



Chair of Trustees

CANDIDATE PACK

2025



☎ 01873 860225

🌐 longtownoutdoorlearning.co.uk

📍 The Court House, Longtown,
Hereford HR2 0LD



Dear Applicant,

Thank you for your interest in our Chair of Trustees role. This is an exciting opportunity to play a pivotal role in the ongoing success of Longtown Outdoor Learning Trust (LOLT), a charity and company limited by guarantee, based in Herefordshire.

Our Charitable Purpose

LOLT is a charity with a clear mission: to ensure that every young person has the opportunity to strengthen their resilience, build their confidence and grow through transformative experiences beyond the classroom and in the outdoors. We believe that learning beyond the classroom is a powerful tool for developing life skills and fostering a love of nature.

To achieve this, the Trust operates two distinct but overlapping functions:

1. Outdoor learning and adventure experiences that inspire personal growth and resilience in young people.
2. Expert advice and training that enable educators to organise safe, memorable and impactful educational visits and outdoor learning experiences.

Longtown Outdoor Learning

Our centre has been providing high quality outdoor adventure and education throughout Herefordshire and South Wales since 1964. In 2018, Northamptonshire County Council sold the site to The Wilson Foundation, a charitable trust based in Northamptonshire, and LOLT was set up to take over the centre operation.

The 78-bed facility (with a seasonal campground for an additional 60 people) is based on a 16-acre site in the village of Longtown on the eastern edge of the Black Mountains with easy access to the Brecon Beacons National Park, the Forest of Dean and Wye Valley AONB. Our facilities include two accommodation blocks, a kitchen, a dining room, a toilet and shower block, a barn (for additional indoor and dining space), a separate classroom (for additional indoor and dining space), a campsite and numerous onsite activities. We also offer a range of offsite activities.

Educational Visits Advisory Service (EVAS)

Longtown EVAS was the first traded service of LOLT and EVAS created the pathway for LOLT's development as a company limited by guarantee (and subsequently, a charity). The service provides advice to 2 local authorities, 70 schools and settings in Northamptonshire and 12 independent schools across England and Wales. The training, guidance and advice provided by EVAS enable schools to plan, lead and review all forms of educational visits from local area visits to adventurous activities and international expeditions.

The Role

We are looking for an individual who is passionate about our vision and purpose, has experience of working at a strategic level and is able to commit the time needed to lead our Board of Trustees. In this pack you will find key information about the role, a role description and person specification, organisational charts and further information on how to apply.

We hope you are inspired and enthused by what we do, and we very much look forward to hearing from you.

Fran Dickson
Outgoing Chair

Claire Brown
Trustee

Key Information

Role title:	Chair of Trustees.
Contract Type:	Voluntary.
Location:	Remote (the Trust is based in Longtown, Herefordshire).
Reports to:	Board of Trustees.
Terms of Office:	Trustees are appointed for a 3 year term of office, with the option to renew for 2 further terms (to a maximum of 9 years). This is a voluntary position but reasonable expenses are reimbursed.
Time Commitment:	The Board meets 6 times a year. Currently meetings are held both remotely and in person at the centre in Longtown, Herefordshire. Trustees are required to complete a 3-hour safeguarding course and there will be opportunities to take part in continuous professional development. From time to time additional sub-committees may be convened, as required. It is important that the Chair is able to visit The Trust's centre in Longtown. In addition to board meetings, other contact – usually by email or telephone – will be necessary.
Closing date:	Friday 26 th September.
Interviews:	To be confirmed nearer the time.
Start date:	December 2025 (date TBC).

Application Process

If you are interested in the role and would like to find out more about it, then we would love to hear from you. Just send an introductory email to claire@longtownoutdoorlearning.co.uk. We can answer any questions you may have and we can arrange a visit to the centre if required.

To apply for the role, please send a covering letter and CV to: clerk@longtownoutdoorlearning.co.uk

Applications need to arrive by **5pm on Friday 26th September 2025**.

Further details about the work of The Trust can be found at: www.longtownoutdoorlearning.co.uk and www.longtownadvice.co.uk.

Selection Process

Shortlisted applicants will have the opportunity to meet members of the Board of Trustees and senior managers working for The Trust, either in person or online. There will also be an opportunity to visit the centre.

This will be followed by a more formal interview, either in person or online. Dates and times to be confirmed once the application process has been completed.



Role description

Role title:	Chair of Trustees
Charity Name:	Longtown Outdoor Learning Trust (LOLT)
Contract Type:	Voluntary
Location:	Remote (the Trust is based in Longtown, Herefordshire, HR2 0LD)
Reports to:	Board of Trustees

Charity trustees make decisions about their charity together, working as a team. This is the principle of collective responsibility. As a result, all trustees are considered 'equal' but some trustees have specific roles, such as the chair.

Purpose of the role

To provide leadership and direction to the Board of Trustees, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the Trust.

