

Treasurer

Information Pack



Northern Ireland
**environment
link**

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Introduction

Dear Candidate

Thank you very much for your interest in the role of Board Treasurer Northern Ireland Environment Link.

We are the networking and forum body for organisations interested in the natural and built environment of Northern Ireland. With the current challenges to our environment locally, nationally and internationally, the projects we deliver and our work on influencing public policy has never been more important.

The team we've developed under the leadership of CEO Max Bryant and the Board are passionate about what they do, so we are looking for some-one who will be as committed to the cause of natural and built environmental protection.

We are looking for some-one who is independently minded and able to advise the Board on the financial implications of NIEL's activities. They will oversee the preparation and presentation of budgets, accounts and financial statements to Board meetings and to the Annual General Meeting. They will advise on reserves and investment activities ensure that these are compatible with NIEL's mission, its policies and its legal responsibilities. A key part of the role will be to lead the Finance and Human Resources sub-committee.

We are working with our recruitment partners Engage on this search and selection, and they will be happy to answer any queries you might have in the first instance.

You can find out more about the role and our organisation in this document, and in more detail on our website at **www.nienvironmentlink.org**.

If you are interested in applying your skills and experience to further NIEL's mission, have the collegiate mind needed to lead our board in ensuring that our members have a voice when and where it counts, then we would love to hear from you.

Stephen Aston

Board Chair



Who we are

Northern Ireland Environment Link (NIEL) is the networking and forum body for organisations interested in the natural and built environment of Northern Ireland.

NIEL was formally launched in 1990 to complete the UK network: Scottish Environment Link, Wales Environment Link and Wildlife and Countryside Link (England).



NIEL is managed by a Board of Directors, with new nominees elected annually at the AGM. It consists of Officers plus representatives of Full Members and invited Directors from outside the eNGO sector.

The Board of Directors convenes five times a year to discuss operational matters and plan members' activities and publications. A number of sub-committees (Strategic Policy, Finance and Human Resources, as well as dedicated task and finish groups) meet to carry forward specific work in their relevant management areas. These sub-committees report directly to the Board of Directors.

Day-to-day running of NIEL is carried out by the staff, who are overseen by the Board of Directors. This staff of nineteen work closely with the NIEL members, and other sectors.

What we do

Member Networking and Services

NIEL helps members understand complex issues and presents a unified voice by bringing together a wide range of knowledge, experience and expertise which can be used to help develop policy, practice and implementation across a range of environmental fields.

NIEL represents more than 70 Full Members (voluntary organisations) and over 40 Associate Members (statutory organisations, companies or individuals).



Full members represent over 200,000 individuals and collectively employ over 1,400 staff with over 1,700 volunteers. NIEL Full Members have a collective turnover of over £66 million and manage over 265,000 acres of land. Members are involved in environmental issues of all types and at all levels from the local community to the global environment.

We bring our members together in a range of events and collaborative programmes to help shape our sector's contribution to policy and action on the environment. These are supported by our publishing activities which in addition to our annual reports include consultations, NIEL and Member publications, the latest news from the NI Assembly and more.

Assembly Hub

We keep a close watch on all the activities of the Assembly that affect our mission and our members. We share our monthly review of the outcome of various Statements, Debates and Questions on environmental issues.

Policy Hub

Our role is to inform regional, national and international policy that can impact on the natural and built environment.

We work with political and government bodies - primarily the Northern Ireland Assembly and the Northern Ireland Departments, but also the UK Government and the European Union, including strong cross-border links with similar organisations in the Republic of Ireland. We engage with key decision makers to promote our strategic objectives and specific policy issues.

Working Groups

The majority of our policy work concentrates on major policy themes and much of this is delivered in conjunction with other organisations through a variety of working groups of varying structure and timescale. The groups we currently collaborate on include:

- Climate Change Policy Working Group
- Fresh Water Task Force
- Nature and Environmental Protection
- NI Marine Task Force
- Planning and Land Matters Task Force
- Sustainable Agriculture Policy Working Group

Facilities and Funding

As well as office space and facilities for staff, NIEL has a meeting room and can provide hot desking spaces for members. NIEL also has a funding database which can be accessed, free of charge, to members. NIEL is at the heart of the environment sector in Northern Ireland, and we constantly seek to improve the services that we can provide.

