



Living Streets Treasurer/Trustee Candidate Pack

November 2023

We are Living Streets, the UK charity for everyday walking. Our mission is to achieve a better walking environment and inspire people to walk more.





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Message from Chair of Trustees

Dear Applicant,

We are Living Streets, the charity for everyday walking. Our mission is to achieve a better walking environment and inspire people to walk more. Thank you for taking an interest in joining us as our next Treasurer Trustee. This is voluntary role. Our Treasurer is a member of our Board, a non-executive director of our wholly owned subsidiary Living Streets Services (LSS) and chairs our Audit and Risk Committee.

Our current Treasurer must stand down in 2024, having come to the end of their term of six years.

Please read on to explore what we are hoping you can do for us and to learn who we are, what we do and how we are structured and governed.

We welcome applications from people from a diverse range of backgrounds and from all parts of the UK.

This is a great opportunity for the right person, and we are looking for someone who is energetic and passionate about our work. If you have these qualities, then we would love to hear from you!

If you are potentially interested in applying for this post you will be most welcome to contact the Chair of the Trustee Board, Dame Jane Roberts, and our Chief Executive Officer Stephen Edwards on recruitment@livingstreets.org.uk for a chat.

Dame Jane Roberts
Chair of Trustees

About us:

Who we are and what we do

We are Living Streets, the UK charity for everyday walking. We see our mission as achieving a better walking environment and inspiring people to walk more. You'll see that we are a robust organisation with a very collegiate Trustee Board. Please see our latest [Annual Report](#) and the products and services section of our [website](#) for information on the projects we are running and the work we do, with schools, with local groups, with organisations large and small, local authorities and government bodies.

We were set up in 1929 as *The Pedestrian Association* and have been striding out ever since. 2029 will be our 100th anniversary for which we shall plan celebrations well in advance!

How we are structured and governed

We are a charity, run by a Board of Trustees. Every trustee is an unpaid volunteer, who donates their time and expertise to supervise the proper conduct of our business, in full compliance with the requirements of the Charity Commission and the relevant statutes and regulations.

We have a wholly owned trading subsidiary Living Streets Services Limited ("LSS").

The Annual Report (on our website) provides more information, including the latest financial statements for both the Charity and LSS.

The term of office of any trustee may not exceed six years (two terms of three years).

We bid farewell to our trustees with regret and the feedback we receive from them indicates the feeling is mutual. That is why we set up an informal network of alumni, enabling us to keep in touch with the charity and former colleagues. From your point of view this means the current Treasurer and even the Treasurer before that are not lost to us or to you. They will be happy to share their experience and fill in the stories of our past.

Governance

Living Streets is a registered charity and a registered company limited by guarantee, governed by a board of trustees. The board contains between eight and 16 Trustees, who also act as Directors of the limited company.

Trustees can serve no more than two consecutive three-year terms on the Board. Prospective board members are nominated by the board and elected by members of the organisation at the annual general meeting (AGM).

Members of the organisation are people who have made a commitment to play a part in the governance of the organisation and are distinct from donors or supporters.

The board meets five times a year and is responsible for the strategic direction of the organisation. It ensures compliance with relevant legislation and regulation, as well as the continuing financial health of the organisation.

There is a delegated Audit and Risk Committee which serves as a subcommittee to the Board with three trustees serving on a rotation basis which reports back to the Board. The Treasurer chairs this committee.

The Board holds the Chief Executive to account for the efficient and effective running of the organisation. The Chief Executive and Company Secretary attend all board meetings. The Chief Executive is responsible for the day to day management of Living Streets, and any subsidiary bodies. The Senior Management Team of the staff ensures coordination of activity and the smooth running of the organisation.

Living Streets Services Ltd (LSS) is the trading subsidiary of the charity, channelling its profits back into Living Streets in a tax-efficient manner. LSS is responsible for all commercial and consultancy activities linked to Living Streets' work. The trading subsidiary allows Living Streets to undertake activity which is non primary-purpose trading; for example, selling merchandise linked to our campaigns and projects and working on international consultancy.

LSS is governed by a board of Directors, which is made up of senior management staff, the LSS Chair (one of the three independent directors) and two Living Streets trustees. The board meets quarterly, with day-to-day responsibility delegated to the Chief Executive of Living Streets. Living Streets Services Ltd is a registered company, limited by share. The sole shareholder is Living Streets.

