

The Sussex Reptile Rescue Centre

Trustee Recruitment Pack



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Welcome from the Chair

Dear Candidate,

Thank you for your interest in becoming a Trustee for The Sussex Reptile Rescue Centre.

On behalf of the Trustees, I am delighted that you are considering joining us at an exciting stage of our charities development.

The Sussex Reptile Rescue Centre, was established in 2024, with the simple aim of providing appropriate care to Sick, injured and unwanted Reptiles and amphibians across the county of Sussex and surrounding areas and to educate the general public on all matters involving reptile and amphibian welfare. Every animal that comes through our doors, receives specialist care, veterinary treatment and the compassion that it deserves.

Since becoming a registered charity, we have continued to develop our services, strengthen our governance and expand our reach within Sussex & Surrounding areas. Alongside the rescue work we do, we are committed to educating the public on Reptile and amphibians, responsible reptile ownership, supporting keepers and promoting a greater understanding and appreciation of reptiles and amphibians.

As we look to the future, we have ambitious plans to grow the charity, develop new partnerships, strengthen our financial sustainability, expand our educational programmes and, ultimately, increase the number of animals we are able to help. Achieving these ambitions requires a strong, diverse and effective Board of Trustees.

We are seeking individuals who can bring professional skills, independent judgement and a commitment to good governance. Whether your experience lies in finance, charity governance, fundraising, veterinary medicine, communications, education, business or another specialist field, your expertise could play a vital role in helping shape the future of our charity.

Being a trustee is both a privilege and a responsibility. Trustees provide strategic leadership, ensure that the charity complies with its legal and regulatory obligations, oversee its financial sustainability and help ensure that every decision we make supports our charitable purposes and delivers the greatest possible public benefit.

Most importantly, trustees have the opportunity to make a genuine and lasting difference to the lives of reptiles that need our help.

I hope this recruitment pack provides you with a clear understanding of our work, our aspirations and the role of a trustee. If, after reading it, you share our vision and believe you can contribute to our future success, I would be delighted to receive your application.

Thank you once again for your interest in The Sussex Reptile Rescue Centre. I look forward to hearing from you.

Yours sincerely,

Benjamin Checkley



2. About The Sussex Reptile Rescue Centre

What we do

The Sussex Reptile Rescue Centre is a Registered Charity (1210189) dedicated to improving the welfare of reptiles through rescue, rehabilitation, responsible rehoming and public education.

Founded in 2024, the charity was established in response to the growing number of Reptiles and Amphibians requiring specialist support, either through the result of abandonment, escape and stray animals. Our aim is to ensure that every animal within our care has access to compassionate, evidence-based care while promoting the importance of responsible reptile care and husbandry through the education.

Based in **West Sussex**, we primarily support reptiles across Sussex and the surrounding counties, working closely with veterinary professionals, rescue organisations, local authorities and members of the public.

What We Do

Our work extends far beyond providing temporary shelter. We offer a comprehensive welfare service that includes:

- Rescuing sick, injured, abandoned and unwanted reptiles.
- Providing specialist husbandry, rehabilitation and veterinary treatment.
- Assessing and responsibly rehoming suitable animals.
- Offering advice and guidance to reptile keepers.
- Supporting veterinary practices and partner organisations where appropriate.
- Delivering educational talks, community outreach and awareness campaigns to promote responsible reptile ownership and improve public understanding of reptiles and amphibians.

Working in Partnership

High-quality veterinary care is central to our work. We are proud to work alongside experienced exotic animal veterinary professionals to ensure every animal receives appropriate diagnosis, treatment and ongoing medical support.

We also collaborate with schools, community groups, rescue organisations and other charities to promote animal welfare, conservation and responsible ownership.

Education and Community Engagement

Education is one of our core charitable purposes. Through visits to schools, youth organisations, community events and public awareness campaigns, we aim to challenge misconceptions about reptiles, encourage responsible ownership and inspire greater respect for these remarkable animals.

By engaging with local communities, we hope to reduce neglect, improve welfare standards and prevent reptiles from entering rescue in the first place.

