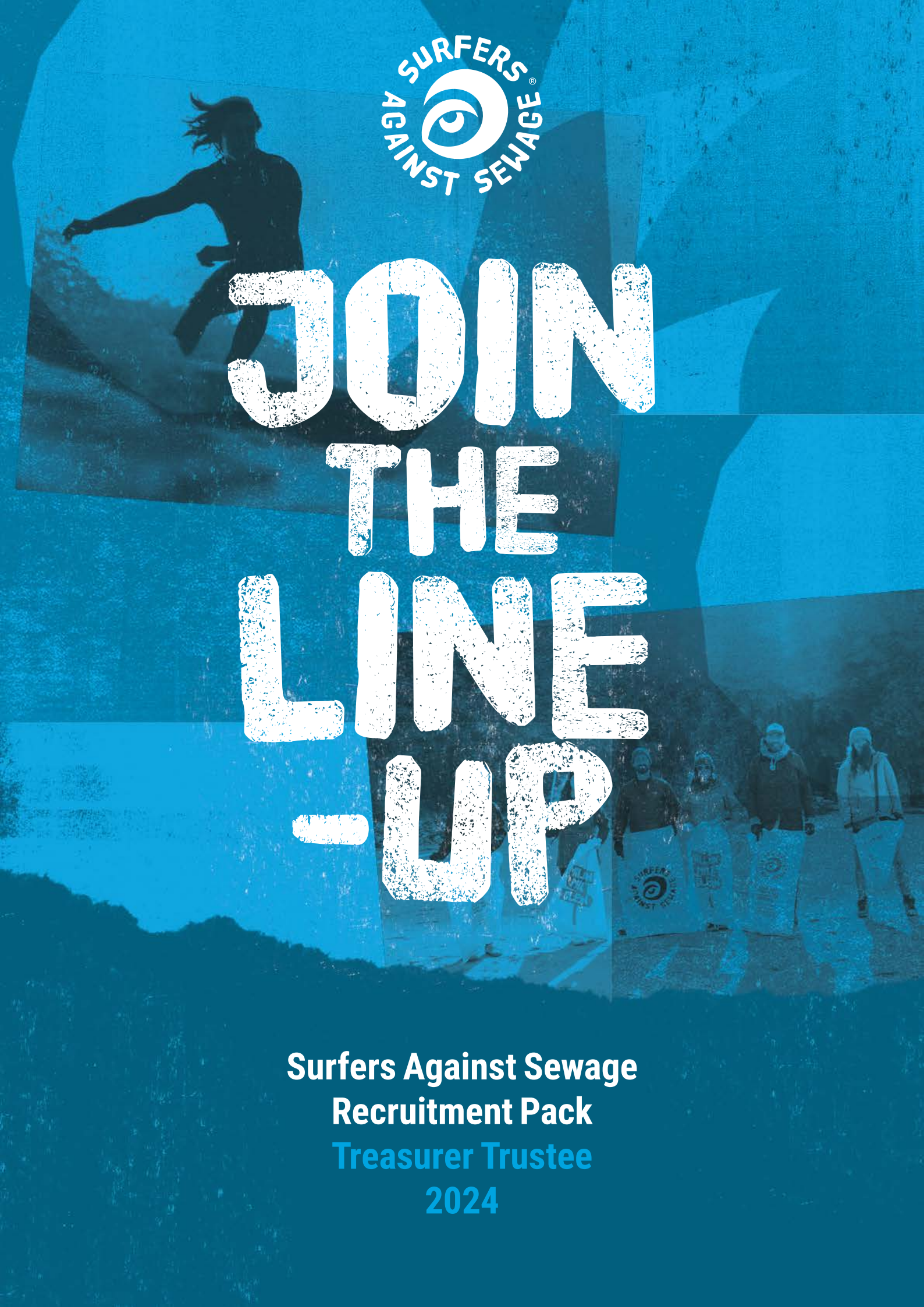



# Surfers Against Sewage Recruitment Pack

## Treasurer Trustee

## 2024

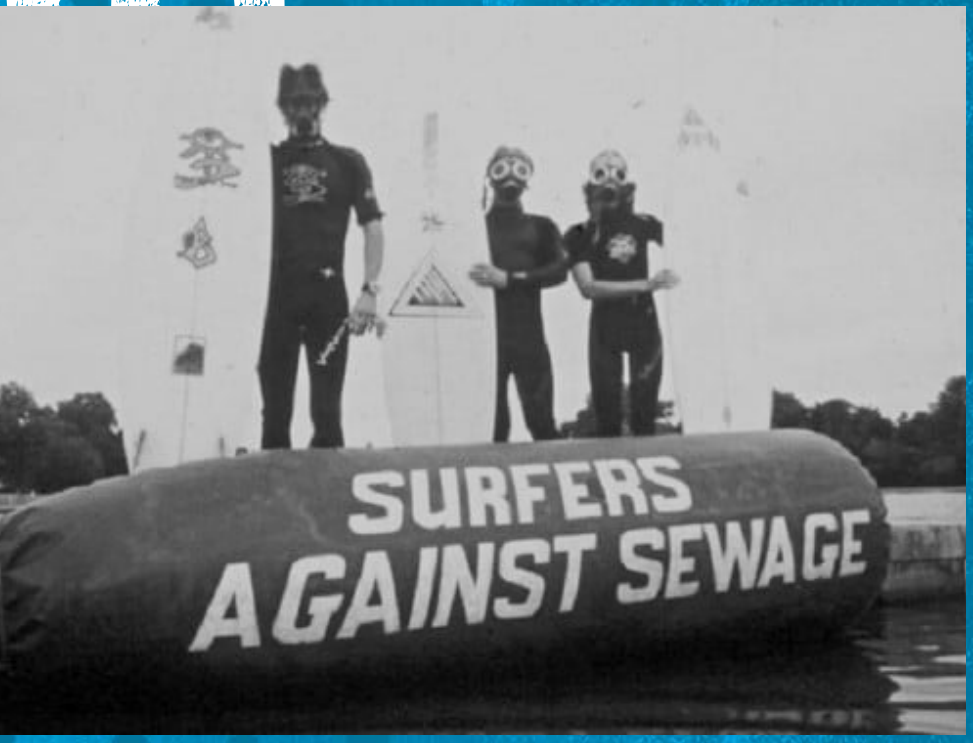
# Ocean health is vital to all of us, wherever we live. The food we eat and the water we drink. The places we work and play. The weather around us. The climate we depend on. Even the air we breathe. Society has been shaped by a healthy and stable ocean. For people to continue to thrive and live life to the fullest, the ocean must thrive too. The planet is at tipping point and change is needed now.

From a handful of activists to a nationwide movement over the last 30 years, Surfers Against Sewage has grown into one of the UK's most successful marine conservation and campaigning charities. 30 years on, sewage and plastic pollution remain huge threats to a thriving ocean.




We must therefore continue to grow our impact to change the systems which create these issues by putting profit over people, and which promote short-term thinking to solve issues with long term consequences.

The heritage of our organisation is anchored in the ocean. Yet our reach and influence now permeates communities and institutions nationwide, from a programme of school engagement, through to supporting community groups to monitor and lobby for better protection of inland bathing waters




In this decade devoted to the ocean, we will redouble our efforts and continue to mobilise and equip the biggest and most authentic community of ocean conservation campaigners and volunteers in the UK.

## If this inspires you then please read on to find more about who we're looking for.

**Jon Khoo**
Chair of Trustees