Role Description of Living Streets Treasurer

As a Living Streets Treasurer Trustee, you will be helping steer the organisation forward into exciting but also challenging times, ensuring we keep the passion of our pioneers alive in the 21st century.

Purpose of the role

- To monitor the financial matters of the organisation and report to the Board of trustees at regular intervals on its financial health in line with good practice and in accordance with the governing document and legal requirements.
- To oversee arrangements for risk management and ensure that these are adequate to organisational need, governance requirements and legal obligations.
- Ensure financial viability and stability.

Main responsibilities:

- Oversee the framework of internal controls, policies, procedures and delegated responsibilities.
- Oversee the risk management framework and review the risk registers.
- Develop a working knowledge of the activities, services and products of Living Streets.
- Act as a strategic business partner for other Board members.
- Provide advice and analysis to other Board members.
- Play a key role in the annual accounts, budgeting, cash flow and management accounts processes.
- Play a key role in liaising with independent auditors.
- Monitor the charity's reserves and use of funds.

General Trustee responsibilities:

- Strategic – defining and approving the organisation's strategy and values, the strategic objectives arising from these, and arriving at appropriate policy decisions to take them forward.
- Stewardship – to have responsibility for the organisation's assets, their presentation and exploitation, and assessing risks.
- Monitoring – to oversee the effective management of the organisation and its service delivery, selecting and supporting the Chief Executive, and ensuring that good human resources practice is pursued for its paid staff.
- Promotion of and advocacy for the organisation to external clients/partners/stakeholders.
- Governance – ensuring that trustee business is effectively conducted and that the Code of Governance is followed.
- Declare any conflict of interest while carrying out the duties of a Trustee.

Person Specification

About you, you'll need to:

- Have an extensive financial accounting knowhow and experience, based on your own past senior roles. Ideally you will already be familiar with charity accounting and the Charity Commission requirements but if not then we can support you while you add this string to your bow.
- Understand at first-hand how trustees of a charity must be concerned with governance and to be aware that the executive function rests with management. Ideally you will have navigated these waters before and can demonstrate your ability to steer a straight course for yourself and others.
- Be adept at both participating in and chairing committees. Our Treasurer is a member of our Board, a non-executive director of our wholly owned subsidiary Living Streets Services and chairs our Audit and Risk Committee.
- Commit enough time to attend these committees regularly, which means being able to make a further investment of your own time in liaison with our Director of Finance and in your own preparation.
- Have a track record in understanding the needs of our external auditors and in communicating effectively with them, in conjunction with our Director of Finance.
- Be able to communicate complex financial information in an accessible and accurate way to the rest of the Board and to fellow directors, helping the trustees to meet their fiduciary duties based on a sound collective understanding of the charity's financial performance and outlook.

All candidates should be able to demonstrate the following skills:

- Strategic level experience in the private, public or not-for-profit sector
- Connection to or interest in walking and public space issues
- A commitment to the values and objectives of Living Streets
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.

Time commitment

Treasurer Trustee is expected to attend and participate in the following:

- Five board meetings a year (4-6pm) – currently held on a Thursday afternoon.
- An Annual General Meeting, held in autumn and our Annual Walking Summit in spring.
- A summer residential 'away day' (afternoon first day and morning of next) for all staff and trustees (when permitted).
- The Audit and Risk Committee, which meets three times a year and from time to time, there are task focused, time limited trustee sub-groups.

Trustees join the Board meetings via Microsoft Teams video conference. We will fully reimburse travel expenses when attending official engagements in person.

Safeguarding

Living Streets is committed to safeguarding and promoting the welfare of children, young people and adults at risk; and expects all our staff and volunteers to share this commitment.

Application process

Candidates should provide a **CV** and **covering letter** which set out relevant experience, skills and the reasons for becoming the Treasurer, reflecting the Role Description and Person Specification.

Please email these to: recruitment@livingstreets.org.uk by the advertised deadline.

Closing date for applications: 15 December 2023 (midday)

Interview date: 04 January 2024 in person in London

Shortlisted candidates will be contacted the week before the interview date.

Please let us know if you have any access requirements so we can make appropriate adjustments for you to attend an interview which will be held in person in London.

If you require any further information, please visit our website www.livingstreets.org.uk or contact us on 020 7377 4900.