



# **The Sussex Reptile Rescue Centre Trustee Job and Personal Specification**



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## **1. Introduction**

Under the Charities Act 2011, charity trustees are legally responsible for the overall control, administration, and management of a charity.

At The Sussex Reptile Rescue Centre (TSRRC), trustees collectively form the Board of Trustees, which provides strategic leadership, ensures legal and financial compliance, and safeguards the charity's mission.

The Board plays a vital role in setting the organisation's direction, monitoring its performance, and ensuring that TSRRC operates effectively, ethically, and in the best interests of both the public and the animals in our care.

Trustees work collaboratively to uphold the charity's values, support its development, and guide its long-term sustainability.

## **2. Aims of the role**

The Board of Trustees is responsible for guiding TSRRC's strategic direction, ensuring the charity remains solvent, well-managed, and effective in delivering its charitable objectives. This document outlines the core duties of trustees, and the skills and qualities required to fulfil the role successfully.

## **3. About the Charity**

The Sussex Reptile Rescue Centre is a small, registered charity (No. 1210189) committed to the rescue, care, rehabilitation, and treatment of sick, injured, and unwanted reptiles in Sussex and surrounding areas.

Our work extends beyond direct animal care; we strive to improve public understanding of reptiles, promote responsible ownership, and provide accessible education to communities of all ages.

Through our rescue operations, outreach programmes, and ongoing support for reptile keepers, we play a vital role in safeguarding reptile welfare and fostering a more informed and compassionate approach to their care.



## **4. Our Activities**

Our Activities include:

### **Reptile Rescue & Rehoming**

- Taking in sick, injured, and unwanted reptiles
- Vetting and rehoming reptiles responsibly
- Providing animals access to much-needed specialist Veterinary care when needed

### **Advice & Guidance**

- Providing support and practical advice to reptile owners
- Providing information to reptile owners
- Providing information about Native & Non-native species of reptiles in the UK, including wildlife.

### **Outreach & Education**

- Visiting youth clubs, schools, and community groups to deliver reptile education
- Hosting public events to educate on reptiles and amphibians
- Working alongside other organisations to promote knowledge on Reptiles and amphibians.



## **5. Associated Documents**

The Job description and person specification should be read alongside the following documents and policies, all of which can be sent upon request.

- Governing Document (Updated)
- Trustees' recruitment and selection policy
- The Charity Commission's CC3: The Essential Trustee
- Trustees Code of conduct
- The latest set of annual reports and accounts

## **6. Job Description**

In line with Charity Commission guidance, trustees must:

1. Ensure the charity carries out its purposes for public benefit
2. Comply with the governing document and charity law
3. Act in the charity's best interests
4. Manage the charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure appropriate accountability and transparency

**All SRRC Trustees are required to:**

- Ensure that the organisation pursues its stated charitable objects as defined in the Governing document
- Ensure that the operational plan and budgets support the vision and strategy
- Ensure that the views of the public are regularly considered
- Ensure there is a regular review of the external environment for changes that might affect the organisation (political, financial, competitive)
- Ensure that the organisation complies with the governing document, charity law and other relevant legislation and regulations, including the Animal Welfare Act, Dangerous Wildlife Act, etc.
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.



- Uphold the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure the financial stability of the organisation.
- Protect and manage the property of the organisation and ensure the proper investment of its funds
- Follow proper and formal arrangements for the appointment, supervision, support, and appraisal of the operations manager.
- Hold the operations manager to account for the management and administration for the charity.
- Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived as being in breach of their duties.
- Ensure that the major risks to the organisation are regularly identified and reviewed, and that systems are in place to mitigate or minimise these risks.
- Ensure that the organisation has a governance structure that is appropriate to a charity of its size, stage of development, and its charitable objects, and reflects the diversity of its funders and public supporters.
- Ensure that the board reviews it's own training needs and creates an expectation of continuous professional development throughout the organisation.
- Ensure that the trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.



## **5. Required Experience**

We are seeking a minimum of three trustees collectively offering experience in one or more of the following areas:

- Charity governance / Charity law
- Public relations or communications
- Finance or accountancy
- Fundraising and income generation
- Zoology, herpetology, or animal care

## **7. Your Commitment as a Trustee**

Trustees are expected to:

- Contribute to setting TSRRC's strategic direction and ensuring the charity meets its objectives
- Ensure compliance with all legal obligations and seek professional advice when appropriate
- Oversee financial planning, stability, and the effective sourcing and management of funds
- Identify, review, and mitigate organisational risks
- Ensure all assets and resources are properly managed and maintained
- Foster best practice in governance, administration, and organisational development
- Invest time in understanding the charity, its goals, and its activities
- Act as strong advocates for the charity and promote its work publicly
- Attend monthly trustee meetings (minimum of 5 per year), held remotely



## **8. Personal Skills & Qualities**

We are looking for individuals who demonstrate:

- A willingness to understand and accept the responsibilities and liabilities of trusteeship
- Strategic thinking, creativity, and sound, independent judgement
- Strong communication skills and a willingness to engage in constructive discussion
- A genuine commitment to equality, diversity, and inclusion
- Enthusiasm for TSRRC's mission, values, and charitable aims
- Confidence to contribute proactively and engage in open debate
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **Specific Skills**

- Charity law and governance
- Charity fundraising
- Zoology/Herpetology



- Marketing, media and PR
- Risk management
- Business development & Management
- Volunteer management

## **9. Terms of Office**

- Trustees are appointed for **two consecutive two-year terms**, renewable annually
- Maximum tenure: **five years**
- This is a voluntary role; reasonable expenses may be reimbursed
- Attend as many Meetings as possible and inform the chair in good time if you cannot attend the meeting.

## **10. Time Commitment**

- Trustees meet 6 times a year, mainly remotely
- Additional time may be required for specific roles (I.e. Chair, Secretary, Treasurer)
- Occasionally, keep in contact with the operations manager in order to get updates on the charity's progress, offer advice, guidance and support.
- We also keep in communication via email on an occasional basis.

## **11. Appointment and resignation**

Trustees will usually be elected for a term of a minimum of 2 years, where they can stand for re-election for another 3 years. Trustees serve a maximum of 5 years. Upon appointment, a trustee shall undergo an Induction period during which they shall be a Co-opted trustee and be expected to:

- Meet the Chair and another trustee
- Attend a minimum of 4 Trustees' meetings
- Give notice if you are unable to attend a meeting

### **To apply:**

Please send a Covering letter and CV to:

[Benjamin.checkley@thesussexrrc.org.uk](mailto:Benjamin.checkley@thesussexrrc.org.uk) or call 07375 893640 to discuss the role.