



The Forth Estuary Forum (FEF) is the Local Coastal Partnership for the Firth of Forth, stretching from Stirling to the North Sea, and we are looking for new Board Members.

Our overarching purpose is the wise and sustainable use of the Firth of Forth and you will be helping to drive the next phase of the organisation's development.

This is an exciting opportunity to contribute to shaping the future of the Forth on topics such as sustainable coastal management; national and regional marine planning; community and stakeholder engagement; climate change mitigation; and project delivery.

Who are we?

The Forth Estuary Forum was established in 1993 and is an inclusive voluntary partnership of stakeholder organisations, and interested individuals, around the Firth of Forth with an interest in coastal and marine issues. We draw our membership from a wide spectrum of interests including business, statutory agencies, local authorities, community organisations and voluntary groups. We help to promote understanding of the key issues affecting the Forth and to encourage a balance between environmental protection, economic growth and social wellbeing. We both lead on, and contribute as a partner to, projects which meet our aims.

The Forum is both a registered charity and a company limited by guarantee, and Board members therefore have a dual role – acting as Trustees for the charity and as Directors of the company.

The Board's independent role is primarily finance and governance of the charity and company, and maintaining focus on the charitable aims by ensuring the strategy is reviewed and updated, and resourced and implemented.

Forth Estuary Forum also has a Steering or Management Group, made up of representatives from member organisations around the Forth. The Management Group helps to identify the key issues and priorities, and progress the policies, plans and practical actions relevant to our work.

What we are looking for?

FEF is seeking applications from individuals with an interest in or working experience of coastal and marine issues around the Forth or more widely in Scotland, and who have professional or leadership skills in one or more of the following areas:

- ☐ Charity governance and legal
- ☐ Financial management
- ☐ Community engagement especially with coastal communities
- ☐ Working in partnership with government, business, and voluntary stakeholders
- ☐ Coastal and marine environment protection and management
- ☐ Land use management, town & country planning, or marine spatial planning
- ☐ Digital transformation
- ☐ Marketing and public relations
- ☐ Project management.

Interested?

If you share our purpose and are enthusiastic to help, we would love to hear from you!

We value having different points of view and experiences on our Board and hope to receive applications from a wide range of talented people. We welcome applications from people looking for their first non-executive director or trustee role as well as those with prior Board experience.

ROLE DESCRIPTION

Position: Board Member of the Forth Estuary Forum
Accountable To: Chairman of the Board

Main Duties:

- ☐ Ensuring the Forum functions within its legal and regulatory framework as a registered charity and as a company limited by guarantee;
- ☐ Acting in the best interests of the charity, communicating with honesty and in good faith towards its members, employees and project partners.
- ☐ Overseeing development of the Forum's policies, procedures and projects.
- ☐ Ensuring that the objectives of the charity, as agreed by the Board, are fully, promptly and properly carried out, applying good governance and clear strategic planning principles.
- ☐ Overseeing the financial performance of the charity; setting an annual budget and reviewing financial and operational reports;
- ☐ Helping the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions;

Board Member Obligations

The Forth Estuary Forum is both a registered charity and a company limited by guarantee, and Board members have a dual role.

As a charity, the Forum operates under the Charities and Trustee Investment (Scotland) Act 2005 and Board Members act as Trustees of the charity. As such, they are expected to follow the relevant guidance issued by the Office of the Scottish Charity Regulator: OSCR | Guidance and good practice for Charity Trustees:

<https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees>

Board members also act as Directors of the limited company. As such, they occupy an important position of trust, and company law imposes on them a range of duties. They are responsible for ensuring that the Forum meets its statutory and other obligations. The Companies Act 2006 codifies the general duties which Directors owe to the company:

<https://www.gov.uk/government/organisations/office-of-the-regulator-of-community-interest-companies>

To meet these obligations, Board Members are expected to:

- ☐ Attend and actively participate in Board meetings, providing candid and constructive criticism, advice and comments to the Chair, other Board members and staff;
- ☐ Assure that published reports properly reflect the financial and operational situation;
- ☐ Stay informed about marine and coastal issues relevant to the Firth of Forth;
- ☐ Help the Forum to engage with public, business, voluntary and community organisations around the Forth; and
- ☐ Avoid any personal conflicts of interest, or possible areas of conflict;

Time Commitment:

Board meetings are normally held every 2 months, either in-person, virtually or a 'hybrid' mixture of the two. Meetings vary in length from 1 to 3 hours depending on the agenda. Board Members are also expected to attend the Annual General Meeting. Attendance at other Forum events, such as seminars, workshops and conferences is encouraged where possible but not essential. In addition, there are opportunities for Board members to get involved in supporting Forum projects in a coaching or mentoring role.

SELECTION CRITERIA

We are looking for people with an attachment and a passion for the Firth of Forth coastal region, and who meet the selection criteria in each of A+B+C+D below:

A. One or both of:

- ☐ Prior experience of being a charity trustee or company director; or
- ☐ Willing to contribute in a hands-on or practical way to the Forum's work – e.g. by mentoring a project or supporting development of the Forum's stakeholder network.

B. One or more of (we want to have a diverse Board):

- ☐ Specialist or professional experience in areas relevant to the Forum's work; or
- ☐ Middle or senior management experience; or
- ☐ In the early stages of your career and keen to contribute your specialist experience

C. Expert in one or more of the following:

- ☐ Accountancy or Financial Management
- ☐ Legal & Governance Matters
- ☐ Human Resources Management
- ☐ Volunteer Recruitment & Management
- ☐ Working with Government
- ☐ Partnerships & Strategic Collaboration
- ☐ Relationship or Account Management
- ☐ Fundraising or Sponsorship
- ☐ Project Management, Leadership or Mentoring
- ☐ Knowledge Management & Exchange
- ☐ Collaboration between Universities – Industry – Society - Government
- ☐ Environment Management, Conservation or Restoration
- ☐ Ecological Economics or Natural Capital
- ☐ Marine or Coastal Management
- ☐ Marine Spatial Planning or Land Use Planning
- ☐ Digital Marketing and Content Management
- ☐ Science Communication
- ☐ Public Engagement & Public Relations
- ☐ Place Branding & Promotion
- ☐ Tourism, Sport or Leisure Management

D. Genuine enthusiasm for one or more of these causes:

- ☐ Protecting and enhancing the natural environment
- ☐ Sustainable use of natural resources for economic purposes
- ☐ Sustainable use of natural resources for leisure and social purposes
- ☐ Community wellbeing and/or community wealth-building
- ☐ Place promotion
- ☐ Purpose-led alliances and partnerships

HOW TO APPLY

The Board welcomes applications at any time. Applications are particularly sought now as the current Board Members are looking to retire quite soon. All have served multiple terms already and extended their commitment further to see out the Covid period of disruption.

If you would like an informal conversation before applying, please email us with your contact details and one of our current Board Members will be happy to get in touch.

To apply, please email the following two documents to: newboard@forthestuaryforum.co.uk

- ☐ your CV, and
- ☐ a short personal statement to describe:
 - your motivation for joining the Board of the Forth Estuary Forum;
 - how you meet the Selection Criteria (see previous page);
 - and how you will contribute to our future development.

For more information:

<https://www.forthestuaryforum.co.uk>

Please note this is an interim website while the Forth Estuary Forum's website is being updated.

To review the Forum's past Annual Accounts and the Articles of Association, the full document history can be viewed free on the Companies House website at:

<https://find-and-update.company-information.service.gov.uk/company/SC175839>

Please note the Charity Trustee & Non-Executive Director role is voluntary and therefore unpaid. Reasonable expenses for travel on charity business may be reimbursed.