Looking to the Future

The Board of Trustees has ambitious plans to develop the charity over the coming years. Our priorities include:

- Expanding our rescue and rehabilitation capacity.
- Securing permanent, purpose-built rescue facilities.
- Strengthening veterinary and professional partnerships.
- Growing our volunteer network.
- Expanding educational programmes across Sussex.
- Increasing fundraising and diversifying income.
- Developing robust governance and organisational resilience.
- Becoming a recognised centre of excellence for reptile welfare and education in Sussex.

By joining the Board of Trustees, you will play an important role in helping us achieve these ambitions while ensuring the charity remains well governed, financially sustainable and focused on delivering meaningful public benefit.



Strategic Plan (2026–2029)

Our Vision

A future where every reptile receives the care, protection and respect it deserves.

Our Mission

To rescue, rehabilitate and rehome reptiles in need, while advancing reptile welfare through education, responsible ownership and partnership working.

Our Strategic Priorities

Over the next three years, The Sussex Reptile Rescue Centre will focus on eight strategic priorities that will strengthen our organisation and maximise our impact.

1. Deliver Outstanding Animal Welfare

Our first priority is to ensure every reptile admitted into our care receives the highest possible standard of welfare.

We will:

- Provide appropriate housing, nutrition and environmental enrichment.
- Ensure access to specialist veterinary assessment and treatment.
- Continue to develop evidence-based husbandry standards.
- Improve clinical record keeping and welfare monitoring.
- Maintain high standards of biosecurity and disease prevention.

2. Expand Rescue and Rehabilitation Services

Demand for specialist reptile rescue continues to increase.

We will:

- Increase our rescue capacity across Sussex.
- Develop additional foster and rehabilitation facilities.
- Improve transport and emergency response arrangements.
- Strengthen relationships with local authorities, veterinary practices and partner organisations.

3. Secure Permanent Premises

A permanent rescue facility is fundamental to the charity's long-term future.

We will work towards:

- Securing suitable premises.
- Developing purpose-built reptile accommodation.
- Creating dedicated quarantine and veterinary treatment areas.
- Providing education and volunteer facilities.
- Building a sustainable centre capable of supporting future growth.

4. Inspire Through Education

Education is central to preventing neglect and improving reptile welfare.

We will:

- Expand school and community education programmes.
- Deliver workshops and public talks.
- Develop educational resources for reptile keepers.
- Improve public understanding of native and non-native reptiles.
- Promote responsible ownership through outreach and media engagement.

5. Strengthen Governance

Strong governance provides the foundation for a successful charity.

We will:

- Recruit trustees with a diverse range of professional expertise.
- Maintain compliance with Charity Commission guidance.
- Review policies and governance arrangements regularly.
- Strengthen risk management and strategic planning.
- Invest in trustee induction and ongoing development.

6. Build Financial Sustainability

To achieve our ambitions, we must develop reliable and diverse sources of income.

Our priorities include:

- Increasing grant funding.
- Growing regular donations.
- Expanding corporate partnerships.
- Developing fundraising campaigns and community events.
- Building financial reserves.
- Improving long-term financial planning.

7. Develop Our People

Our volunteers and trustees are at the heart of the charity.

We will:

- Recruit and retain skilled volunteers.
- Provide high-quality training and support.
- Promote a positive and inclusive culture.
- Recognise volunteer contributions.
- Ensure effective safeguarding and wellbeing arrangements.

8. Improve Digital Systems

Technology can help us deliver more efficient services and better outcomes.

We will:

- Continue developing our digital animal management system.
- Improve volunteer and trustee communication.
- Enhance reporting and data analysis.
- Strengthen cyber security and data protection.
- Increase the use of digital tools to improve operational efficiency.

Measuring Success

To monitor progress against this strategy, the Board of Trustees will regularly review key performance indicators, including:

- Number of reptiles rescued and rehabilitated.
- Successful rehoming outcomes.
- Veterinary treatment outcomes.
- Educational events and participants.
- Volunteer recruitment and retention.
- Fundraising performance.
- Governance and compliance measures.

- Financial sustainability and reserves.

Annual progress will be reviewed by the Board to ensure the charity remains focused on delivering its charitable objectives while responding to changing needs and opportunities.

The Role of the Board

The Board of Trustees is responsible for ensuring this strategy is delivered effectively.

Trustees will:

- Set the charity's long-term direction.
- Monitor progress against strategic objectives.
- Ensure resources are used effectively.
- Oversee risk management.
- Support sustainable growth.
- Uphold the charity's values and reputation.
- Ensure every decision delivers the greatest possible public benefit.

