

## **Appendix 2**

Vacancy Descriptions:

### **The Cutbush & Corrall Charity**

#### **Outside Bodies - 'Job Specification' Form**

<b>Name of Organisation</b>	The Cutbush & Corrall Charity	
<b>Type of Organisation e.g. charity</b>	Charity (Alms-house)	
<b>Contact Details</b>	<b>Name</b>	liz@cutbushandcorrall.co.uk
	<b>Address</b>	
	<b>Telephone number</b>	
	<b>Email</b>	liz@cutbushandcorrall.co.uk
	<b>Website</b>	Under Construction
<b>Mission and Objectives of Organisation</b>	Provision of alms-house accommodation for Maidstone residents over the age of 50 years.	
<b>Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)</b>	Trustee	
<b>What do you hope to achieve through the relationship?</b>	Promotion of the mission and objectives of the organisation	
<b>How often does the Organisation meet?</b>	Quarterly Board Meeting with other additional sub-committee meetings.	
<b>Desirable skills and experience from the Council's representative</b>	See attached Role Description. There are current vacancies on the Finance and Buildings sub-Committee. Interest from individuals with relevant experience in these fields would be particularly welcome.	
<b>Terms of Reference Attached?</b>	Scheme attached	
<b>Any other information the Organisation wishes to add?</b>	Role Description attached	

## **TRUSTEE ROLE DESCRIPTION**

### **Context**

Cutbush & Corral (Almshouse) Charity is a long-established charity, founded by Thomas Cutbush who saw a need for financial and housing support for older people. It has had a presence in Maidstone since 1865, when seven almshouses on Church Street were built to house “decayed journey men”. were opened.

Cutbush & Corral’s charitable purpose is to: “relieve poverty by the provision of almshouse accommodation for beneficiaries and such charitable purposes for the benefit of the residents”. Beneficiaries of the Charity should be resident in the Borough of Maidstone and in need of support by reason of age (over 50 years), ill-health, disability, financial hardship or other disadvantage.

Beneficiaries of the Charity live in self-contained almshouses and are supported to live independently by a small team of paid staff.

Under its Charitable Scheme, the Charity must appoint a ten Trustees.

### **Key People**

Chairman: Caroline Highwood

Vice-Chairman: Stephen Morris

Clerk & Chief Officer: Liz Abi-Aad

### **Meetings**

The Board of Trustees meet quarterly and there are currently three sub-committees supporting the Trustees:

- Buildings
- Residents
- Finance

Agenda and papers are normally circulated a week before meetings.

### **Trustee Role and Responsibilities**

The Trustees of Cutbush & Corral Charity are responsible for managing the assets of the Charity and applying them only for the charitable purposes as set out above. They must act as a group and not as individuals, and always in the Charity’s best interests. Trustees must exercise the same duty of care and prudence as they would if managing their own assets, or those of someone else for whom they are responsible.

The duties of a Trustee are to ensure that the Charity:

1. complies with its governing document (i.e. the Scheme), charity law and any other relevant legislation or regulations
2. pursues its objects as defined in its governing document
3. applies its resources exclusively in pursuance of its Charitable Purpose, i.e. it must not spend money on activities which are not included in the objects, however worthwhile they may be

### **A Trustee/Director is expected to:**

1. attend Committee meetings regularly
2. be an active member of at least one Sub-Committee
3. contribute actively to the Board of Trustees' role in giving firm strategic direction, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets
4. safeguard the Charity's good name and values
5. ensure the Charity's financial stability
6. protect and manage the Charity's property and ensure proper investment of its funds

In addition to the above statutory duties, individual Trustees are expected to draw upon their specific knowledge, skills, or experience to assist the Board in reaching robust and considered decisions.

### **Remuneration**

This role is voluntary/unpaid, but reasonable expenses will be reimbursed.