Some of Our Projects

Climate Northern Ireland

The Climate Northern Ireland partnership brings together members from a range of key sectors to share best practice and promote positive action to address the impacts of a changing climate.

Over the past year Climate NI has delivered a broad programme of work (largely funded by DAERA), on subjects such as – Climate Change policy, adaptation, mitigation, public body reporting, the support and development of adaptation programmes, and climate emergency training. Climate NI is the primary point of contact within Northern Ireland for all aspects of climate change, and the team promotes a more coordinated and coherent approach that adds value to the work of our members.



Peatlands Collaboration Network/Species Recovery Network

NIEL's CEO acts as the Chair and a key partner in enabling organisations to deliver their projects across a wide range of partners. NIEL is increasingly being seen as uniquely positioned to act as a neutral voice and coordinator in bringing together potential rivals and competing rivalries to deliver common strategic objectives.

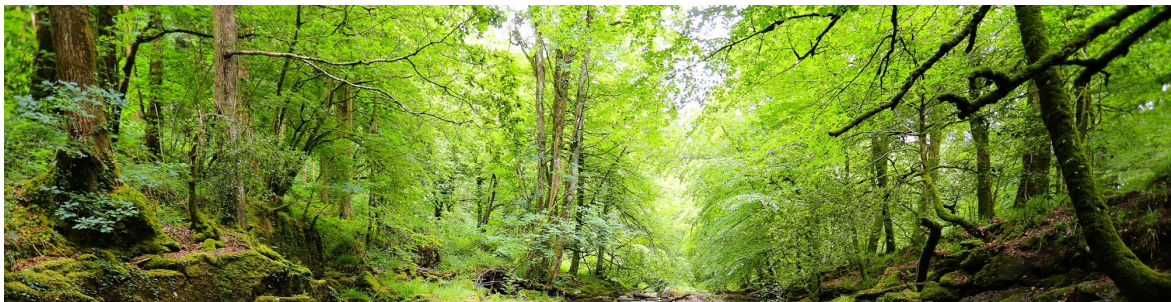
Earth Hub

A project in partnership with Keep Northern Ireland Beautiful to develop a new and innovative EARTH Hub, a collaborative online platform for environmental education and action. Due to launch in Spring 2025, Earth Hub will:

- Bring together all of the work from across the environment sector in Northern Ireland; from activities and actions to challenges, initiatives and events to drive engagement with environmental action
- Encourage collaboration within the sector, helping to create opportunities for partnerships, new funding opportunities and minimise duplication
- Provide access to data which can measure engagement and impact of action
- Be an excellent promotional tool which will be available and marketed to a wide variety of audiences
- Create more accessibility for people to engage with the sector for environmental education and action

Landscapes NI

Supported by Esmée Fairbairn Foundation, NIEL provides a dedicated resource to help coordinate and manage the work of Landscapes NI a collaborative network of 16 organisations involved in landscape policy and management in Northern Ireland. This has led to the development of a vision, mission as well as 10 key objectives and the launch of a Manifesto for Landscapes in October 2024.