Together, we aim to build a resilient, sustainable and respected charity that improves reptile welfare, educates communities and provides specialist care for reptiles in need for many years to come.



Why Become a Trustee?

Becoming a trustee of The Sussex Reptile Rescue Centre is an opportunity to make a lasting contribution to animal welfare while helping shape the future of a growing charity.

As a trustee, you will play a key role in providing strategic leadership, ensuring good governance and supporting the long-term sustainability of the organisation. Your decisions will help us improve the lives of reptiles in need, expand our educational work and strengthen our impact across Sussex and beyond.

Whether you have previous trustee experience or are considering your first board appointment, we welcome individuals who are passionate about making a positive difference and who can contribute their skills, knowledge and experience.

Make a Meaningful Difference

Every decision made by the Board contributes to improving the welfare of reptiles that have been neglected, abandoned, surrendered or found as strays. Your expertise will help ensure that the charity continues to provide high-quality care, promote responsible ownership and educate the public.

Influence the Future of the Charity.

Trustees work together to set the charity's strategic direction, oversee its financial sustainability and ensure that it continues to meet its charitable objectives. You will have the opportunity to influence important decisions that shape the organisation's future.

Use Your Professional Skills

We welcome trustees from a wide range of professional backgrounds. Whether your experience is in finance, law, governance, fundraising, education, veterinary medicine, communications, business, marketing or another field, your knowledge can make a valuable contribution to the Board.

Develop Your Own Experience

Trusteeship provides an excellent opportunity to develop strategic leadership and governance experience while working alongside like-minded people who share a commitment to animal welfare. The role can enhance your professional development and broaden your understanding of charity governance.

Be Part of a Supportive Board

Our trustees work collaboratively, respecting different perspectives while making collective decisions in the best interests of the charity. We are committed to creating an inclusive, supportive and professional Board where every trustee's contribution is valued.

Full Induction and Ongoing Support

New trustees receive a structured induction to help them understand the charity, their legal responsibilities and how the Board operates. Ongoing training and development opportunities are provided to ensure trustees have the confidence and knowledge to fulfil their role effectively.

Who We're Looking For

You do not need to be a reptile expert to become a trustee. We are looking for people who:

- Share our commitment to improving reptile welfare.
- Can think strategically and exercise independent judgement.
- Are willing to devote time and energy to supporting the charity.
- Understand the importance of good governance and accountability.
- Enjoy working collaboratively as part of a Board.

Most importantly, we are looking for people who want to make a genuine and lasting difference.

By becoming a trustee, you will join a team committed to ensuring that The Sussex Reptile Rescue Centre continues to rescue, rehabilitate, educate and inspire for many years to come.

Meet the Board

Our Board of Trustees brings together individuals with a shared commitment to improving reptile welfare and ensuring The Sussex Reptile Rescue Centre is well governed, financially sustainable and able to deliver meaningful public benefit.

Together, the Board provides strategic leadership, supports the charity's long-term development and ensures that all decisions are made in the best interests of the charity, its beneficiaries and the wider public.

Benjamin Checkley

Chair of Trustees & Operations Manager

Benjamin founded The Sussex Reptile Rescue Centre with the vision of creating a specialist charity dedicated to improving reptile welfare across Sussex. He has extensive practical experience in reptile husbandry, rescue, rehabilitation and public education, together with experience in charity leadership, governance and public relations.

As Chair, Benjamin leads the Board in setting the charity's strategic direction while, in his operational role, overseeing the day-to-day management of the organisation, volunteer coordination, partnerships and educational activities. He is passionate about raising welfare standards, improving public understanding of reptiles and developing a sustainable rescue centre for the future.

Sophia Aiyeki Tochukwu

Trustee

Sophia is committed to supporting the charity's development through good governance, strategic oversight and collaborative decision-making. She works alongside fellow trustees to ensure that the organisation continues to fulfil its charitable purposes while maintaining high standards of accountability, transparency and public trust.

Dr Jo Lawton

Trustee

Jo brings a strong commitment to animal welfare and supports the Board in providing effective governance and strategic guidance. Working collaboratively with fellow trustees, Jo helps ensure that the charity remains focused on delivering excellent standards of care while continuing to develop its services for the benefit of reptiles and the wider community.