### **Person Specification**

Eligibility to act	<ul style="list-style-type: none"><li>• must complete and sign the Statement of Eligibility, to comply with Charity Commission requirements</li></ul>
Skills and Experience	<ul style="list-style-type: none"><li>• experience of (paid or voluntary) work in a relevant field</li><li>• experience of working in a team towards agreed goals</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• understanding of the legal duties of a trustee</li><li>• awareness of the issues commonly faced by the Charity's target beneficiaries</li><li>• understanding of the place almshouses have in meeting housing need</li><li>• awareness of the basic principles of organisational governance and why it matters</li></ul>
Qualities and Attributes	<ul style="list-style-type: none"><li>• commitment to the ethos and aims of the Charity</li><li>• integrity</li><li>• sound and independent judgement</li><li>• ability to think creatively and strategically, with an eye to the future</li><li>• willingness to constructively challenge</li><li>• culturally aware</li></ul>
Time Commitment	<ul style="list-style-type: none"><li>• half day every three months for Board meetings, plus preparation time</li><li>• participation in Sub-Committees and other ad hoc work: variable according to prevailing demands, and by agreement</li></ul>

Attention is drawn to Guidance published by the Charity Commission "The essential trustee: what you need to know, what you need to do", which can be found online at:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/617828/CC3.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/617828/CC3.pdf)



# Trustee, Citizens Advice Maidstone

What will



you do?

- complete an introduction for your role
- maintain an awareness of how Citizens Advice Maidstone is operating
- read papers for board meetings and attend 6 meetings per year
- work on specific projects with other trustees or staff within Citizens Advice Maidstone to further the strategic objectives of Citizens Advice Maidstone
- take an active discussion during board meetings and work with other trustees to:
  - set policy and strategy direction, set targets and evaluate the performance of Citizens Advice Maidstone
  - monitor the financial position of Citizens Advice Maidstone ensuring that it operates within its means and objectives, ensuring that there are clear
  - ensure that all the finances and supporting financial control systems of the local Citizens Advice are in order including that full financial records are kept for all transactions, that money is only spent for the purpose given, and that proper financial controls are in place to safeguard the organisation's resources
  - monitor the financial position of Citizens Advice Maidstone ensuring that it operates within its means and objectives, ensuring that there are clear lines of accountability for day to day financial management
  - seek the views of all sections of the community and monitor how well the service meets the needs of the local community
  - ensure that the service plans for the recruitment and turnover of staff and volunteers
  - review its own work and how effectively it operates including action for improvement



What's in it for you?

- make a positive impact for people in your local area by ensuring Citizens Advice Maidstone is sustainable and meeting the needs of the community
- meet people and build relationships with trustees, staff and other volunteers
- build on your governance, leadership and strategy skills

# Hayle Park Nature Reserve Trust

## OUTSIDE BODIES – JOB SPECIFICATION FORM

<b>DATE</b>	<b>20/07/2023</b>
<b>NAME OF ORGANISATION</b>	<b>Hayle Park Nature Reserve Trust</b>
<b>TYPE OF ORGANISATION, eg Charity</b>	<b>Charity</b>
<b>CONTACT DETAILS</b>	<p><b>NAME: Paul Wilby</b></p> <hr/> <p><b>ADDRESS:</b></p> <hr/> <p><b>TELEPHONE NO:</b></p> <hr/> <p><b>EMAIL: Haylepark@outlook.com</b></p> <hr/> <p><b>WEBSITE: <a href="http://www.hayleparknaturereserve.org.uk">www.hayleparknaturereserve.org.uk</a></b></p>
<b>Mission and Objectives of Organisation</b>	<p><b>KEY AIMS AND RATIONALE</b></p> <p>Aims</p> <p>The key aims of this management plan for the Nature Reserve are:</p> <ul style="list-style-type: none"> <li>* To restore the flat areas of the site to a Wood Pasture/Parkland type habitat as this was the historic land use and may contribute to UK and Kent BAP targets. The use of Conservation grazing techniques is recommended.</li> <li>* To maximise the ecological value of the site as a whole through the provision of new habitats and long-term management, and in doing so contribute to both Kent and UK BAP targets;</li> <li>* To achieve and maintain designation of the Nature Reserve site as an SNCI, and eventually to a Local Nature Reserve designation.</li> <li>* To provide mitigation for impacts to biodiversity as a result of the adjacent housing development</li> <li>* To maintain and enhance an approximate 2.2ha area of optimal reptile habitat being used as a receptor site for slow worm and common lizard from a nearby site which has been cleared.</li> <li>* To maximise the educational value of new and existing habitats within the Nature Reserve</li> <li>* To maintain and enhance the cultural heritage value of the site</li> </ul>