Historic Environment

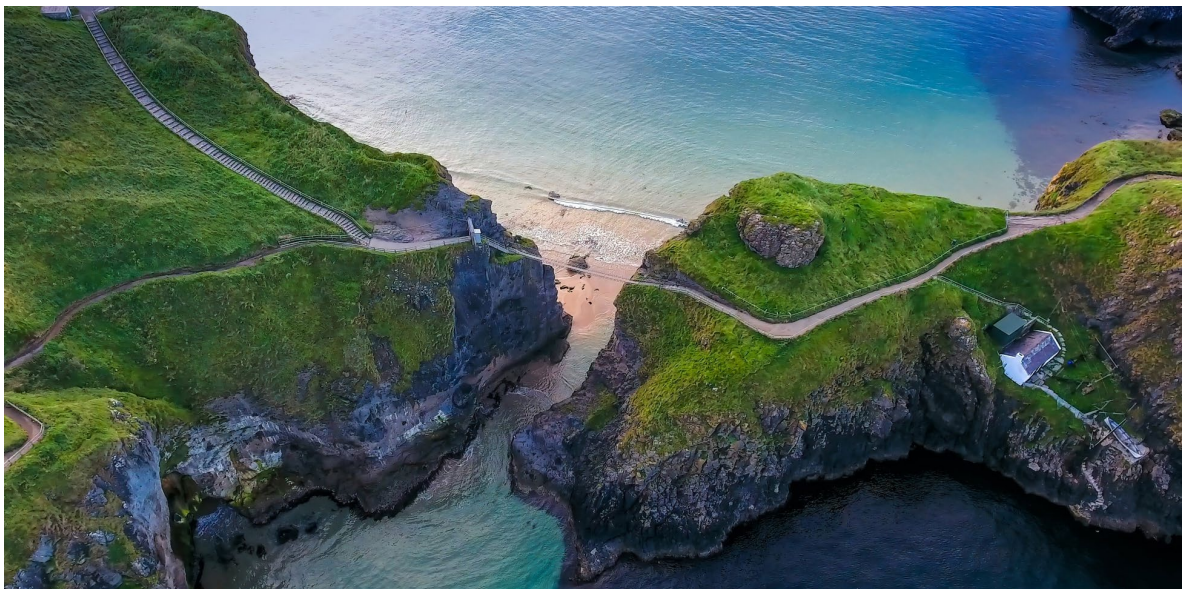
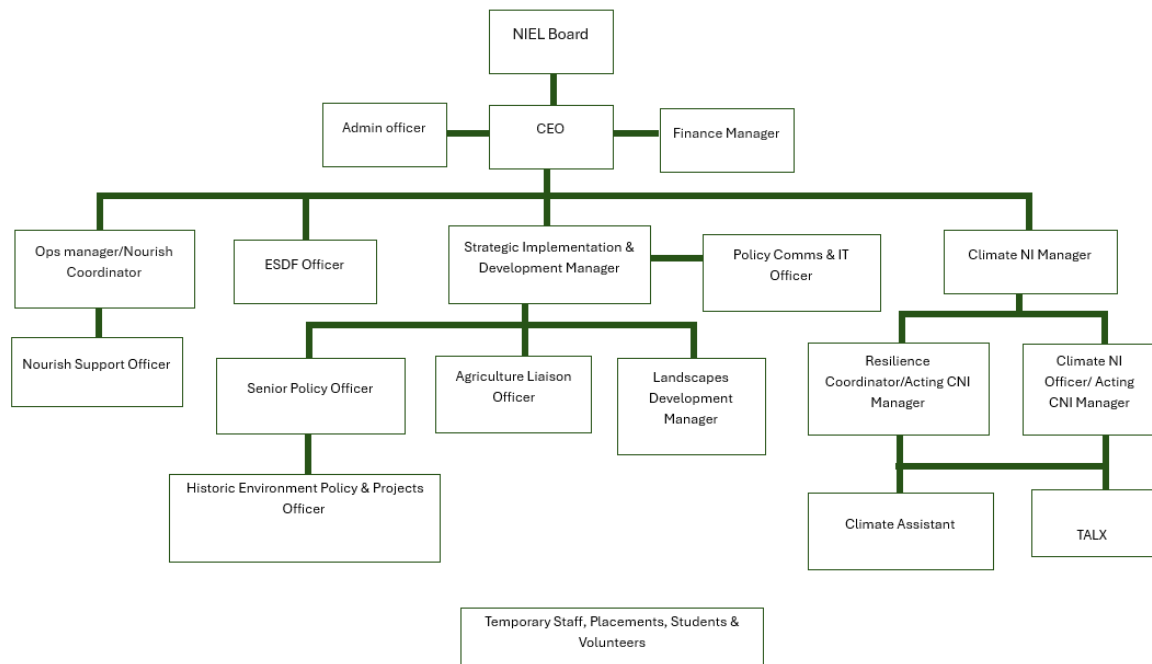
Most of NIEL's work is around the natural environment, but given the breadth of the environment sector and of the NIEL membership, we maintain a strong relationship with the Historic Environment Division of the Department for Communities. Together with some member organisations, NIEL has been an important participant in the creation of an Historic Environment stakeholder group. We have been working to show how fundamental heritage is to our society - how it supports our economy, strengthens our communities and is crucial in shaping our character. NIEL manages the sectoral website 'NI Heritage Delivers' where up-to-date information and news is posted.