Key responsibilities

1. Lead the Board to ensure its effectiveness in:
 - Setting and implementing LOLT's culture, direction and strategy.
 - Approving the annual operations (business) plan, budget and risk management plan.
 - Monitoring the above to ensure delivery.
2. Focus the Board on strategic matters, prioritising long-term goals, financial resilience and planning.
3. Maintain high standards of governance, foster transparency and ensure LOLT holds itself accountable to its stakeholders.
4. Ensure Trustee awareness and compliance with legal and regulatory requirements, including:
 - The requirements in LOLT's Articles of Association.
 - The Charity Commission guidance on trustee roles and responsibilities.
 - Company and Charity Law.
5. Ensure that the Board of Trustees reviews its structure, effectiveness, delegations and key policies annually, and implements agreed changes as necessary.
6. Liaise with the Clerk to arrange meetings, set agendas and chair meetings to ensure these are well run and focused on delivering LOLT's charitable work.
7. Act as a representative and spokesperson for LOLT.
8. Manage trustee relationships to foster a positive board culture, including:
 - Ensuring the Board has the policies it needs.
 - Leading on the development of trustees.
9. Build a strong working relationship with LOLT's senior leadership team and provide support by positively challenging and holding them to account, and by working with the Board to approve a scheme of delegation and appraisal.

Additional Information

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

Person Specification

In addition to the qualities required of a LOLT Trustee (see attached), the role of the Chair requires the following attributes:

Knowledge and skills

- Strong leadership skills, the ability to motivate staff and volunteers and to bring people together.
- A broad understanding of financial management.
- A good understanding of charity governance/finance (desirable).

Experience

- Experience of operating at a strategic level in the public, private or voluntary sector.
- Experience of chairing meetings.
- Experience of charity governance and working with or as part of a Board of Trustees (desirable).

Personal qualities

- Demonstrate a passion and commitment to LOLT's charitable purpose and strategic objectives.
- Exhibit strong interpersonal and relationship building abilities.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Able to foster and promote a collaborative team environment.
- Able to commit the time required to be effective in the role.

Terms of appointment

Terms of office

- Trustees are appointed for a 3 year term of office, with the option to be re-elected for 2 further terms (to a maximum of 9 years).
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- The Board meets 6 times a year. Currently meetings are held both remotely and in person at the centre in Longtown, Herefordshire.
- Trustees are required to complete a 3-hour safeguarding course and there will be opportunities to take part in continuous professional development.
- From time to time additional sub-committees may be convened, as required.
- It is important that the Chair is able to visit The Trust's centre in Longtown.
- In addition to board meetings, other contact – usually by email or telephone – will be necessary.

This post requires the satisfactory completion of an enhanced Disclosure and Barring Service (DBS) check and the receipt of satisfactory references.

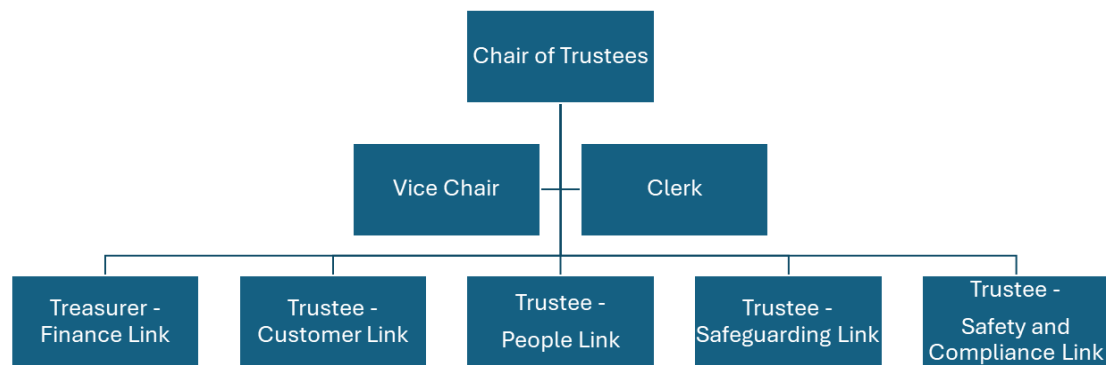
Organisational Charts

The Board of Trustees

The Board is made up of 7-8 volunteers, plus a Clerk. Trustee roles are linked to specific areas of the Trust's work including people, customers, safety and finances.

Link Trustees work closely with the Senior Leadership Team to:

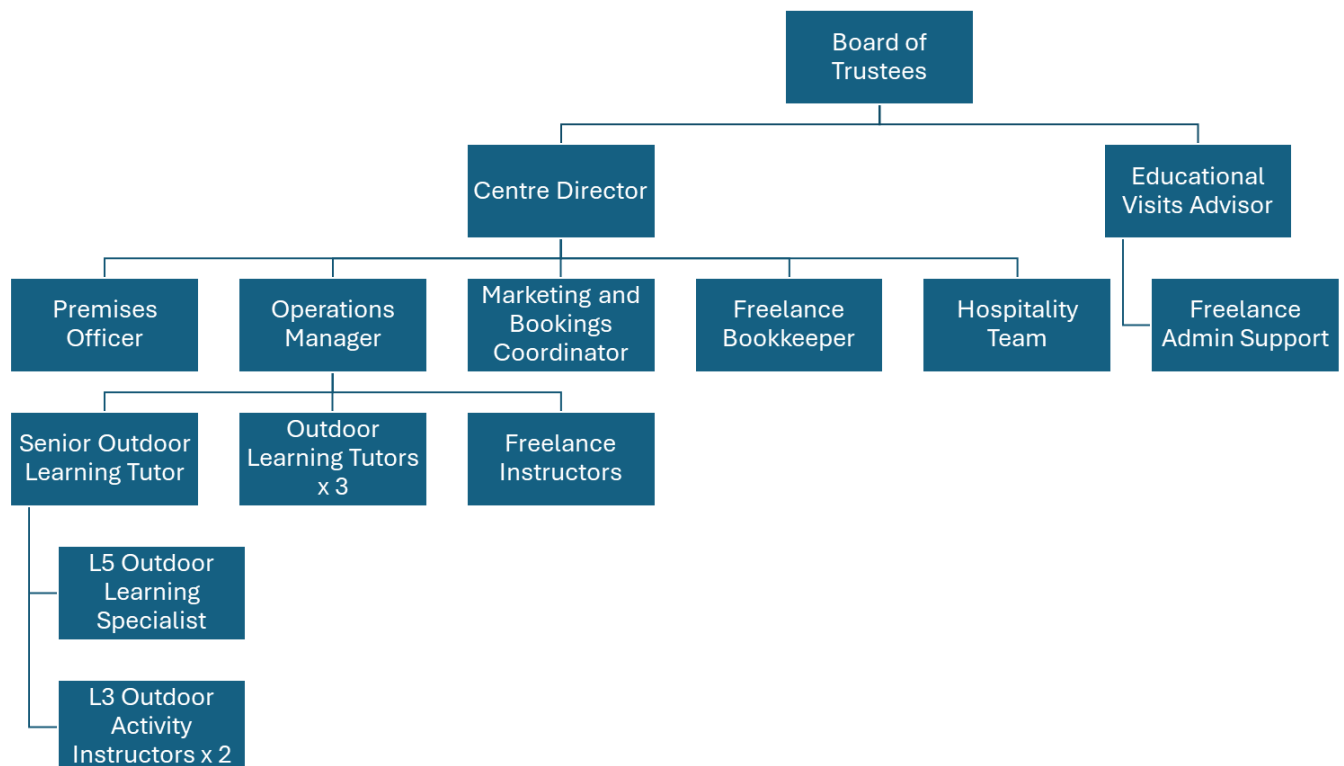
1. Agree the key priorities for their specific area and how they will be achieved.
2. Monitor and measure progress and provide regular updates for the Board.



The Staff Team

The Trust employs 14 permanent team members and uses freelancers for some specific roles and casual staff for busier times of the year. There are two members of the Senior Leadership Team who report to the Board of Trustees and each is responsible for a specific function:

- The Educational Visits Advisor is responsible for our Educational Visits Advisory Service.
- The Centre Director is responsible for Longtown Outdoor Learning, including the Centre.



Role description

Role title:	Trustee
Contract Type:	Voluntary
Location:	Longtown Outdoor Learning Centre, Herefordshire, HR2 0LD
Reports to:	Chair of Trustees

Purpose of the role

Our trustees play a vital role in making sure that Longtown Outdoor Learning Trust (LOLT) achieves its core purpose. They balance two important skills: delivering results today and acting on opportunities that will deliver results tomorrow.

Trustees do this by overseeing the overall management and administration of the charity and by ensuring that LOLT has a clear strategy and that our work and goals are in line with our vision.

Just as importantly, Trustees support and challenge the leadership team to enable LOLT to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Key responsibilities

Strategy

1. Provide strategic direction for the Trust by adopting a future-focused mindset.
2. Contribute to the creation of LOLT's vision, mission, strategic goals and activities.
3. Approve operational strategies and policies, and monitor and evaluate their implementation.

Governance

4. Attend Board meetings and adequately prepare to contribute to discussions.
5. Provide support and challenge to LOLT's senior leadership team in the exercise of their delegated authority and affairs.
6. Use independent judgment, acting legally and in good faith to promote and protect LOLT's interests, to the exclusion of their own personal and/or any third party interests.
7. Contribute to regular reviews of LOLT's own governance.

Operations

8. Develop a strong understanding of LOLT's operating environment and keep abreast of any changes.
9. Ensure that key risks are being identified, monitored and controlled effectively.
10. Contribute to LOLT's financial plans and budgets and monitor and evaluate progress.
11. Contribute to the broader promotion of LOLT's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, trustees will need to be actively involved beyond Board meetings. For example, trustees are asked to take on, or share, a 'link' role. Further information on the link trustee role can be found in LOLT's Principles of Governance.

Other types of involvement may include scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

Person Specification

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussions.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

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