	<ul style="list-style-type: none"> <li>* To allow public access to the site and enjoyment of the site without compromising the features of ecological value.</li> </ul> <p>Vision</p> <p>4.2 The long term vision for the Nature Reserve can be summarised as follows;</p> <ul style="list-style-type: none"> <li>* An accessible public open space which provides a valuable natural resource for the local community;</li> <li>* A site supporting a significant area of Wood Pasture/Parkland type habitat broadly similar to that which is believed to have been present at the site from the mid-15th to the early 20th century. It is envisaged that this will include;</li> <li>* Botanically diverse areas of semi-natural grassland providing habitats for a wide range of invertebrates, bats and birds including those which are locally or nationally threatened;</li> <li>* Mature standards from the original landscape planting of the site, including the release of some trees from secondary woodland growth;</li> <li>* New tree planting designed to provide replacement standards and in the long term maintain the wood pasture/parkland type nature of the site;</li> <li>* Ongoing long-term appropriate management targeted towards maximise the ecological benefit of the site.</li> <li>* A restored example of the historic Loose Valley landscape which emphasises the heritage value of both the site and wider local area in the history of Maidstone.</li> <li>* An important area for reptiles and amphibians including permanent long grassland areas with discrete habitat features.</li> <li>* A structurally diverse range of habitats supporting high floral and faunal diversity (sufficient for designation of site as an SSSI and LNR) and providing a significant contribution to Kent and UK biodiversity targets;</li> <li>* An important educational resource utilised by the wider local community to aid the teaching of school children, adults and specialist interest groups;</li> </ul>
<b>Role and responsibility of the Council representative eg Observer, Trustee, Director</b>	<b>Trustee</b>
<b>What do you hope to achieve through the relationship?</b>	<b>Help in managing the reserve.</b>
<b>How often does the Organisation meet?</b>	<b>Bimonthly full meeting and sub committees once a month</b>

<b>Desirable skills and experience from the Council's representative</b>	<b>A keen interest and understand in nature and conservation. Has knowledge about applying for funding.</b>
<b>Terms of Reference Attached?</b>	
<b>Any other information the Organisation wishes to add?</b>	<b><a href="http://www.facebook.com/hayleparknaturereserve/">www.facebook.com/hayleparknaturereserve/</a></b>

## Maidstone Street Pastors

### OUTSIDE BODIES – JOB SPECIFICATION FORM

<b>DATE</b>	<b>18.07.23</b>
<b>NAME OF ORGANISATION</b>	<b>Maidstone Street Pastors</b>
<b>TYPE OF ORGANISATION, eg Charity</b>	<b>Inter-denominational Church Charity</b>
<b>CONTACT DETAILS</b>	<b>NAME: maidstone@streetpastors.org.uk</b> <hr/> <b>ADDRESS:</b> <hr/> <b>TELEPHONE NO:</b> <hr/> <b>EMAIL: maidstone@streetpastors.org.uk</b> <hr/> <b>WEBSITE: maidstone.streetpastors.org.uk</b>
<b>Mission and Objectives of Organisation</b>	Street Pastors is an inter-denominational Church response to urban problems, engaging with people on the streets to care, listen and help.
<b>Role and responsibility of the Council representative eg Observer, Trustee, Director</b>	<b>Member of Management Committee is Cllr Denise Joy</b>
<b>What do you hope to achieve through the relationship?</b>	<b>To be faithful to the terms and conditions of our licence with Ascension Trust. We work in conjunction with Police, Emergency Services, Door Staff, CCTV and Maidstone Borough Council.</b>
<b>How often does the Organisation meet?</b>	<b>Street and Prayer Pastor team work EVERY Saturday night / Sunday morning. Management team have meetings approx every two months which includes Police and MBC.</b>
<b>Desirable skills and experience from the Council's representative</b>	<b>To be someone who understands the importance of the Night Time Economy. Someone who is sympathetic to Christian values and ways of working. Someone who is concerned for the health and wellbeing of those out at night.</b>
<b>Terms of Reference Attached?</b>	<b>Memorandum of Understanding is attached.</b>
<b>Any other information the Organisation wishes to add?</b>	<b>Maidstone was the first town in Kent to have Street Pastors which started here in 2008. All areas have seen remarkable results including drops in crime where teams have been working.</b>

