



Trustee Role - Advert

Help Shape a Greener, Fairer and Healthier Birmingham

Join ecobirmingham's Board of Trustees and use your skills, experience and passion to help guide a sustainability charity making a difference across the city.

ecobirmingham is a sustainability charity working with communities to create a greener, fairer and healthier Birmingham. Recognised by Bioregional as a One Planet Living® Leader, we deliver practical programmes that support environmental sustainability, community wellbeing and social equity across the city.

Our vision is for 25% of residents to be actively engaged in sustainable living by 2030, creating a tipping point for wider action across the city. We help people and communities access skills, information and resources to take practical steps towards sustainable living, including cycling and walking, education, community growing, healthy eating, carbon reduction, and energy and waste advice, alongside broader community development work.

We are looking for new trustees to join our Board and help lead ecobirmingham into its next chapter. By bringing your skills, expertise and networks, you will help us grow our income, expand our reach and create greener, fairer and healthier communities across Birmingham. We are particularly interested in individuals who can bring one or more of the following skills and experience:

- Strong governance and strategic experience, with the ability to work collaboratively as part of a Board to support the organisation's mission, values and long-term impact.
- Marketing and communications expertise, to support the development of our profile, engagement, and storytelling, and to strengthen how we communicate our work and impact.
- Experienced trustees, who can contribute confidently to effective governance, decision-making and Board development.
- Legal expertise, to provide insight and guidance on governance, compliance, risk and contractual matters.
- Digital / IT skills and experience, to support the strategic development of systems, service delivery, data, and impact monitoring.

We are keen to hear from young people who are interested in becoming Trustees and contributing to the work of ecobirmingham. We particularly welcome applications from

individuals aged 18–25, including those who have completed further or higher education and can meet the essential requirements of the role. This opportunity is designed to support the development of the next generation of Trustees. Over a three-year term, we will provide support to build skills, confidence, knowledge and experience across key areas of governance and leadership, helping to strengthen future talent within the sector. This is a voluntary role. However, reasonable expenses incurred as part of the role—such as training or travel to attend meetings or represent ecobirmingham—will be reimbursed.

To find out more:

Contact our CEO, Kam Bola, kam@ecobirmingham.com to arrange for a chat about the role and our organisation.

To apply:

Send a covering letter of no more than two sides, setting out why you are interested in the role, how you meet the essential role requirements in the Role Description below.

Send this to kam@ecobirmingham.com by midnight 6th September 2026.

We will be conducting interviews mid – September 2026.

Role Description

Role title: Trustee of ecobirmingham

Could you join ecobirmingham's trustee team and help shape the strategic direction of our organisation while contributing your skills to a cause you care about?

Our team of 8 trustees is seeking new members as some come to the end of their term. We are looking for trustees to join us to help grow our income and impact.

Main Purpose of the Role

To contribute to the effective governance of ecobirmingham, both individually and collectively as part of the Board, ensuring the organisation is well-led, accountable and delivering meaningful impact.

As a Trustee, you will support the organisation to:

- Deliver its charitable purpose for public benefit, ensuring activities remain aligned with ecobirmingham's mission to support greener, fairer and healthier communities
- Operate in line with its governing document and legal responsibilities, maintaining accountability to the Charity Commission and the wider public
- Manage resources responsibly, ensuring finances, people and organisational reputation are used effectively and protected from undue risk

- Champion the organisation's mission and values, embedding compassion, openness, inclusivity, positivity and transparency in decision-making and leadership

Key Responsibilities

Ensuring compliance with the governing document, legal requirements, and accountability to the Charity Commission and the public.

- Overseeing the regular review and update of organisational policies and practices to ensure compliance with the ecobirmingham constitution, as well as relevant charity, employment and other applicable legislation.
- Ensuring the executive team maintains accurate and up-to-date records, including trustee details, and submits required documentation such as the annual return and annual accounts to the Charity Commission in a timely manner.
- Reviewing annual accounts and reports to ensure they provide a clear and transparent account of the organisation's activities, decision-making processes, and delegated responsibilities.

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Managing resources responsibly and acting in the best interests of ecobirmingham.

- Making informed, balanced decisions about the organisation's resources—both short and long term—to ensure they deliver the greatest benefit for ecobirmingham and the communities it serves.
- Acting with reasonable care, skill and diligence by applying your expertise to decision-making, preparing thoroughly for meetings, and engaging with the information provided in a timely and constructive way.
- Ensuring that ecobirmingham's finances, people and reputation are managed effectively and protected from undue risk. This includes overseeing the use of tools such as the risk register, annual plans, performance indicators, and regular financial management reports.

The more detailed descriptions of these responsibilities can be found on the Charity Commission website – under ['Duties of a Trustee'](#).