Nourish NI

Nourish NI (formerly Belfast Food Network) is building, supporting and leading an emerging sustainable food movement across the country. We are the national NI partner for Sustainable Food Places, which is one of the fastest-growing social movements today. It is an alliance of cities, towns and boroughs, each of which is harnessing sustainable food as a vehicle for driving positive change. There are five proactive sustainable food partnerships across Northern Ireland that are promoting sustainable food as a means of enabling positive social, economic and environmental benefits for our communities, businesses and planet.



How we're organised



Strategy

Vision

A valued, resilient, healthy environment.

Mission

To be a collective voice promoting the importance of environmental issues through influencing policy and developing partnerships for a healthy environment.

Strategic Aim 1: Environmental Policy and Advocacy

Advance the conservation, management and access of the environment through development of relevant policy and advocacy

Strategic Aim 2: Partnership & Collaboration

Advance collaboration within and beyond the Environmental NGO sector

Strategic Aim 3: Membership and Capacity

Increase the capacity and sustainability of the environmental NGO sector in NI

Strategic Aim 4: Communications

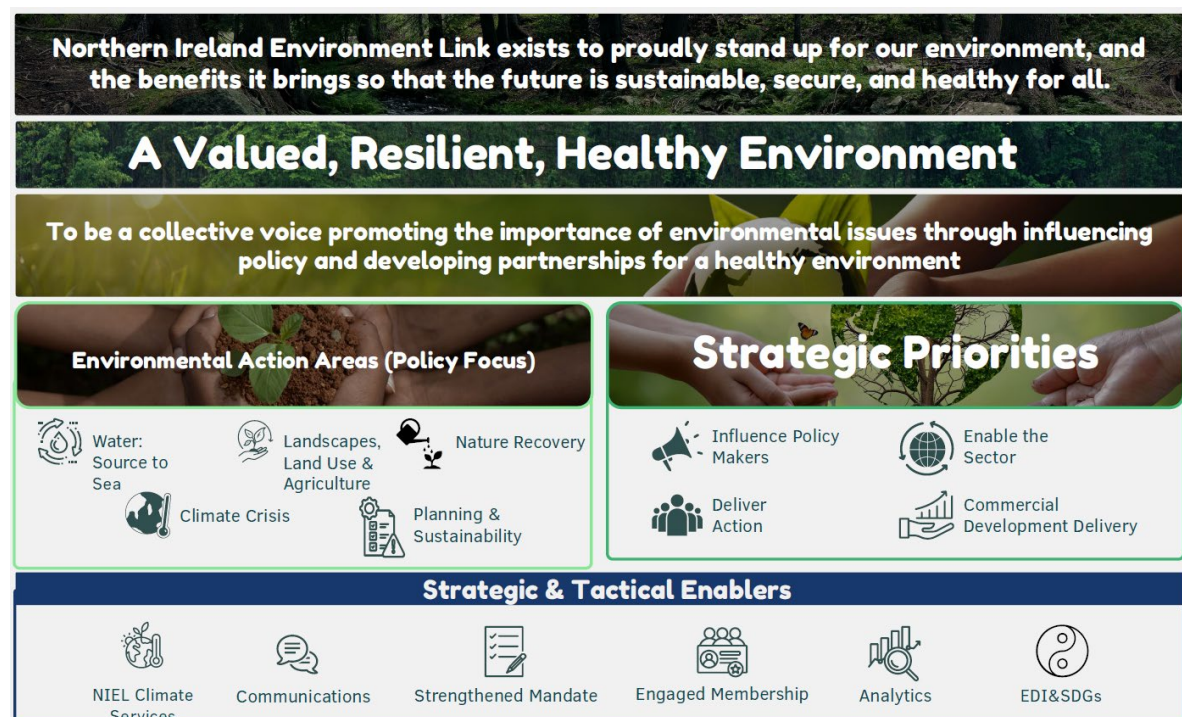
Communicate effectively with our members, partners, stakeholders and other target audiences

Strategic Aim 5: NIEL- An Organisation Ready for the Future

To be an effective organisation with improved levels of resource and capacity

Charitable Objectives

- Advance, for public benefit, environmental conservation, protection, improvement and sustainability
- Raise awareness of environmental issues by providing a forum for exchange of ideas and promoting a collective voice
- Advance the education of all sections of the public in environmental and ecological science



Financials

Here's a summary of our most recent published Income and Expenditure statement to 31 March 2023. You can click on the links below to access more information on our financial performance for the last three years.