## It's a fabulous time to be joining the trustee board at Surfers Against Sewage. A unique opportunity to support a charity that is very much at the forefront of both the water quality and plastics debate in the UK and beyond.

Our team, whether in St Agnes or working remotely across the UK, live and breathe a shared passion to protect our oceans and coastlines and do wonderful work inspiring ocean activists across the nation each and every day. As trustees, our role is to ensure this impact continues and grows.

From a financial perspective - to me - SAS are in a really good position thanks to the prudent approach taken by our Finance Director, Fiona Kilbride and great work by our fundraising team led by Pete Lewis (Fundraising Director).

2024 is shaping up to be a huge year for SAS and our Ocean Activists, and we very much welcome your interest in becoming our Treasurer.

Jon Khoo

**Fiona Kilbride**
Finance Director



## This year's priority has been to get ourselves up to speed as a relatively new finance team, and continue to engage the wider team in regular financial reports and budget reforecasts.

Our planned work in 2024 includes several changes: We will be streamlining some of our financial processes through introduction of a new finance system (Iplicit) and working closely with the Ops team to make sure this integrates with our incoming CRM. We also have an opportunity to provide valuable finance insight to the upcoming strategic planning process.

I look forward to working with a treasurer and benefitting from their knowledge when it comes to strategic finance and scenario planning, refreshing our reserves policy, and ways to build more financial literacy across the wider staff team.

Fiona Kilbride

# The ever-growing SAS community believes in staying connected with the ocean. To strengthen this bond, we live by six core values, that matter deep down, to us all.