## Maidstone Twinning Association

### OUTSIDE BODIES – JOB SPECIFICATION FORM

<b>DATE</b>	August 2023
<b>NAME OF ORGANISATION</b>	Maidstone Twinning Association
<b>TYPE OF ORGANISATION, eg Charity</b>	
<b>CONTACT DETAILS</b>	<b>NAME:</b> _____ <b>ADDRESS</b> _____ <b>TELEPHONE NO:</b> _____ <b>EMAIL:</b> _____ <b>WEBSITE:</b> _____
<b>Mission and Objectives of Organisation</b>	To increase and maintain links with Beauvais
<b>Role and responsibility of the Council representative eg Observer, Trustee, Director</b>	To sustain the above and take note of accounts
<b>What do you hope to achieve through the relationship?</b>	To encourage and fund exchanges with sports groups, schools and any other Maidstone based association
<b>How often does the Organisation meet?</b>	Regular committee meetings and events for members. We offer help and advice for any visitor to our twin town Beauvais
<b>Desirable skills and experience from the Council's representative</b>	To be able to interact with all age groups
<b>Terms of Reference Attached?</b>	
<b>Any other information the Organisation wishes to add?</b>	

## MCCF (Maidstone Cycling Campaign Forum)

### OUTSIDE BODIES – JOB SPECIFICATION FORM

<b>DATE</b>	<b>25/7/23</b>
<b>NAME OF ORGANISATION</b>	<b>Maidstone Cycling Campaign Forum (Registered Charity Number 1172691)</b>
<b>TYPE OF ORGANISATION, eg Charity</b>	<b>Charity</b>
<b>CONTACT DETAILS</b>	<b>NAME: info@maidstonecycling.uk</b> <hr/> <b>ADDRESS</b> <hr/> <b>TELEPHONE NO:</b> <hr/> <b>EMAIL: info@maidstonecycling.uk</b> <hr/> <b>WEBSITE: www.maidstonecycling.uk</b>
<b>Mission and Objectives of Organisation</b>	The charity represents the interests of cyclists in the Borough of Maidstone. The Forum's aims are to improve cycling conditions in Maidstone, encourage people to take up cycling as part of a healthy lifestyle, enable cycling as a practical environmentally friendly alternative to cars for short journeys reducing traffic congestion and pollution.
<b>Role and responsibility of the Council representative eg Observer, Trustee, Director</b>	<b>Observer</b>
<b>What do you hope to achieve through the relationship?</b>	The representative should play an active role in the Forum with regular attendance at the meetings and maintain an awareness of the current issues and concerns that the Forum are addressing. The Representative will be expected to assist liaison between the Forum and Maidstone Borough Council and its Departments. The representative will be expected to notify the Forum of all proposed developments of over 20 houses and business park developments helping to ensure that opportunities to enable active travel are fully incorporated.
<b>How often does the Organisation meet?</b>	<b>2/ 3 times a year</b>
<b>Desirable skills and experience from the Council's representative</b>	<b>To be / have been a cyclist or would be if a safer environment existed, have an interest in cycling and provide a link between the Forum and the Council. Ideally be a member of the Strategic Planning and Sustainable Transport Committee. Have the vision and awareness to understand the benefits of cycling as an alternative to cars, to reduce congestion and pollution.</b>
<b>Terms of Reference Attached?</b>	<b>Copy of the Maidstone Cycle Campaign Forum Constitution on request</b>

<b>Any other information the Organisation wishes to add?</b>	<b>The forum exists to promote cycling and active travel, therefore the forum may occasionally feel the need to campaign against decisions of the Maidstone Council and/or Kent County Council.</b>
<b>Term of office</b>	<b>As an observer the Council representative will not have voting rights, period of office will be 2 years, subject to the representative remaining a Maidstone Councillor.</b>

