



**Candidate information for the role of:
CHAIR**



**BTA, Jubilee House, Forthside Way, Stirling, FK8 1QZ
Tel: 01786 542 224
Email: recruitment@brucetaitassociates.com**

Background information

North Berwick Trust was established in 1973 to support and benefit local residents and their dependents. The Trust was funded by the then North Berwick Town Council to acquire 103 acres of land at Mains Farm. The land was safeguarded by the Trust for many years and during the year to November 2016, a portion of this land was sold to Walker Homes, Cala and Cruden Homes. By April 2019, the income from this sale will total £16.7m. 50 acres of land remains in Trust ownership.

Through the development of this land, and the use of income received, the Trust supports and provides benefit to the residents of North Berwick and their dependants.



The Trust's Vision

To take a flexible and responsible approach to managing trust funds, enabling them to both invest in the community today and create a North Berwick 'Forever Fund' for the future.

Working with North Berwick Community Council, the Coastal Area Partnership and other appropriate bodies, they will use the Trust's resources to assist in meeting identified community needs

1. The Trust will award grants to North Berwick Community Groups, organisations and individuals
2. They will seek to work inclusively, collaboratively and transparently
3. The Trust will review their work regularly and undertake a major review in 2020

About the Trust

The Trust employs one part-time Trust Manager.

The Trustees meet regularly to oversee the operation of the Trust and determine its strategic direction and policies. The Board has created a sub-committee structure and has recently created a finance group, a grants group and an estates group. These groups will support the Trusts Board.

North Berwick Trust is in the process of becoming North Berwick Trust Ltd but the aims are not changing. North Berwick Trust Ltd will continue with the same charitable purpose, namely 'to benefit the residents of North Berwick.' This change is a technical one and is being made to ensure that North Berwick Trust is able to pursue its charitable purpose as efficiently and effectively as possible, while embodying best charitable practice.



The Trust's Activities

Following the sale of land in 2015 the Trust is in a process of transition. In the fullness of time it is anticipated that the Trust's activities will fall into two categories:

1. **Grant making.** The Trust will oversee the management of assets, principally equities, but perhaps some land as well, which will generate income, which will be used to create a North Berwick Forever Fund which will ensure that grants can be awarded in perpetuity. Some of the assets may be used to fund a landmark project, which the Trustees believe will transform the community of North Berwick.
2. **Managing land and/or buildings for a charitable purpose.** The Trust retains ownership of four parcels of land. Each of these has a different designated use, which creates both responsibilities and opportunities.

Grants and Funding

North Berwick Trust has £200,000 of grant funding available for 2019. The grant application process opens up twice per year in March and September, with £100,000 allocated to each grant window. The upper limit for a single award is £30,000.

Background to the role of Chair

The current Chair, Rev. Neil Dougall will soon be stepping down from his position and is looking for a replacement who will become the Chair of North Berwick Trust Ltd.



Despite its sizable assets the North Berwick Trust is a small organisation. The Chair will need to have the ability to be both strategic and operational, and on occasion get involved in the day-to-day running of the organisation.

In addition to having the skills and experience to chair Trustee meetings, the Chair will be required to exercise judgement to manage issues that arise between meetings.

Most notably, there are significant financial investments that require effective oversight as the Trust both invests and spends funds.

The position of Chair is for a three-year tenure.

Key information about who we are looking for

If you have a strong connection to North Berwick (perhaps you live or work in the area) and have time to dedicate to this role we would love to hear from you.

The successful candidate will need to have the following skills and personal attributes:

- Experience of chairing meetings
- Reliable and patient
- Experienced at handling conflict situations
- Independence and tenacity
- Ability to prioritise issues and possess good time management
- Confident communicator
- Critical thinker
- Tactful, honest and trustworthy

Additional information

The first stage of the process is an informal meeting with the current Chair, Rev. Neil Dougall. The second stage is formal interview with three Trustees.

How to apply

The recruitment campaign for the role of Chair is being recruited exclusively on behalf of North Berwick Trust by specialist voluntary sector recruitment agency BTA.

To apply for this role, please email your tailored CV and covering letter outlining your suitability to recruitment@brucetaitassociates.com before 5pm on Monday 15th April.

Additional information

Please format your CV and covering letter in Microsoft Word.

As you have enquired about one of our vacancies you will automatically be added to our job alert distribution list so that you can receive notification about all of our vacancies. If, however, you do not wish to receive these, you can simply tick the unsubscribe button at the bottom of these notifications.

Further information on North Berwick Trust can be found on their website www.northberwicktrust.co.uk

More information about BTA can be found on our website www.brucetaitassociates.net

Thank you for your interest in this role and if you have any questions at all, please don't hesitate to call us on the number below.

The BTA Recruitment Team

Contact us

BTA

Jubilee House, Forthside Way,
Stirling, FK8 1QZ
Telephone: 01786 542 224



"We believe the best people to recruit volunteer leaders for charities are people who have served on the board of charities themselves. We have!"

Bruce Tait, Chief Executive