

Candidate brief

Board Trustee & Director of Charitable Company

THE WOOD STORE
RECLAIM, REUSE, RECYCLE

Background

The Project and our purpose

Established in 1998, Brighton & Hove Wood Recycling Project was the first scheme of its kind in the country; an organisation committed to finding a way to reuse waste timber - seeing it for what it really is - not a waste but a precious resource

Leading the way as a pinnacle of the local circular economy, we are now a charity and our aims are:

- **protecting the environment by conserving resources** – collecting, recycling, and re-using reclaimed waste wood, operating throughout East and West Sussex
- **educating and promoting behavioural change** – through both educational materials and the collection, re-use and sale of sustainably-produced timber and timber products, all at greatly reduced costs to the public
- **changing lives, relieving unemployment and social exclusion** – by providing jobs, work placements, training, qualifications, mentoring and volunteering opportunities for local people. Our focus is on supporting those disadvantaged in the job market through any form of mental or physical disability, social exclusion, or vulnerability

We are more commonly known by our trading name, The Wood Store. We are part of Community Wood Recycling and you can find out more [here](#)



Background

The Wood Store

The Wood Store is a charitable social enterprise set-up to save resources and to create jobs and volunteering opportunities for local people – especially for those experiencing disadvantage and those marginalised from the labour market. We are part of an award-winning nationwide network of thirty similar enterprises. While we are financially self-supporting, we seek charitable funding to extend our work.

Our activities involve three key areas: collections, workshop and retailing: Initially collecting and reusing waste timber from the construction industry. We retail reclaimed timber materials, and manufacture commercial and retail products in our workshop.

Our workshop depends on volunteers, who receive structured training, and gain confidence and experience in a caring working environment. We also offer paid-for training sessions in the use of power tools and the application of finishes. We produce shelving, tables, garden products and smaller items sold in our shop. We also receive commercial commissions including planters, cafe and restaurant fittings.

We have recently supplied Brighton College, B&H Buses, Harriets of Hove, FootPrint+ circular construction economy conference. Varndean School, SE dance, Brighton Greenway and Plumpton College exhibition at the South-east Show. We are innovating our product range to include more low grade material so we can increase our diversion rates.

Our commercial work is expanding. Through National Community Work Recycling we are developing a range of environmental products for the construction industry, including bird boxes and bug-hotels.



Background

Governance, Funding & Finance

Founded in 1998, B&HWRP is a company limited by guarantee. We have no share or loan capital. We received registration with the Charity Commission in 2020 in recognition of our work within the circular economy. We have a board of trustee-directors, which we wish to expand. We aim to build a support base.

Our charitable status has aided fund-raising. We have received grants awards including LoCase and Rampion, and operated a crowdfunding campaign.

Covid and the fit out of Oakley has significantly eroded our cash funds. The on-going economic difficulties continue to impede our profitability. We currently have insufficient funds to afford a move to other premises. It will take some time in the current climate to achieve this. We maintain three collection and delivery vehicles, but beyond the elderly workshop plant we have no other fixed assets. Our good reputation is our major asset.

Our HQ is at Oakley House which hosts our workshop, wood store and retailing unit. We also have a secondary site near Ringmer, near Lewes, currently used for storage but we are in the process of opening a second retail unit at this location.

We aim to grow the benefit we bring both to sustainability and supporting people. Increasing our circular economy influences the construction and commercial, as well as domestic sectors. In the short term, we need to strengthen to weather the cost-of-living crisis; medium term rebuild funds to afford a relocation, and in the longer term buy a premises or take a long lease.

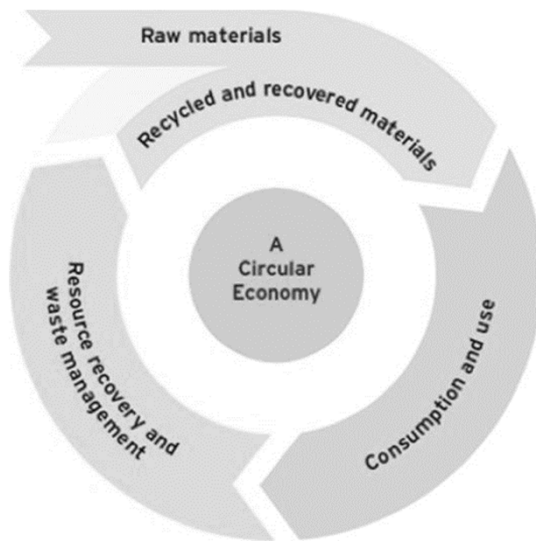


Our impact

2021-2022

The Project provides social benefit by making timber available at excellent prices both to the trade ($\frac{1}{3}$ less than mainstream suppliers) and to the public for DIY and community projects. Most notable, however, is the work undertaken with volunteers and trainees, most of whom are both socially and financially excluded before starting work at the Project. More on volunteering can be found below.

- We rescued **497 tonnes** of timber from the waste stream.
- We saved **248 tonnes of CO2** from re-entering the atmosphere.
- We created **10.4 paid jobs** and trained **117** people.