## 01. COMMUNITY

We are a community of staff, volunteers, and ocean activists. We make sure we look after our community by nurturing and supporting, treating each other as humans: With compassion, kindness and care.

## 02. PURPOSEFUL

We're serious, experienced, rigorous, determined and dedicated. We know the impact of people power and how our actions on the ground, and at the top, make a difference.




## 03. OPEN

We're passionate, down to earth campaigners with a deep, unrelenting love of the ocean. We believe in building diverse, inclusive and active communities.

## 04. AUTHENTIC

We're human, doing our best for the ocean that we all love and rely on. When we don't get things right, we learn from it. We believe in authenticity. You can't fake trust.

## 05. DYNAMIC

We're active, energetic doers. From the beachfront to the frontbench, we bring people together, empowering them to get stuck in and make real change happen.

## 06. DARING

We're creative risk-takers, willing to disrupt the status quo and show how being different makes a difference. We have edge and energy that we put to use, pushing back against norms and pushing forward a counterview of what's possible for our planet.

## TEAM CHARTER

When you start at SAS, you will be provided with our Handbook and Team Charter, which we collectively created to set out expected behaviours and ways of working; a manifestation of our values.

EQUITY, DIVERSITY AND INCLUSION



## Here at Surfers Against Sewage, we are not ones to shy away from the big topics. Equally, we are self-aware enough to realise where we have work to do.

We are setting ourselves ambitious but attainable targets and we recognise our engagement in Equity, Diversity and Inclusion needs a dedicated, organisation-wide strategy.

The impact of plastic pollution, water quality and climate change disproportionately affects marginalised communities, yet there is significantly lower representation in Ocean Activism from within these communities. We want to change that. Our aim to create Ocean Activists everywhere isn't a tag line, it's a mission.

We are all connected to the ocean, regardless of distance, age, gender, race, disability, sexual orientation or belief system. We want to help reconnect us all to the ocean, waterways, rivers, lakes and even the water we use in our homes and schools. It's all connected – let's protect it together.




And finally, even if you don't meet every single requirement and don't surf, here at SAS we are committed to building a diverse, inclusive and equitable workplace, so if you like the look of us and even if you have not been a Trustee before, we would still like to hear from you! We will support you with a thorough induction, mentorship and ongoing training.



PERSON SPECIFICATION



# We are looking for an experienced accountant to join our passionate and committed Board of Trustees.
# We will be looking to you to provide oversight of all financial aspects of the Charity on behalf of the Board of Trustees, to evaluate our financial position and associated risks and to assist the Chair and the Chief Executive in ensuring that the Board of Trustees fulfils its duties and responsibilities for the proper financial governance of the charity.

**Some of the skills and experience we are looking for:**

- ACCA / ACA / CIMA or equivalent qualified with a number of years PQE
- Knowledge of current accounting practices and financial regulations governing charities and companies
- Experience leading a finance department with strong strategic planning skills
- Ability to challenge and engage
- Ability to digest, present and critically evaluate a range of information, including written reports, statistics, and verbal communications
- Able to commit sufficient time and the ability to visit the office in St Agnes 2-3 times a year
- Experience in the charity sector would be preferable but we would also consider skills from the private sector

**Here are your key responsibilities:**

- In partnership with the CEO and Finance Director
- We need you to ensure that the charity operates within the financial guidelines set out in current legislation by the Charity Commission, in the Charity's Constitution and by the Board
- You will be able to Identify and bring to the attention of the Board any financial risks facing the Charity
- Provide feedback on the reserves policy and ensure that this policy is reviewed and monitored regularly
- Protect and manage the property of the Charity and to ensure the proper investment of the Charity's funds
- Review the proposed annual budget, cash flow forecasts and financial reports and provide feedback to the Board
- Review longer term forecasts of capital resources and of income and expenditure, and to review and monitor financial trends within the Charity and the sector within which the Charity operates

PERSON SPECIFICATION

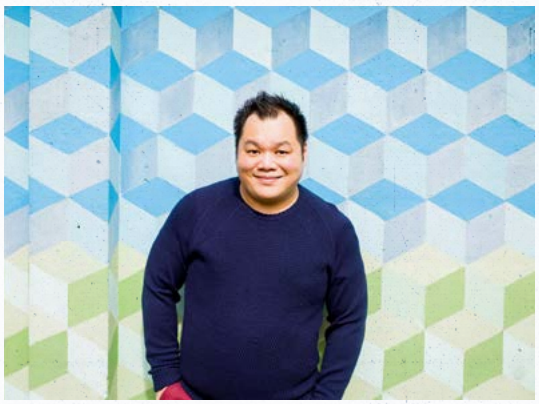
- Be a member of appropriate Board committees and internal working groups