David Checkley

Trustee

David brings a strong commitment to the charity with a wealth of experience in finance. David is graduated from the London School of Economics with a BSc in Geography, and his main interest is the financial aspect of the charity.

His career was a Self-employed Software Engineer, mainly working for the Aerospace industry, testing and developing vital software, including for the Airbus A 380.

Our Approach to Governance

The Board operates collectively, with each trustee contributing their own professional knowledge, experience and independent judgement. Decisions are made in the best interests of the charity and in accordance with the Charity Commission's guidance for trustees.

We value:

- Integrity and accountability
- Respectful challenge and constructive debate
- Transparency and good governance
- Diversity of skills and perspectives
- A shared commitment to animal welfare and public benefit

Join Our Board

As the charity continues to grow, we are looking to strengthen our Board by recruiting trustees with expertise in areas such as:

- Finance and accountancy
- Charity governance and law
- Fundraising and income generation
- Veterinary medicine and animal welfare
- Human resources
- Marketing, communications and public relations
- Education and community engagement
- Business strategy and organisational development

We believe that a diverse Board with a broad range of professional experience enables better decision-making and helps ensure the charity remains resilient, effective and sustainable.

If you share our passion for improving reptile welfare and would like to help shape the future of our charity, we would be delighted to hear from you.

Governance Structure

The Sussex Reptile Rescue Centre operates under a governance framework designed to ensure effective leadership, accountability and transparency.

The Board of Trustees is responsible for the overall governance of the charity. Trustees determine the charity's strategic direction, ensure compliance with charity law and other relevant legislation, oversee financial sustainability, manage risk and hold the Operations Manager accountable for the day-to-day management of the organisation.

While the Board sets the strategic direction, responsibility for the charity's daily operations is delegated to the Operations Manager, who leads the delivery of services, manages volunteers and reports regularly to the Board.

This clear separation between governance and operational management enables trustees to focus on long-term planning and oversight while ensuring the charity operates efficiently and effectively.

Governance Structure



The Role of the Board

The Board of Trustees is collectively responsible for:

- Setting the charity's strategic direction.
- Ensuring compliance with charity law and the governing document.
- Safeguarding the charity's assets and reputation.
- Approving budgets and monitoring financial performance.
- Identifying and managing organisational risks.
- Appointing, supporting and holding the Operations Manager accountable.
- Monitoring performance against the charity's strategic objectives.
- Ensuring the charity continues to deliver public benefit.

Operational Management

The Operations Manager is responsible for the day-to-day management of the charity, including:

- Animal admissions and welfare.
- Volunteer management.
- Delivery of education and outreach activities.
- Developing partnerships with veterinary practices and other organisations.
- Implementing the Board's strategic decisions.
- Reporting operational performance, finances and risks to the Board.

The Operations Manager is accountable to the Board of Trustees, ensuring that governance and operational responsibilities remain clearly defined.

About the Role

As a trustee of The Sussex Reptile Rescue Centre, you will play an important role in ensuring the charity is well governed, financially sustainable and able to achieve its charitable objectives.

Trustees are responsible for the overall direction and governance of the charity. Working collectively as members of the Board, they provide strategic leadership, oversee financial and legal compliance, manage risk and ensure that the charity continues to deliver meaningful public benefit.

This is a voluntary, non-executive role that offers the opportunity to use your skills, knowledge and experience to make a lasting difference to reptile welfare across Sussex.

What You'll Do

As a member of the Board of Trustees, you will:

- Help shape the charity's long-term vision and strategic direction.
- Ensure the charity complies with its governing document, charity law and other relevant legislation.
- Monitor the charity's financial performance and long-term sustainability.
- Review organisational risks and ensure appropriate controls are in place.
- Support and constructively challenge the executive leadership where appropriate.
- Help develop policies, governance arrangements and organisational strategy.
- Consider the needs of beneficiaries, supporters, volunteers and stakeholders when making decisions.
- Act as an ambassador for the charity, promoting its work and values.
- Attend Board meetings, contribute to discussions and participate in collective decision-making.
- Maintain confidentiality and declare any actual or potential conflicts of interest.