	Notes	Unrestricted Funds £	Restricted funds £	Totals 2023 £	Totals 2022 £
Income					
<i>from donations and legacies</i>					
• Donations	3	-	-	0	-
• Subscriptions	3	5,165	-	5,165	965
• Grants	3	711,023	13,429	724,452	449,847
<i>from charitable activities</i>					
• Event and project income	3	42,470	-	42,470	49,225
• Members servicing and accommodation	3	1,799	-	1,799	2,167
<i>from other activities</i>					
• Sundry income	3	96,378	23,773	120,151	121,068
• Other servicing and accommodation	3	-	-	0	1,963
<i>from investments</i>					
• Investment income	3	681	-	681	660
Total income		857,516	37,202	894,718	625,895
Expenditure					
<i>on raising funds</i>					
• Advertising / PR costs	4	-	-	0	450
<i>on charitable activities</i>					
• Employee costs	4	576,490	15,111	591,601	466,876
• Premises costs	4	22,874	-	22,874	23,982
• Travel & training costs	4	8,381	1,742	10,123	2,860
• General administration costs	4	16,667	40	16,707	10,581
• Programme / event costs	4	149,883	14,940	164,823	91,231
<i>on other items</i>					
• Legal and professional fees	4	4,171	-	4,171	3,370
• Other expenses	4	10	-	10	592
• Depreciation of assets	4	-	-	0	-
Total expenditure		778,476	31,833	810,309	599,942
Net income / (deficit) for the year	5	79,040	5,369	84,409	25,953
<i>Transfers</i>					
• Gross transfers between funds	17	7,325	(7,325)	0	-
Net movement in funds for the year		86,365	(1,956)	84,409	25,953
<i>Reconciliation of funds</i>					
• Fund balances b/fwd at 1st April		377,939	(4,041)	373,898	347,945
Fund balances c/fwd at 31st March		464,304	(5,997)	458,307	373,898

Annual Report March 2023

Annual Report March 2022

Annual Report March 2021

Meet the Board



Stephen Aston
Board Chair

Following his role as a senior Environmental Adviser to the Department of Environment Stephen Aston led the development of Land & Resource Management in the Northern Ireland Environment Agency (NIEA), was elected as the UK national president of the Chartered Institution of Wastes Management and subsequently appointed as the Director of Strategy & Innovation for NIEA from 2011- 2015.



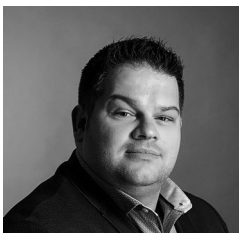
Joanne Sherwood
Board Vice-Chair

Joanne is passionate about saving nature and protecting the environment through her current roles as Director, RSPB Northern Ireland and Vice Chair, Northern Ireland Environment Link as well as in previous senior roles within the Environment Agency of England and Wales and Cyfoeth Naturiol Cymru / Natural Resources Wales.



Paul Armstrong

Paul joined the Woodland Trust as Public Affairs Manager in January 2021. Prior to this, he worked in policy and advocacy roles at the National Trust and the Northern Ireland Federation of Housing Associations. He is responsible for leading and managing the Trust's policy and advocacy work to support the creation, protection and restoration of woodlands in Northern Ireland for the benefit of climate, nature and people. He is the chair of the social enterprise Empowering Communities - which promotes best practice in community participation across the island of Ireland.



William Deane

William has worked with Action Renewables for 8 years and prior to that, spent 5 years working within the energy sector at a prominent electricity supplier. William supports the delivery of renewable energy projects in the private and public sectors across electricity, transport and heat.



Karen Kerr

Dr Karen Kerr (BEd PhD FHEA) is a lecturer in the School of Social Sciences Education and Social Work in Queen's University Belfast. She co-ordinates the Science PGCE programme and has a strong track record of research in outdoor learning, environmental education and education for sustainable development.



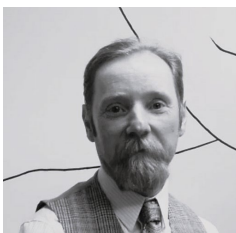
Ian Humphreys

Former CEO of Keep Northern Ireland Beautiful, Board Member and Treasurer of the Foundation for Environmental Education, Advisory Group Member of the Global Environmental Education Partnership and Member of Copeland Bird Observatory.



