

Non-Executive Director

Environmental Trust Scheme Regulatory Body trading as ENTRUST

Time Commitment: Normally 10-12 days per annum

Duration: 3 years, which may be extended for a further three years

Location: Leamington Spa, Warwickshire

Closing date: 12 February 2021

The Environmental Trust Scheme Regulatory Body trading as ENTRUST is a not-for-profit Company, set up to regulate the Landfill Community Fund (LCF). They are looking to appoint a Non-Executive Director to the Board.

Background:

ENTRUST is a not-for-profit company, limited by guarantee, set up to regulate the Landfill Community Fund (LCF), under a Terms of Approval (TOA) agreed with HM Revenue & Customs (HMRC).

The Government permits elements of the landfill tax it levies on Landfill Site Operators (LOs) to be utilised to benefit local communities and the environment. LOs are currently allowed to contribute up to 5.3% of their landfill tax liability to Environmental Bodies (EBs), set up under the scheme, as a tax credit.

ENTRUST's role is to provide HMRC with independent assurance that LCF monies spent by EBs, comply with the requirements of the Landfill Tax Regulations 1996 (Regulations). In delivering this role, they register EBs, provide policy advice and guidance and undertake compliance reviews of EBs.

Since its inception in 1997, the LCF has funded projects totalling over £1.5 billion covering more than 60,000 individual projects.

Context:

ENTRUST is currently based in Leamington Spa, has a staff of 18 and an annual budget of £1 million.

Governance:

In line with best practice, the Company is looking to appoint a new Board member in anticipation of the retirement of one of its longest serving members. The Board currently consists of five Non-Executive Directors (NED) and the Chief Executive (CEO).

Key Responsibilities:

The key responsibilities of the Board include:

- Ensuring appropriate standards of governance operate in the Company;

- Providing strategic direction and leadership; and
- Supporting and challenging the Executive in the delivery of the organisation's Corporate Plan.

Person Specification:

With this particular appointment, the specific focus will be on the following senior management skills, knowledge and experience:

- Broad business experience at Board level in the private and/or public sector;
- Up to date knowledge and experience of chairing an HR Committee;
- Current knowledge and experience of managing governance, Audit and HR issues;
- Strong interpersonal skills and being a committed team player; and
- Preferably some direct, or indirect involvement and understanding of a regulatory process.

Time Commitment:

The normal time commitment is approximately 10-12 days per annum, but Members are expected to be available to work up to a further six days per annum during the year. The Board meets about five times a year for a full day. Due to the COVID-19 pandemic, the Audit and HR Committees may also meet on the day before these meetings.

Remuneration:

£8,500 per annum.

Application Process:

- Applicants will be required to submit a covering letter detailing how their knowledge and experience meet the requirements of the person specification and a CV to the Chair's Personal Assistant – Helen Maccallum by email to helenmaccallum@entrust.org.uk, or by hard copy to 60 Holly Walk, Leamington Spa CV32 4JE;
- A short-list of candidates will be drawn up after the closing date from applications received; and
- An interview for shortlisted candidates will take place in March 2021, with a view to the successful candidate taking up the post in June 2021. Interviews will take place using video conferencing.

If you have any questions about this opportunity, please contact Christopher Welford ENTRUST Chief Executive on 01926 488 317 or e-mail to helenmaccallum@entrust.org.uk

Closing Date:

The closing date for applications is 12 February 2021.