Your Responsibilities

As a trustee, you will be expected to:

- Act at all times in the best interests of the charity.
- Exercise reasonable care, skill and independent judgement.
- Contribute positively to Board discussions and strategic planning.
- Prepare for meetings by reading Board papers in advance.
- Respect collective decisions once they have been made.
- Support a culture of openness, accountability and continuous improvement.
- Uphold the charity's reputation and values.

What We're Looking For

We are seeking individuals who are committed to the charity's mission and can contribute strategic insight, professional expertise and sound judgement.

You do not need previous trustee experience, and you do not need to be an expert in reptiles. We welcome applicants from a wide range of professional backgrounds and will provide a comprehensive induction and ongoing support to help you succeed in the role.

Time Commitment

The Board normally meets six times each year, with meetings generally held remotely. Trustees are also expected to attend the Annual General Meeting and may occasionally be invited to participate in strategy sessions, committee meetings or fundraising and community events.

Most trustees should expect to commit approximately **4–8 hours per month**, including meeting preparation, attendance and occasional activities between meetings.

Support and Induction

All new trustees receive a structured induction programme that includes:

- An introduction to the charity, its work and strategic priorities.
- Information about trustee responsibilities and Charity Commission guidance.
- Key governance documents, policies and financial information.
- An opportunity to meet fellow trustees, volunteers and the Operations Manager.
- Ongoing training and development throughout their term of office.

What You'll Gain

Trusteeship provides an opportunity to:

- Make a meaningful contribution to reptile welfare.
- Help shape the future of a growing charity.
- Develop experience in charity governance and strategic leadership.
- Work alongside committed trustees, volunteers and supporters.
- Enhance your professional and personal development while giving back to the community.

By joining our Board, you will help ensure that The Sussex Reptile Rescue Centre continues to rescue, rehabilitate and rehome reptiles while inspiring greater understanding and appreciation of these remarkable animals.

Time Commitment

Trustees play an important role in the strategic leadership and governance of The Sussex Reptile Rescue Centre. While the role is voluntary, it does require a commitment of time to ensure the charity is effectively governed and able to achieve its charitable objectives.

We recognise that trustees have professional, family and personal commitments, and we aim to ensure that the role is flexible, rewarding and manageable.

Board Meetings

The Board of Trustees meets **each quarter**, with meetings usually held remotely via Google Meets or another online platform.

Meetings typically last **1½–2 hours** and are scheduled in advance to allow trustees to plan their availability.

Trustees are expected to attend all scheduled meetings wherever reasonably possible. If attendance is not possible, trustees should notify the Chair in advance.

Meeting Preparation

To enable informed decision-making, trustees are expected to review Board papers, reports and supporting documents before each meeting.

This preparation typically requires **1–2 hours** prior to each meeting.

Between Meetings

From time to time, trustees may be asked to:

- Review policies or governance documents.
- Respond to emails requiring Board input or approval.
- Participate in committee or working group meetings (where applicable).
- Provide advice or guidance within their area of expertise.
- Support strategic projects or organisational development.

Most communication between meetings takes place by email.

Charity Events

Although not compulsory, trustees are encouraged to attend selected fundraising events, educational activities, volunteer events and community engagement opportunities whenever

possible. These occasions provide valuable opportunities to meet volunteers, supporters and partners, gain a better understanding of the charity's work, and act as ambassadors for the organisation.

Overall Time Commitment

On average, trustees should expect to commit approximately **4–8 hours per month**, although this may vary depending on individual responsibilities, committee membership and the charity's activities.

Trustees undertaking additional officer roles, such as **Chair, Treasurer or Secretary**, may need to commit additional time to fulfil their responsibilities.

We understand that trustees contribute their time on a voluntary basis and aim to ensure that meetings, communications and governance processes are efficient, purposeful and respectful of everyone's time.

Trustee Responsibilities

Trustees share collective responsibility for the governance and strategic leadership of The Sussex Reptile Rescue Centre. Although individual trustees may bring particular areas of expertise, all trustees remain jointly accountable for the decisions made by the Board.