## One Maidstone BID Advisory Board

### OUTSIDE BODIES – JOB SPECIFICATION FORM

<b>DATE</b>	<b>19 July 2023</b>
<b>NAME OF ORGANISATION</b>	<b>One Maidstone BID</b>
<b>TYPE OF ORGANISATION, eg Charity</b>	<b>Business Improvement District</b>
<b>CONTACT DETAILS</b>	<b>NAME: Ilsa Franklin</b> <hr/> <b>ADDRESS</b> <hr/> <b>TELEPHONE NO:</b> <hr/> <b>EMAIL: <a href="mailto:ilsa.franklin@onemaidstone.com">ilsa.franklin@onemaidstone.com</a></b> <hr/> <b>WEBSITE: <a href="http://www.onemaidstone.com">www.onemaidstone.com</a></b>
<b>Mission and Objectives of Organisation</b>	<p>The BID is a not for profit organisation funded by businesses within a defined boundary, in this instance what would generally be considered the town centre footprint with an extension to include Lockmeadow and businesses on this side of Barker Road.</p> <p>The business plan sets out the organisations proposed projects over its second five year term under the headings ‘Maintain’, ‘Events’ and Marketing”. Maidstone town centre businesses identified an interest in continuing to build upon the crime reduction and safety initiatives established in the first five years and to further establish signature events that seek to promote footfall and dwell time. An interest in promoting the town as a destination for people from outside of the area will also be considered.</p>
<b>Role and responsibility of the Council representative eg Observer, Trustee, Director</b>	<b>We have extended an invitation to MBC to nominate a member of the Council to be represented on our BID Advisory Board.</b>
<b>What do you hope to achieve through the relationship?</b>	<b>To further cement our relationship with MBC. The members can guide us as to how we can achieve some of our common objectives.</b>
<b>How often does the Organisation meet?</b>	<b>The Advisory Board meets no less than annually.</b>

<b>Desirable skills and experience from the Council's representative</b>	<b>Close contact with town centre businesses and residents in order to inform us as to where we can best channel our energies in order to enhance the town.</b>
<b>Terms of Reference Attached?</b>	<b>Yes – Please see an outline of the structure of the BID Board. One Maidstone articles are also available for more detail and can be provided upon request or found at Companies House.</b>
<b>Any other information the Organisation wishes to add?</b>	

# South East Employers



## The role and profile of a councillor representative serving on South East Employers

Each council nominates their representatives, with the same number of standing deputies. Full representatives have voting rights and the period of office is for one year (renewable on a yearly basis as required by the council).

### 1. Key role

- To be the democratic representative for your council acting as the link between South East Employers and the member council.

### 2. Key accountabilities

- To act as the representative and ambassador for SEE within your council, across the south east region and nationally with local government central bodies.
- To ensure the interests of your council are represented at the formal meetings of SEE.
- Provide the strategic lead for SEE around employment, governance and local government improvement initiatives and the delivery of the business plan objectives.
- Provide strategic direction for promotion of new products, initiatives and programmes that support local government improvement, improvement within their council, and enhance the reputation of SEE.
- Collectively or individually lobbying on behalf of SEE around employment and improvement initiatives and themes that support the collective interests of member councils.
- To provide effective scrutiny and accountability of the development, implementation and delivery of the SEE business plan objectives.

### 3. Key skills

- **Communication**
  - Communicate the interests of their councils to SEE
  - Communicate the interests of SEE to their councils
- **Scrutiny and challenge**
  - Consider and investigate broad policy issues as members of SEE

Regional Director: Jennifer McNeill

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- Challenge processes, people and decisions in an objective and constructive manner
- **Provide vision**
  - Demonstrate openness to new ideas
  - Broaden perspective and enhance effectiveness by learning from others and sharing learning and good practice
- **Manage performance**
  - Develop knowledge of the role of SEE as a regional employers' organisation, and input individual council views and expectations
  - Encourage and support the scrutiny process and respond positively to feedback, challenge and ideas
- **Political understanding**
  - Represent your groups' views and values through decisions and actions
  - Understand and adhere to the rules and procedures of SEE
- **Working in partnership**
  - Assist in the implementation of processes to identify and tackle, in partnership with SEE, issues of council and other organisations that affect the community.
  - Represent the interests of SEE as the appointed representative and provide two-way communication between SEE and the council.
  - Develop a knowledge of SEE rules and procedures and develop a good working relationship with the staff of SEE.
- **Leadership**
  - Act as the public face and ambassador of SEE
  - Encourage co-operation and communication across political, council, regional and national boundaries

