centre, BBG consists of over 7,000 formally documented plants, making it the largest and most diverse botanic collection in central England. BBG's heritage is woven into Birmingham's history – the most important manufacturing town in the world – and the site welcomes over 180,000 visitors each year.

As well as the gardens, which are a green sanctuary within the city, the charity also provides a unique educational resource for learning about plants, conservation, and the environment. We welcome visits from nurseries, schools and colleges, as well as uniformed groups such as scouts and brownies, and run adult courses and workshops including photography, nature and wildlife, and heritage and cultural courses.

As an independent charity, we rely on the support of visitors, donors and grants, as well as generating income from our trading arm, hosting weddings and special events and providing catering. This support ensures that we can maintain our Victorian glasshouses and our 15-acres of wonderful gardens, and also enables us to develop exciting new educational projects for the Birmingham community.

***A diverse botanical world that enhances all our lives***

***Our mission is to support plant biodiversity and an understanding of its importance to the natural environment through conservation, education, engagement and enjoyment.***



## **Our Team**

BBG employs 35 members of staff and is supported by a wonderful team of 50 volunteers who contribute across all areas of the Gardens' activities. This team is led by Chief Executive, Sara Blair-Manning.

Governance of BBG is led by a Board of Trustees who meet at least 5 times a year, and also sit on at least one of our subcommittees, including education, finance, and marketing and operations.

## **Your Role as a Trustee**

Birmingham Botanical Gardens is looking for a new Trustee with education and community experience to join us.

As well as ensuring that the charity complies with its governing document and our legal and financial compliance as a registered charity, you will also oversee the development and implementation of the charity's educational strategy, supporting our Head of Engagement and BBG's Leadership and education team.

There are up to 14 trustees at any one time, the current Chair is Sue Beardsmore. Information about the current board is here: <https://www.birminghambotanicalgardens.org.uk/trustees-biographies/>

## **Main Duties and Responsibilities for all Trustees**

All Trustees at BBG are expected to commit to c.8-10 hours per month to the role and have a core set of duties and responsibilities:

- Ensure that BBG pursues its objectives as defined in its governing document and shows a continued commitment to BBG's vision, mission and values.
- Attend all Board meetings and relevant sub-committees – including the AGM this will mean a minimum of 9 meetings a year.
- Ensure that BBG complies with its governing documents (Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations.
- Ensure that BBG applies its resources exclusively for the fulfilment of its objects.
- Provide overall strategic direction to BBG, setting out the overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Ensure the financial stability of BBG, ensuring the proper investment of all funds.
- Work alongside the Chief Executive and continually monitor their performance (alongside the performance review framework).
- Agree and have responsibility for required policies such as Health and Safety, Safeguarding, and other internal policies, and develop, agree and monitor the strategy, planning and risk register.
- Appoint, succession plan and appraise the performance of fellow Trustees/Directors.

## **Main Duties and Responsibilities as a Learning and Engagement Trustee**

In addition to the above duties and responsibilities, the Learning and Engagement Trustee has role-specific duties and responsibilities:

- To guide and advise the Board in the approval of the learning and community engagement strategy and key targets.
- To contribute knowledge of the education, engagement and learning sector, providing ongoing support to the Head of Engagement, Education Manager and key staff.
- To sit on the relevant sub-committee, reporting back to the Trustees on all matters.
- To assess risks in the education, learning and community engagement programme and to alert the Board of any concerns.
- To work with the Development Director to assess areas of potential income generation within the education and community strategy.
- To report to the Board on the successes and challenges of the education, learning and engagement programme.
- To bring overall leadership and oversight to the charity's education, learning and engagement programme.
- To take a lead on Safeguarding.

## **Who are we looking for?**

We are looking for a Trustee with previous charity Board experience and with a background in education or teaching and engagement. The successful candidate will:

- Passionate about education for all ages and community engagement.
- Have an education, teaching, or community engagement related background or relevant experience.
- Display strong leadership skills.
- Understand the communities and area in which BBG operates.
- Have strong, independent judgement and the ability to think creatively and strategically.
- Be able to give constructive feedback and to challenge other Board members and the charity.
- Be able to analyse risks and opportunities and take a balanced approach to both.
- Be able to work as part of a team, and be willing to take collective responsibility for the governance of our charity.

As part of our commitment to equality BBG wants to ensure that the Board reflects its ambition to be an inclusive and diverse organisation and to be representative of the communities we serve. We therefore welcome applications from individuals from all backgrounds to reflect the diversity of communities, visitors and audiences to the Gardens. Our definition of diversity encompasses responding to issues around race, ethnicity, faith, disability, age, gender, sexuality, class and economic disadvantage and any social and institutional barriers that prevent people from creating, participating or enjoying our Gardens.

The deadline for applications is 31<sup>st</sup> January 2024. Please note that this role is unpaid.

To apply, please send a one-page covering letter, and your CV to

[Chair@birminghambotanicalgardens.org.uk](mailto:Chair@birminghambotanicalgardens.org.uk)

***This is a fantastic opportunity to be a part of an organisation making a real difference in Birmingham and the wider natural world, and to play an active role in the future direction and strategy employed by the charity.***