Trustees are expected to:

- Ensure that the charity operates in accordance with its charitable purposes and delivers meaningful public benefit.
- Comply with the charity's governing document, the Charities Act 2011 and relevant guidance issued by the Charity Commission.
- Act at all times in the best interests of the charity, its beneficiaries and the animals entrusted to its care.
- Contribute to the development, approval and monitoring of the charity's strategic plans.
- Ensure that the charity's finances are responsibly managed and that appropriate financial controls are maintained.
- Monitor the charity's financial position, including income, expenditure, reserves, liabilities and long-term sustainability.
- Identify and manage strategic, financial, operational, safeguarding, reputational and animal-welfare risks.
- Ensure that effective policies, procedures and systems of internal control are in place.
- Safeguard the charity's reputation, property, funds, data and other assets.
- Support compliance with animal welfare, safeguarding, health and safety, data protection, fundraising and employment requirements.
- Scrutinise reports, ask constructive questions and contribute to informed collective decision-making.
- Support and appropriately challenge the charity's operational leadership.
- Declare and manage any actual, potential or perceived conflicts of interest.
- Maintain appropriate confidentiality regarding sensitive information.
- Promote high standards of integrity, accountability, transparency and ethical conduct.
- Act as an ambassador for TSRRC and help develop relationships with supporters, funders, veterinary professionals, community organisations and other partners.

Trustees are not normally expected to become involved in routine operational decisions. Their principal role is to provide oversight, direction and assurance, while ensuring that the charity's operational team has the support and accountability needed to deliver its work effectively.

Current Priorities

TSRRC is entering an important stage of development. The charity has established a clear local need for specialist reptile rescue, rehabilitation, rehoming and public education, and is now working to strengthen the foundations required for sustainable growth.

The Board's current priorities include:

Strengthening governance

We are continuing to develop a skilled, effective and diverse Board capable of providing robust oversight and strategic leadership. This includes improving trustee induction, Board reporting, risk management, policy review and evaluation of organisational performance.

Securing suitable premises

A major long-term ambition is to secure appropriate premises from which the charity can expand its rescue, rehabilitation and educational work. Trustees will help consider potential locations, partnerships, funding models, property arrangements and the operational implications of future expansion.

Building financial sustainability

The charity aims to diversify its income through grants, individual giving, community fundraising, corporate support, educational activities and appropriate commissioned services. The Board will help oversee fundraising strategy, reserves planning and the development of sustainable income streams.

Maintaining excellent animal welfare

TSRRC is committed to ensuring that every animal receives appropriate accommodation, husbandry, veterinary attention, behavioural support and rehabilitation. Trustees will provide assurance that animal-welfare standards remain central to all strategic and operational decisions.

Developing veterinary partnerships

The charity is seeking to strengthen relationships with veterinary surgeons, veterinary nurses and specialist exotic-animal practices. This will support timely diagnosis, treatment, preventative care and professional advice for animals entering the rescue.

Expanding education and outreach

We want to increase responsible reptile education within schools, community organisations and other appropriate settings. Our educational work will promote informed ownership, animal welfare, conservation awareness and respect for reptiles.

Supporting volunteers

The continued development of a structured volunteer programme is essential to the charity's future. Priorities include recruitment, induction, training, supervision, recognition, safeguarding and the creation of meaningful volunteer opportunities.

Improving systems and evidence

TSRRC is developing stronger systems for recording animal welfare, veterinary treatment, adoptions, volunteering, outreach and organisational impact. Reliable data will enable trustees to monitor performance, identify trends and demonstrate the charity's value to funders, regulators and the public.

Induction and Training

Every newly appointed trustee will receive a structured induction to help them understand the charity, their legal duties and the expectations attached to the role.

The induction programme will normally include:

- A welcome meeting with the Chair and relevant members of the operational team.
- An overview of TSRRC's history, charitable purposes, activities and future ambitions.
- A copy of the charity's governing document and key governance policies.
- An explanation of the legal duties and responsibilities of charity trustees.
- Information about the charity's finances, funding arrangements and financial controls.
- An introduction to the charity's animal-welfare standards and veterinary arrangements.
- An overview of safeguarding, health and safety, data protection and risk management.
- Access to recent Board papers, annual reports, accounts and strategic documents.
- Guidance on conflicts of interest, confidentiality and collective decision-making.
- An opportunity to visit the charity's operational setting and learn more about its work.

New trustees will be encouraged to complete relevant Charity Commission trustee guidance and appropriate external training.