Our impact

Volunteering & staff

Over the past year we have worked with and supported 117 volunteers, many experiencing disadvantages and health issues including: autism, loneliness & isolation, anxiety/ stress, depression, inactivity/ unemployment, lack of formal qualifications, ADHD, bereavement, injury/chronic pain; chronic fatigue/ long covid and criminal conviction, disability and financial difficulties. Many of our staff also experience similar issues too.

We are working with a growing number of referral agencies. St John's College, Skills Training UK, White-head Ross, Plumpton College, The MET, Brighton & Hove City Council Supported Employment, Grace Eyre, Probation Service, Job Centre ex-offenders service. Volunteers find us through Community Works, Community Base, social media and by visiting the store.

Volunteers gain training, work experience, confidence, social contact. This has been especially important in covid recovery, and will continue to be under the stress of the cost of living crisis.

We have also supported 4 Kick Starter trainees, two now employed by us.



The role

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

The board is accountable in varying degrees to a variety of stakeholders, including: customers, volunteers and staff, funders, the Charity Commission, and Companies House and the regulatory authorities.

Main responsibilities

1. To ensure that Brighton & Hove Wood Recycling Project (BHWRP) and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.
2. To uphold the fiduciary duty invested in the position, undertaking such duties in a way continually striving for best practice in governance that adds to public confidence and trust in BHWRP.
3. To determine the overall direction and development of BHWRP through good governance and clear strategic planning working with and through the Chief Executive Officer both in and outside of trustee meetings.



The role

Main duties

1. To act in the best interest of BHWRP and its beneficiaries at all times. To work co-operatively and constructively with the Chief Executive Officer (CEO) to promote and develop BHWRP in order for it to grow and maintain its relevance to society.
2. To commit to read and understand what it is to be a trustee as defined in statute and also in the context of BHWRP, the charity.
3. To attend trustees' meetings, working co-operatively with other trustees and the CEO to ensure good governance and the production of and adherence to a Strategic Plan.
4. To interview, appoint and monitor the work of the Chief Executive Officer.
5. To oversee the employment of the CEO and his/her management, health & safety, safeguarding and other regulation, working with the CEO to this end and playing a role in attending relevant meetings to exercise due diligence in these areas.
6. To attend relevant training, as necessary, to help with the role of being a trustee.
7. To maintain sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.
8. To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.



Person profile

Brighton & Hove Wood Recycling Project registered as a charity almost two years ago and is seeking to expand the Board of Directors (now charity trustees) with several new high quality appointments. The role is voluntary and more details as to the role and the qualities needed are listed in this document. Out of pocket expenses will be paid.

To apply for this role, the candidates need not have previous experience of working in the charity sector or even being a board member or charity trustee as you will be given appropriate induction and training.

We are particularly interested in hearing from people who have experience in one or more of the following areas:

- Experience of business to business trading
- Retail experience
- Publicity and Marketing – especially using new media and E-Commerce platforms
- HR legislation
- Charity fundraising
- Knowledge of charity accounting
- Health & Safety expertise, especially someone qualified in this area
- Experience of working for or with a social enterprise, especially one training vulnerable adults.

The board would welcome applicants from a wide range of backgrounds in line with protected characteristics under the Equalities Act 2010. To be considered as a trustee, applicants will need to be sixteen years of age or older and not be currently disqualified from holding a trusteeship or holding a directorship. The appointment will be subject to a Disclosure and Barring Service Advanced Disclosure. Full guidance is available from the Charity Commission.



Person profile

Experience

	<u>Essential</u>	<u>Desirable</u>
To have interest in working with an environmental charity which seeks to serve the local community and demonstrate its values by offering re-used wood at excellent prices, sustainable products made from re-used wood and offering training programmes for volunteers/ trainees at the project	✓	
To have experience of working with a charity board of trustees		✓
To have a good understanding of green issues, and a strong commitment to the concept of sustainable living		✓
To be inclusive and welcoming to people from varied backgrounds	✓	
To have experience of working at a strategic level, adhering to plans and targets, using management mechanisms to measure performance metrics		✓
To have experience of staff management, including appraisals and mentoring		✓
To have experience of financial planning and budgeting skills		✓
To have fundraising skills, including preparation and presentation of grant applications		✓
To have experience of experience of building management		✓
To have experience of developing innovative events and gatherings to promote environmental sustainability and better stewardship of the planet.		✓
To have experience of regulatory frameworks in regards employment, safeguarding, health and safety and other areas in regards operating a charitable company.		✓



How to apply

If you would like to be considered for the role, please apply by emailing a cover letter explaining your fit with the role profile and person specification detailing what you could bring to the role. This should be no more than one page of A4 (and a copy of your CV if possible) emailed to our Chief Executive Officer.

The closing date for applications will be **5pm on the 15th October 2023**. Applicants will be contacted no later than 31st October if they have been successful to progress to shortlist stage.

Shortlisted candidates will be invited to a panel interview with the board members with a plan to make an appointment in November 2023.

The board and I look forward to hearing from you.

Pete West
Chief Executive Officer

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Registered Charity No 1192660