**To provide assistance to the Chair, other Trustees and the CEO by:**

- Ensuring that the Board of Trustees fulfils its duties and responsibilities for the proper financial governance of the Charity
- Keeping the Board informed of its financial duties and responsibilities
- Advising the Board on financial implications and operational risks arising from Board decisions, especially the Board's strategic and policy decisions
- Advising the Board on the financial strategy proposed by the CEO and review and monitor the financial strategy on behalf of the Board
- Working with the CEO and Finance Director to ensure financial information is presented in a way that facilitates good financial governance, and enables the Board to fulfil its legal and statutory responsibilities

**Other duties & responsibilities:**

- Naturally, we expect you to maintain confidentiality in all areas of our work.
- Occasionally, there will be training & operational activities that may require overnight stays away from Cornwall, in which case standard SAS procedure apply
- We are committed to creating an inclusive, equal and diverse workplace and would expect all of our Trustees to share this same vision.



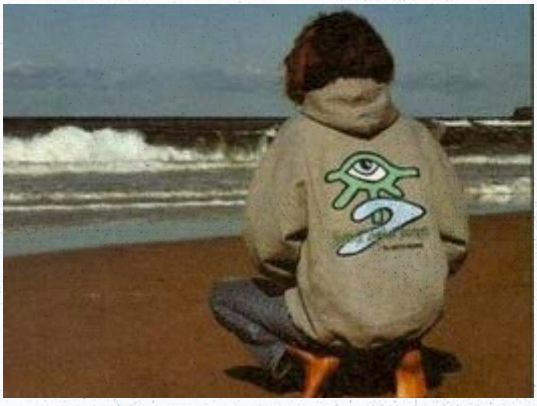
## Jon Khoo



## Dan Crockett



## Lauren Davies



## Lesley Kazan-Pinfield



## Heather Koldewey



## Lucy Siegle



## Chris Hides

ADDITIONAL INFO



## OUR FINANCES

Our total (pending audit) income for 2023 was £2.9m which came from membership subscriptions, trusts and grants, corporate support and other donations. Our expenditure was £3.0m. Our reserves currently stand at £2.4m and our reserves policy is based on the risk profile of our income streams. We will continue to monitor our reserves and regularly revisit our reserves policy in line with our current risks and opportunities. Further information about our finances can be found in the attached annual report and accounts.

## MEETINGS

Our Board meets quarterly on a Tuesday at 3.30 pm, usually on a dial-in basis, but we do encourage Trustees to come to our HQ in St Agnes where possible. Our Finance Sub-Committee, consisting of the Treasurer, the Chair, the CEO and the Finance Director, also meet quarterly in the week before the Board meeting at a time that suits all attending.

In addition, we have planned a number of all team strategy setting days for 2024 and would encourage Trustees to join us for these. There may also be other events both in Cornwall and across the UK that Trustees will have the opportunity to attend. Expenses are offered



## INDUCTION

The following activities will take place early in the induction period and a review will take place after 3 months:

All trustees will be supplied with an Induction Pack containing essential information about the Surfers Against Sewage.

**New trustees as soon as is practicable will:**

- be welcomed to the Board by the Chair;
- receive an informal briefing from the Chair;
- have the opportunity to visit our HQ and hear about our projects from our team;

**Areas of discussion, which the Chair or mentor trustee will cover with the new trustee, should include:**

- Background and history of the charity, our mission and strategic priorities;
- Current relevant issues
- An overview of the Trustee's role including confidentiality and the code of conduct;
- How the Board meetings are conducted
- Trustee training.



**We are working with Jackie Dawkins of Shine Charity Recruitment who is supporting us with this appointment. She will be delighted to speak to you about this opportunity and what it means to be a Trustee. She can be contacted at:**

**Jackie Dawkins - Shine Charity Recruitment**
jackie@shinecharityrecruitment.co.uk
01884 841751

Initial discussion with Jackie Dawkins who will ask you for a CV and covering letter should you wish to proceed. This will be submitted to the Board with her recommendation. There will be an opportunity to meet the Chair and CEO for an informal discussion before being invited for an interview.

Our preferred candidate will receive an invitation to attend a board meeting as an observer before formal appointment. The invitation to join the Board will depend on satisfactory references being received and trustee eligibility declaration and equal opportunity forms being completed.

**CLOSING DATE: Sunday 18th February 2024**

SURFERS AGAINST SEWAGE®