



## **The Northern Ireland Agricultural Research & Development Council**

<b>Job Title:</b>	Trustee
<b>Remuneration:</b>	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
<b>Time Commitment:</b>	4 Trustees' meetings a year (+ possible further sub-committee meetings)
<b>Term:</b>	Trustees are elected for a three-year term and may serve no more than three consecutive terms (four in the case of the Chair / Vice Chair of the Board of Trustees)

### **About the organisation**

AgriSearch (The Northern Ireland Agricultural Research and Development Council) is an independent charity incorporated as a company limited by guarantee.

AgriSearch was formed in 1997 to help dairy, beef and sheep farmers become directly involved with production-oriented research. The funds contributed by farmers to AgriSearch (through a voluntary levy collected by Dairy and Red Meat Processors) are used to commission research that will improve and develop beef, sheep and dairy farming in Northern Ireland. The guiding principle behind all of AgriSearch-funded projects is to provide research that will be of practical benefit to farmers and provide them with tools to help reduce costs, increase performance, drive innovation and improve welfare.

In recent years AgriSearch's role has grown from merely being a co-funder of research to taking a much more active role in leading projects and acting as a liaison between researchers, advisors and the industry. It now has a pivotal role within the research and knowledge transfer functions for Northern Ireland's ruminant livestock sector.

## **Job Description**

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document - (memorandum and articles of association.)
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the General Manager and monitor his or her performance.

In addition, with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

As only independent trustees can assume the role of Chair or Vice Chair of the Board of Trustees, if so appointed the Trustee should be willing to take such a role in the future.

### **Person specification**

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

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

### **Essential Qualities**

#### **Experience**

- As we are looking to recruit a Trustee with the potential to become Treasurer of the organisation we are particularly looking for a person with experience of finance and/or accounting.
- Knowledge of and interest in the Northern Ireland Agri-Food sector.
- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with colleagues and key stakeholders at every level in industry and government to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences

#### **Knowledge, skills and understanding:**

- Commitment to the organisation and a willingness to devote the necessary time and effort to their duties as Trustee and if called upon as Treasurer
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind as well as listening to the views of others
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Leadership ability (as may be called on to take the role of Chair / Vice-Chair)
- Tact and diplomacy
- Good communication skills
- Ability to take decisions for the good of the organisation
- An understanding of the respective roles of the Chair, Trustees and General Manager

### **Desirable Qualities**

- Experience of charitable organisations.
- Experience of making successful external funding applications and managing same.
- Experience of strategic planning and organisational development

### **Application Procedure**

Those interested in applying for this position should send a customised CV (of no more than 4 sides of A4, using a font size of not less than 11pt) showing how they meet the above mentioned criteria no later than Monday 23<sup>rd</sup> May 2016

**Completed applications may be sent by any of the following methods:**

**Email:**            [jason@agrisearch.org](mailto:jason@agrisearch.org)

**Post:**             Jason Rankin  
                      General Manager  
                      AgriSearch  
                      Innovation Centre  
                      Large Park  
                      Hillsborough  
                      County Down  
                      BT26 6DR

### **Equality Statement**

We welcome applications from all suitably qualified persons regardless of their gender; religious belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.