#### 4. Meetings

All representatives are invited to attend:

- the Annual Meeting  
To be held in September each year virtually using Microsoft Teams

In addition, those appointed from the full body will attend:

- Two Executive Committee meetings  
One to be held virtually in September using Microsoft Teams  
One to be held in either late February or early March in Winchester or virtually using Microsoft Teams
- Regional Joint Committee meetings (only convened if required)

Regional Director: Jennifer McNeill

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**UMIDB****OUTSIDE BODIES – JOB SPECIFICATION FORM**

<b>DATE</b>	<b>18/7/23</b>
<b>NAME OF ORGANISATION</b>	<b>UMIDB</b>
<b>TYPE OF ORGANISATION, eg Charity</b>	<b>Land Drainage/Surface Water Management Authority</b>
<b>CONTACT DETAILS</b>	<b>NAME:</b> <u>enquiries@medwayidb.co.uk</u> <b>ADDRESS:</b> _____ <b>TELEPHONE NO:</b> _____ <b>EMAIL:</b> <u>enquiries@medwayidb.co.uk</u> <b>WEBSITE:</b> <u>www.medwayidb.co.uk</u>
<b>Mission and Objectives of Organisation</b>	The Board provides a general supervision of all matters relating to land drainage and flood risk management. From maintenance of streams and rivers to planning and development issues within the flood plain.
<b>Role and responsibility of the Council representative eg Observer, Trustee, Director</b>	<b>Board Member</b> <b>Members represent the various areas within the Boards drainage district</b>
<b>What do you hope to achieve through the relationship?</b>	<b>Continued improvement of surface water management inside and outside the district.</b>
<b>How often does the Organisation meet?</b>	<b>3-4 times a year</b>
<b>Desirable skills and experience from the Council's representative</b>	<b>Knowledge of surface water flooding</b> <b>Knowledge of health and safety</b> <b>Local geographical knowledge</b> <b>Interest in finance</b> <b>Knowledge of conservation and biodiverse practice</b>
<b>Terms of Reference Attached?</b>	<b>Y</b>
<b>Any other information the Organisation wishes to add?</b>	

## Vinters Valley Park Trust

### OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	23/07/2023
NAME OF ORGANISATION	Vinters Valley Park Trust (Local Nature Reserve)
TYPE OF ORGANISATION, eg Charity	Charity
CONTACT DETAILS	<p>NAME: Martin Cox</p> <hr/> <p>ADDRESS</p> <hr/> <p>TELEPHONE NO:</p> <hr/> <p>EMAIL:  <a href="mailto:vintersp@yahoo.co.uk">vintersp@yahoo.co.uk</a></p> <hr/> <p>WEBSITE: <a href="http://www.vintersvalley.co.uk">www.vintersvalley.co.uk</a></p>
Mission and Objectives of Organisation	<i>'To manage and improve the whole of the Park for the benefit of the public as an open space for quiet informal recreation and wildlife conservation and to protect, preserve, conserve and restore for the benefit of the public such features of the Park as are of special landscape, historical, architectural or wildlife interest.'</i>
Role and responsibility of the Council representative eg Observer, Trustee, Director	To represent the Borough Council as Trustee of the Vinters Valley Park Trust. To vote on decisions made in respect of Vinters Valley Park Trust. To act as the point of contact with MBC and advise on procedures.
What do you hope to achieve through the relationship?	Knowledge of Borough Council procedures, regulatory controls and awareness of projects within MBC that may assist the Trust in its mission. Access to possible financial grants.
How often does the Organisation meet?	Four times a year (three Trustee meetings and an AGM)
Desirable skills and experience from the Council's representative	Knowledge of local area and organisations. Good communication skills. Practical experience of wildlife and conservation issues.
Terms of Reference Attached?	No
Any other information the Organisation wishes to add?	The MBC representative should take an active interest in the Trust and not just attend meetings. There should be contact between meetings with support and advice on practical and funding matters.