



Trustee Role description

Background

The Hidden Gardens is an award winning public greenspace and community development organisation located in Pollokshields on the south side of Glasgow in Scotland. The Gardens were developed as a major social, artistic and environmental regeneration project which has completely transformed an area of industrial wasteland within one of Scotland's most diverse urban communities. Since opening in June 2003, the Hidden Gardens has established a reputation as a groundbreaking regeneration project and as a unique creative and horticultural space within a city setting. Immediately surrounding the Gardens are communities who face a range of social and economic challenges, including lower than average physical and mental health and higher than average rates of worklessness. The area is also Scotland's most diverse community, with a BME population of over 50% compared to the Scottish average of 4%. This means there are additional challenges around integration and cohesion.

The Hidden Gardens is a company limited by guarantee and registered charity (known as the Hidden Gardens Trust). The Trust was established in 2005 and is governed by a Board which is representative of key stakeholders in the development of the Gardens. Currently there are five core staff roles in the operational team including the Chief Executive (full time Job Share), a Head Gardener (part time), a Community Programmes Manager (part time), a Volunteering & Learning Programme Manager (full time) and an Administration and Finance Officer (part time). A small team of Garden Assistants who staff the Gardens at weekends, in the evenings and during events are supervised by the Head Gardener. Project delivery staff are also employed on a programme basis and are supervised by the Programme Managers.

Statutory duties of Trustees

- To ensure that The Hidden Gardens Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that The Hidden Gardens Trust pursues its objects as defined in its governing document
- To ensure The Hidden Gardens Trust uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the Trustee's' role in giving firm strategic direction to The Hidden Gardens Trust, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets

- To safeguard the good name and values of The Hidden Gardens Trust.
- To ensure the effective and efficient administration of The Hidden Gardens Trust
- To ensure the financial stability of The Hidden Gardens Trust
- To protect and manage the property of The Hidden Gardens Trust and to ensure the proper investment of The Hidden Gardens Trust's funds
- To appoint the chief executive officer and monitor his/her performance
- Fully understanding and committing to the mission, goals, and objectives of The Hidden Gardens Trust.
- Fully understanding the roles and responsibilities of the Board of Trustees.
- Fully understanding the roles and responsibilities of the staff.
- Fully understanding the day-to-day activities of The Hidden Gardens Trust.
- Preparing for and attending at least 80% of all meetings of The Board of Trustees.
- Serving on Board committees and sub-committees as appointed or elected.
- Providing general advice and assistance to The Hidden Gardens Trust upon request by Board members and/or staff.
- Providing reports, materials, and other items associated with Board responsibilities and activities in a timely manner.
- Informing the Board of all actual and potential conflicts of interest relating to the general purposes and activities of the organisation and to specific issues before the board.
- Other responsibilities as requested by The Board of Trustees, The Board Chair, or other officers of the Board

Other duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board to reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Trustee has special expertise

Person specification

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Training and Support Available:

Induction will be arranged to introduce you to the Board, staff and volunteers of the Hidden Gardens, the current programme of work and the governance of the Hidden Gardens Trust.

Expenses

Reasonable out of pocket expenses in relation to carrying out the duties of the role will be reimbursed, upon issue of original receipts, and details of the procedure will be provided during Induction.