We are particularly interested in individuals who can bring one or more of the following skills and experience:

- Strong governance and strategic leadership, with the ability to work collaboratively at Board level
- Marketing and communications expertise to enhance our profile, engagement and impact storytelling
- Trustee experience, contributing confidently to governance, decision-making and Board development
- Legal expertise in governance, compliance, risk and contractual matters
- Digital / IT experience to support systems, service delivery, data and impact monitoring

We welcome applications from young people interested in becoming Trustees and contributing to ecobirmingham's work. In particular, we encourage those aged 18–25 who meet the role requirements to apply. This is a great opportunity to develop governance and leadership skills over a three-year term, with support to build confidence, knowledge and experience.

The role is voluntary, with reasonable expenses reimbursed (e.g. training and travel).

Time Commitment and Structure of the Role

Trustees are expected to contribute approximately 30 hours per year. This includes induction, training, preparation for meetings, attendance, and follow-up actions. Trustees are appointed for a three-year term, with the option to extend for a further three years, followed by a break of at least one year.

Meetings and Participation

- The Board meets five times per year, including an annual away morning focused on reflection, planning and development.
- Trustees are also expected to contribute to up to four sub-committee or task-and-finish meetings annually.
- Quarterly board meetings are typically held online on Thursday evenings (7:30–9:00pm).
- Quarterly sub-committee meetings usually take place online between Monday and Wednesday evenings (7:30–9:00pm).
- The annual away session takes place in person on a Saturday (usually in December).

Governance and Accountability

- All Trustees are collectively accountable to the Board of Trustees, which delegates responsibilities to the Chair, Vice Chairs and CEO.
- The Chair holds specific responsibility for line management of the CEO, supporting performance, wellbeing and organisational leadership.

Our Values

- Compassion: Demonstrates empathy, supports inclusive decisions, and recognises barriers faced by communities.
- Non-judgemental: Respects diverse perspectives and creates inclusive, safe spaces for discussion.
- Openness: Welcomes feedback, adapts thinking, and engages with curiosity.
- Positivity: Takes a proactive, solutions-focused approach and supports progress and innovation.
- Transparency: Acts with honesty, communicates clearly, and supports accountability.

Any special conditions:

- This role will involve reviewing our safeguarding policy and practices with the children and vulnerable adults we work with; therefore, any Trustee role will require a successful DBS check before starting.
- The role is voluntary and may occasionally require flexibility and unsociable hours at weekends and evenings.
- Trustees may also volunteer for other roles and opportunities at ecobirmingham, but this must be in addition to their existing primary trustee role and not reduce the time and energy available for their trustee responsibilities.

Role Specification

Minimum requirements to be a Trustee	
Age 16 or above, as we are a Charitable Incorporated Organisation (CIO).	Essential
Not disqualified under the Charities Act to hold the position e.g. you have <u>not</u> been disqualified as a company director or bankrupt, do <u>not</u> have any unspent convictions for an offence involving dishonesty or fraud, such as tax avoidance or identify theft, are <u>not</u> on the sex offenders' register, and have <u>not</u> been removed as a trustee due to misconduct by the Charity Commission or courts.	Essential
Qualifications	
Relevant experience or related qualification to an area of expertise that will benefit the Board and organisation.	Essential
Skills and Abilities (Related to Role)	

Ability to review written material, reports, and draft policies, and ask constructive questions to challenge and help.	Essential
Good time management and prioritisation to prepare for, attend, and follow up actions after meetings.	Essential
Able to use email, SharePoint, Zoom and Microsoft Teams for remote working.	Essential
People skills – one or more of these skills: recruitment, people management, coaching, conflict resolution, customer care, team development, listening, leadership, change management.	Desirable
External Influencing – one or more of these skills: influencing others through presentations in person or digitally via social media and professional and personal networks, use of marketing and campaigning.	Desirable
Fundraising – one or more of these skills: identification of opportunities for funding and partnerships via social media and professional and personal networks, grants, donations, service level agreements.	Desirable
Finance – one or more of these skills: reviewing financial management accounts, liaising with auditors and accountants, risk management	Desirable
Operations – one or more of these skills: IT systems, project management, legal advice, health and safety, safeguarding, event management.	Desirable
Experience and Knowledge (Related to Role)	
Interest in the environment, sustainable development, and community development, and demonstrate own sustainable living journey.	Essential
Working as a team to make decisions around one or more of these issues: strategy, people, performance, finance and risk.	Essential
Familiar with issues facing a not-for-profit sector organisation.	Desirable
Familiar with or worked for a similar small organisation of around 10 part-time and full-time staff, and a volunteer and contractor base of around 20.	Desirable
Experience of providing strategic advice to help a small organisation grow in the size of its income and impact.	Desirable
Specialist knowledge in one or more areas: strategy development, evaluation and impact reporting, cycling and walking, health, carbon reduction, energy, waste reduction, diet, advocacy, community gardening.	Desirable
Other requirements	
Ability to demonstrate an understanding of and commitment to our organisational values of compassion, non-judgmental, openness, positivity and transparency.	Essential

Commitment to equal opportunities, diversity and inclusion and what this means for our operations and delivery.	Essential
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