Ongoing development may include:

- Charity governance and trustee responsibilities.
- Financial oversight and understanding charity accounts.
- Safeguarding and safer organisational practice.
- Fundraising regulation and ethical fundraising.
- Risk management.
- Equality, diversity and inclusion.
- Data protection and information governance.
- Animal welfare and responsible reptile care.
- Strategic planning and organisational development.

Trustees will also be encouraged to identify their own learning needs and to take part in periodic Board development and governance reviews.

Previous trustee experience is not essential. We are looking for people with the commitment, judgement and willingness to learn necessary to become effective members of the Board.

Benefits of Trusteeship

Serving as a trustee of TSRRC provides an opportunity to make a significant contribution to a specialist and developing animal-welfare charity.

Trustees will have the opportunity to:

- Help shape the future direction of a growing charity.
- Contribute to improving the welfare of reptiles and supporting responsible ownership.
- Use their professional knowledge, experience and personal perspective for public benefit.
- Develop experience in governance, strategy, leadership and organisational oversight.
- Gain insight into the operation and development of a registered charity.
- Work alongside people who share a commitment to animal welfare and community education.
- Build relationships with veterinary professionals, funders, community organisations and other partners.
- Support the charity as it works towards securing premises and expanding its services.
- Develop new knowledge and skills through training and practical Board experience.
- See the direct impact of the charity's work on rescued animals, adopters and the wider community.

Trusteeship can be personally and professionally rewarding. It provides an opportunity to influence meaningful change while developing transferable skills in leadership, financial scrutiny, risk management, strategic planning and collaborative decision-making.

The position is voluntary. Reasonable expenses incurred in carrying out authorised trustee duties may be reimbursed in accordance with the charity's expenses policy.

Equality and Diversity

The Sussex Reptile Rescue Centre is committed to equality, diversity, inclusion and fair access to opportunity.

We believe that an effective Board should reflect a range of experiences, perspectives, backgrounds and skills. A diverse Board is better able to understand the communities the charity serves, identify risks, challenge assumptions and make balanced decisions.

We welcome applications from people of all backgrounds and particularly encourage applications from individuals who are currently underrepresented within charity governance.

We will not discriminate on the basis of:

- Age.
- Disability.
- Gender reassignment.
- Marriage or civil partnership.
- Pregnancy or maternity.
- Race, nationality or ethnic background.
- Religion or belief.
- Sex.
- Sexual orientation.
- Socioeconomic background.
- Neurodivergence.
- Caring responsibilities.

Trustees are appointed according to the charity's needs and the applicant's skills, experience, commitment and suitability for the role.

We recognise that candidates may require reasonable adjustments during the recruitment process or while carrying out the role. Applicants are invited to tell us about any adjustments that would help them participate fully and comfortably.

We are also committed to creating a Board culture in which different views are respected, trustees are able to contribute meaningfully and decisions are reached through constructive discussion.

How to Apply

To apply for a trustee position with The Sussex Reptile Rescue Centre, please submit:

1. A current CV or summary of your relevant experience.
 - A brief supporting statement explaining:

Why you would like to become a trustee of TSRRC.

- What skills, knowledge or experience you would bring to the Board.
- How you could contribute to the charity's current priorities.
- Any potential conflicts of interest that the Board should be aware of.

Applications should be sent by email to:

benjamin.checkley@thesussexrrc.org.uk

Please use the subject line:

Trustee Application

Applications will be reviewed against the trustee role description and person specification. Suitable applicants will be invited to an informal discussion with members of the Board. This will provide an opportunity for both the applicant and the charity to discuss the role, expectations, availability and suitability.

Preferred applicants may be asked to:

- Provide references.
- Complete an eligibility declaration.
- Declare any conflicts of interest.
- Provide appropriate identity information.
- Complete any checks considered necessary and proportionate to the role.

Appointments will be made in accordance with the charity's governing document. Successful applicants will receive a formal invitation to join the Board and will complete the charity's trustee induction process.

Informal enquiries are welcomed. Prospective applicants may contact the charity before applying to discuss the role, the organisation's work or any reasonable adjustments they may require.

Closing date: 23/08/2026

Interview or informal discussion dates: 1/09/2026

The Sussex Reptile Rescue Centre reserves the right to close recruitment early if suitable candidates are identified.



The Sussex Reptile Rescue Centre
info@thesussexrrc.org.uk www.thesussexrrc.org.uk

Charity Number 1210189

