

MAYOR OF LONDON

The Royal Parks

APPLICATION PACK

Trustee position



Dear Applicant

Membership of the Royal Parks Board

Thank you for your enquiry regarding the Royal Parks Board.

This information pack provides you with information on the role and responsibilities of the Trustees and includes details about the application process.

If you have any queries about the work of The Royal Parks please contact David McLaren on 0300 061 2018 dmclaren@royalparks.gsi.gov.uk

If you have any questions about the appointments process, please contact Andrew Baxter on +44 (0)20 7983 4079 andrew.baxter@london.gov.uk

We look forward to receiving your application.

Kind Regards

Jack Stenner
Mayoral Director – Political and Public Affairs

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1. About The Royal Parks

The Royal Parks (TRP) is a newly designated charity. Its purpose is to oversee the management of 5000 acres of outstanding parkland in London including unique historic landscapes, rare habitats, listed buildings and national memorials. It also undertakes commercial activity to support this work including concessions, licences and a high profile series of events. It has an important fundraising function. The organisation also supports a comprehensive volunteering network and an education programme. The Royal Parks estate includes eight Royal Parks: Bushy Park, The Green Park, Greenwich Park, Hyde Park, Kensington Gardens, The Regent's Park & Primrose Hill, Richmond Park and St James's Park.

It also cares for other spaces in the capital including Brompton Cemetery and Victoria Tower Gardens.

The Royal Parks receives over 77 million visitors a year and plays a key role in the tourism and cultural life of the country. The estate also hosts national ceremonial events and is an important provider of sporting facilities in London.

2. Board of Trustees

The Royal Parks is overseen by a Board of Trustees, which decides how the charity is run, how money is spent and ensures that its work is for the benefit of the parks and visitors. The trustees are led by a Chairman, and are appointed for their skills and experience. Appointments are made by the Secretary of State for Culture, Media and Sport (DCMS) and the Mayor of London.

A senior management team, led by a Chief Executive, oversees the day-to-day running of the Royal Parks and is supported by a committed workforce of staff and volunteers.

The Mayor is currently seeking to appoint a Trustee to be a member of The Royal Parks Board of Trustees.

3. Role Specification: Trustee

The role will provide strategic leadership to the organisation and advise other Trustees and the Executive, to make sure The Royal Parks operates within the rules and guidelines set out in the organisations governing documents and relevant legislation and will contribute to helping The Royal Parks to achieve its mission.

Duties

- To ensure The Royal Parks is carrying out its purposes for the public benefit.
- To comply with The Royal Parks governing document and the law.
- To ensure The Royal Parks is accountable.

- To manage The Royal Parks resources responsibly and implement appropriate financial controls, and manage risks.
- To be aware of any problems and ensure they are being dealt with, and obtain professional advice where necessary, and act with reasonable care and skill.
- To act in The Royal Parks best interests and deal with conflicts of interest and put the interests of The Royal Parks above any personal or business interests.
- To use personal knowledge and experience to support The Royal Parks to achieve its mission and operate effectively.
- To attend between four and six Board meetings a year as well as other ad hoc meetings and events.
- Trustees may be invited to serve on Board sub committees.
- All Board meetings take place in London.

Criteria

We are looking for candidates who have:

- An understanding of and commitment to the objectives and work of The Royal Parks including protecting and enhancing their intrinsic qualities;
- Experience at Board/Senior Executive level in a significant organisation in the public or private sector, and a clear understanding of the principles of corporate governance;
- A commitment to supporting fundraising activity;
- The ability to contribute to decision making and to think strategically, independently and imaginatively;
- The ability to work effectively as part of a team, with experience of collective decision making at a senior level;
- The personal stature and credibility to interact with and contribute to a high profile Board and to operate as a high profile ambassador for The Royal Parks;
- An ability to understand and take account of the views of a mix of stakeholders, including community stakeholders;
- Excellent communication skills with significant experience of communicating effectively, at a senior level;
- A willingness to serve on Board sub-committees as necessary;

- An understanding of and commitment to the development of equality opportunities, diversity and inclusion, and safeguarding, and its practical application.

Profile of successful candidates

In addition to the core criteria, candidates will bring knowledge or experience in one of the following areas:

- Estate management and/or property development, especially in the environmental/heritage sectors to support the organisation's responsibility for an extensive and complex estate including listed landscapes and buildings, rare habitats and mixed amenity spaces.

The successful candidate will be the individual who best meets the criteria laid out in the role specification.

London's diversity is its biggest asset and we strive to reflect London's diversity in all appointments. We welcome applications from all sections of the community. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

4. Appointment Details

Time Commitment

There are between four and six Board meetings each year and at least one strategy day. Most meetings are held in central London with others held in sites across TRP's estate in Greater London.

Remuneration/Expenses

The trustee role is non-executive and unpaid but reasonable expenses will be met.

Term of the Appointment

The term of appointment is four years.

Start date

Monday 02 April 2018

5. Appointment Process

Following assessment of applications against role specification criteria for appointment, shortlisted applicants will be invited to interview.

For the Trustee position, the selection panel will include a Mayoral representative, the Chair of the Royal Parks Board, a senior GLA Officer and an Independent Panel member.

Recommendations for appointment will be made to the Mayor of London.

Interviews are currently expected to be held week commencing 05 March 2018

The Mayor of London will confirm the appointment to the Board.

Please view our [Protocol on Mayoral appointments](#) for further details.

How to Apply

If you are interested in applying, please send your CV and a covering letter (max 5 sides in total) giving details of experience relevant to the Role Specification criteria.

Please include the name and contact details of two referees and any relevant information regarding your eligibility for appointment and any Directorships you hold.

You must submit your CV and cover letter via our online recruitment system. You will also be asked to provide recruitment monitoring information

Conflict of Interests

Candidates should provide details of any business, or other interests, or any personal connections which, if appointed to The Royal Parks Board of Trustees, could be misconstrued or cause embarrassment to the Mayor, the Greater London Authority or The Royal Parks. This includes financial interests or share ownership, active connections or memberships of societies or associations.

If you would like to discuss the position informally, please contact David McLaren on 0300 061 2018 dmclaren@royalparks.gsi.gov.uk

If you have any queries regarding the application process or require information in an alternative format, please contact andrew.baxter@london.gov.uk

All data will be processed in accordance with the provisions of the Data Protection Act.

The closing date for submission of applications is Sunday 11 February 2018 at 23:59 GMT

Thank you for taking the time to apply for this role.