Darren Rice

Darren has had a passion for heritage since early childhood. He works with individuals and groups around intangible, cultural, natural, and built heritage.



Declan Allison

Declan is a Campaigner for Friends of the Earth in Northern Ireland, dedicated to the protection of nature, and supporting communities to resist those planning decisions and developments that are bad for our environment.



**Victoria
Magreehan**

Victoria is an External Affairs Consultant for the National Trust in Northern Ireland with a deep interest in policy and advocacy.



Dr Peter McEvoy

Dr Peter McEvoy is Director of Land Management at Ulster Wildlife, responsible for the EFS Group Program, Peatlands Program, Nature Reserves, Nature Recovery Networks, Community Engagement, and UW's species work. Peter started his career in academia in Belfast in 200 as a plant ecologist measuring effectiveness of agri-environment prescriptions and statutory designations. He moved to the Isle of Man Government in 2008 to deliver their pilot agri-environment scheme and continue with their program of ASSI designations in 2008. In 2012 he took on the role of Director of Agriculture, managing all aspects of agricultural policy and budgets as well as EU/State Aid and Brexit. During this time, he also held a Director role at Manx Wildlife Trust, Isle of Man Meats, and Laxey Glen Mill as well as managing legislation around Milk Marketing for the Isle of Man Creamery and Isle of Man Office of Fair Trading. He returned to NI in 2019 as a third sector CEO, before taking on his current role in 2021.



Josh Watts

Josh is a business owner with over 10 years of experience in building, leading and consulting on organisations including start-ups, charities, and international corporations. Josh brings experience in strategy, business management, and commercialisation. He has a background working in the eNGO sector, having previously worked as a General Manager for the National Trust.



Eric Randall

In 1992 Eric moved to Northern Ireland, joining the charity Bryson. He was responsible for Bryson Recycling initially establishing a small Cash for Cans operation. In 2001 this began to rapidly grow into a substantial social enterprise providing recycling services to local councils. When Eric stepped down from his role in October 2023, Bryson Recycling employed around 330 people, operating in Northern Ireland, Donegal, and North Wales and had a turnover of £20m per year. In the interim and before joining Keep Northern Ireland Beautiful, Eric was working in a consultancy role, particularly in the field of climate change, fuel poverty and waste. Eric has a deep interest and concern for the environment, and this has been a driving force for his life and career. His interests include cycling, wildlife, permaculture, music, and mindfulness. He has a particular interest in how we as a community respond to the climate and biological emergencies. Eric started his role as CEO role at Keep Northern Ireland Beautiful on 18 November 2024.



Treasurer Role Profile

The Treasurer's role is to advise the Board on the financial implications of NIEL's activities; to oversee the preparation and presentation of budgets, accounts and financial statements to Board meetings and to the Annual General Meeting; to advise the Board on its financial reserves and investment activities; and to ensure that these are compatible with NIEL's policies and legal responsibilities. They will ensure that the appropriate accounting procedures and controls are in place and that any auditors' recommendations are implemented. As Chair of the Finance and Human Resources sub-committee they will deal with any personnel matters unresolved by management processes.

Key accountabilities

To contribute to effective decision-making by the Board of Trustee Directors

To contribute to the leadership and management of the strategic direction of the organisation

Fulfil the legal requirements of being a Treasurer and Trustee

Key elements and tasks

- Prepare and contribute to the board, committee and Annual General Meetings;
- Chair the Finance and HR Sub Committee;
- Prepare for and participate in trustee strategic/planning days;
- Participate in trustee board committees and working groups;
- Apply independent judgement to all issues under discussion at board meetings.

- Uphold the aims, principles and values of the organisation;
- Communicate, explain and support the decisions of the trustee board;
- Ensure that the Treasurer's own skills are up to date;
- Participate in annual appraisals with the Chair;
- Avail of support learning and development opportunities for board members.

Ensure that the organisation:

- Is financially viable, conducting appropriate fiduciary supervision;
- Complies with all financial reporting requirements;
- Provides support from board level to the executive team members and other stakeholders involved in the finance function;
- Fulfils its charitable purposes;
- Complies with all general legal requirements;
- Fulfils its responsibilities as an employer;
- Understands the importance of good practice in human resources management and staff development;
- Is committed to ensuring equality of opportunity in service provision and employment;
- Has a process for appointing and monitoring the performance of any executive team members.

Understand and promote the goals of the organisation

- Represent the organisation at occasional meetings and events;
- Advise on generating income and controlling expenditure so that the annual surplus target is reached;
- Review the organisation's corporate identity, and delivery of an associated communications plan;
- To liaise with existing and potential stakeholders in the organisation's network where there may be mutual benefit;
- Add value to the community served by the organisation in contributing the board discussions.



Treasurer Person Specification

Those interested in serving on the organisation's board as Treasurer must be able to demonstrate that they:

1. Have relevant financial management experience in the private, public, voluntary or community sectors either as an employee or on a volunteer basis including serving on a committee or board.
2. Evidenced financial acumen relevant to leading a charity through a changing financial climate.
3. Have diplomatic skills, including the ability to be objective, to probe and question financial stakeholders and providers, and to act decisively when necessary.
4. Are a team player, able to listen and work with others, offering guidance and support, but ready to lead effective, evidence-based decision-making by the board.
5. Have a broad understanding of environmental issues.
6. Are independently minded with sound judgement, able and willing to act impartially and apolitically.
7. Have experience of partnership issues and values.
8. Understand the diverse needs of the organisation's beneficiaries and the aims, principles and values of the organisation.
9. Are team players, able to listen and work with others, offering guidance and support, but ready to participate in effective, evidence-based decision-making by the board.
10. Understand the responsibilities of company directors and charity trustees, the importance of good governance, and agree to work in accordance with any code (s) of practice agreed by the board.
11. Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgement.
12. Are good communicators, willing and able to promote the decisions of the board and the interests of the organisation and its clients.
13. Can commit to the time commitments as required by the organisation.

Eligibility

Candidates must disclose any information about their personal or professional life which in the Trustee Board's perception could bring NIEL into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the organisation, or behaviour which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime, which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates must disclose any information, which could give rise to a perception of conflict of interest with their role as an NIEL Board Member. This will not necessarily result in an inability to serve on the board. Candidates must be over the age of 16.

Time commitment

Overall time commitment including meetings and preparation is estimated at 8 days a year.

Meeting Attendance

- Four quarterly Board meetings
 - February, May, August & November
 - Time 10am to 12pm but this is flexible
 - Duration 2 hours
- AGM
 - Late November, Early December
 - Time 11am to 1pm but this is flexible
 - Duration 2 hours
- Four Finance and HR Sub Committee Meetings
 - February, May, August, October
 - 10am until 12pm although this is flexible
 - 2 Hours

Term

- The Treasurer will be appointed for an initial term of 3 years, renewable to a maximum of 6 years.

Treasurer Induction and Support

- The Treasurer will be offered a full induction programme and supporting materials.

The application process

For a confidential discussion about the position in the first instance, please contact Engage Director Patrick Minne, patrick@co3.org.uk 07792 509003.

1. Candidates are asked to provide a full CV by email to Engage by **noon on Tuesday 21 January 2025** to **apply@engageexec.co.uk**.
2. Engage will submit your application to the NIEL Board panel who will shortlist candidates.
3. Shortlisted candidates will be invited to meet the panel for a two-way discussion about their candidacy – a ‘Conversation with a Purpose’.
4. The full Board will vote to ratify the selection of the successful candidate.

Timeline

Closing date for CV Submissions

Noon, Tuesday 21 January 2025

Conversations with a Purpose

Thursday 6 and Friday 7 February 2025

Board ratification of appointment

Thursday 27 February 2025

First Board Meeting

Thursday 29 May 2025





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A primary source of funding for NIEL is the NI Environment Agency.



Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk

Please address any enquiries relating to the advertised position, and your submission, to NIEL's recruitment partners:

Patrick Minne



Tel: 07792 509003

Email: patrick@co3.org.uk

Enquiries unrelated to this recruitment can be addressed to:

Northern Ireland Environment Link

89 Loopland Dr, Belfast BT6 9DW

Tel: +44 (0)28 9045 5770

Email: info@nienvironmentlink.org

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