

# Trustee Application Pack

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# Welcome from Lesley Williamson

## Chair of Trustees

Dear Applicant

Like all events and charities we are facing challenging times, and the need for strong and supportive governance has never been more important. The Board of Trustees of the Enchanted Forest Community Trust has been, and continues to go, through a period of change and development, culminating in the delivery of a refreshed strategy and rebrand, providing the Trust with an exciting future that combines our commitment to our community and our successful sound and light show.

Working in close partnership with our Executive Director, Senior Management Team and our contractors, we are shaping a confident charity that builds upon its established values and resources.

We are now seeking to appoint a number of new Trustees to our Board and bring additional experience and complimentary skills to the governance of the Trust. We are particularly interested in adding new skills from the following priority areas:

- Environment
- Finance
- Branding
- Entrepreneurial background

In this document you will find:

- A background note on the Trust, the role and time commitment;
- The Trustee Role Description and Person Specification;
- Details of how to apply.

I look forward to hearing from you.

Kind regards,

Lesley Williamson

Chair

# About us

The Enchanted Forest is Scotland's pioneering sound and light show. The event uses dazzling visuals, innovative design and an original music score to bring the beautiful Faskally Wood, near Pitlochry, to life at night.

Over the years The Enchanted Forest has become a key Scottish destination in the Autumn and one of the UK's most successful cultural events. It is now a mainstay in the Scottish tourism calendar and brings together the cream of the crop Scotland's creative industry, supported by experts from around the world, to deliver an event that continues to exceed audience expectations every year. It features strongly in VisitScotland's annual Autumn campaign and is a key driver of tourism in the region in October.

The event showcases Scotland's natural landscape at its Autumnal best, using entrancing lighting visuals and an original music score to bring the night-time forest to life. The event is, without doubt, a trail blazing event in Scotland. At its conception, it was the only event of its kind.

Since its launch in 2002, other similar types of sound and light events in Scotland have been established however it was The Enchanted Forest that blazed a trail for what has become a thriving outdoor event industry in Scotland's darker months.

The event, which has grown from 1,500 visitors in 2002 to 80,494 visitors in 2019, continues to smash box office records year on year. The unique nature of the show has gained it worldwide attention.

As the trailblazers, game changers and pioneers in sound and light shows we will continue to do it first, better and bigger – surpassing expectations with each event, and always delivering a memorable experience that inspires our audience.



# About the trust

The Enchanted Forest Community Trust is a registered charity which is solely responsible for the distribution of funds to the Highland Perthshire area, derived from the successful operation of The Enchanted Forest event. They have done this every year since 2015 through the generation of economic wealth and the redistribution of event surpluses to smaller local community groups and charities.

The Charitable Purposes of the Trust are primarily, but not exclusively, to benefit the communities of Highland Perthshire defined by postcode districts PH8, PH9, PH15, PH16, PH17 and PH18.

The Enchanted Forest, Scotland's game-changing sound and light show, is the primary source of income for The Enchanted Forest Community Trust.

The stated aim of the Trust is to carry out activities that directly benefit the community. Specific objectives to meet this aim are stated as:

- ✦ Support and provide quality events which enhance and celebrate the natural cultural resources in the Pitlochry area
- ✦ To encourage participation of all ages in a programme of quality events and activities.
- ✦ To promote long term sustainable growth for the benefit of the community.
- ✦ To promote the cultural, social and environmental aspects of the Pitlochry area to local, national and international audiences.
- ✦ To provide opportunities for training, life-long learning and employment thereby increasing the skills base in the Pitlochry area.
- ✦ To share best practice and collaboration with key agencies and other groups in similar fields
- ✦ To reduce our impact on the environment and climate change.



# Why was the trust formed?

The Enchanted Forest Community Trust was formed in 2015 to take over the running of The Enchanted Forest event. It developed out of a community interest company (The Highland Perthshire Community Interest Company) that was originally formed in 2010 to take over the running of the event from its public sector founders.

The Enchanted Forest was initially run in 2002 at The Hermitage in Dunkeld. It was the brainchild of Forestry Commission Scotland's James McDougall, who saw a similar event being run in England at Westonbirt Arboretum and, in a bid to encourage more people to walk in the Scottish woodlands in the Autumn, the event concept was launched in conjunction with a cross section of six public sector agency partners, namely:

- 🌿 Forestry Commission Scotland
- 🌿 National Trust for Scotland (owners of The Hermitage)
- 🌿 Perth & Kinross Council
- 🌿 Visit Scotland
- 🌿 Perth & Kinross Countryside Trust
- 🌿 Scottish Enterprise

Due to infrastructure restrictions, the event transferred to Faskally Wood in 2005 and, with the exception of one year where it took place at The Explorers Garden in Pitlochry, it has been there every year since.

In 2008, the event was operated by Forestry Commission Scotland who expressed an intent to formally prepare to hand the event over to the local community for them to run it, provided they could show willing commitment.

A volunteer community group was established under the banner "The Highland Perthshire Festival" which ran a series of peripheral events while The Enchanted Forest was taking place, namely storytelling in the town, walking ghost tours and buskers.

Over the course of two years, the community group worked with Forestry Commission Scotland and Perth & Kinross Countryside Trust to successfully set up a CIC (community interest company) to take over the running of the event which they did for the first time in 2010. The event attracted 20,000 visitors that year and ran for 17 nights.

In 2015, the organization evolved into a charitable organization which was identified as the best legal and tax structure for the event.

# Our mission, vision & values

## Our mission

The Enchanted Forest exists to consistently captivate and seamlessly immerse guests in a unique and magical experience, simultaneously boosting the local economy and giving back to local charities and projects.

## Our vision

We're the trailblazers, gamechangers and pioneers in sound and light shows. We'll continue to do it first, better and bigger – surpassing expectations with each event, and always delivering a memorable experience that inspires our audience.

## Our values

Our values underpin everything we do. They're our motivators. And they determine the way we make emotional connections with our audience.

### Community

From the team that pulls the event together and our dedicated partners, to our volunteers and visitors – we're all one big community. Everyone is important, and everyone is appreciated.

### Respect

We care about our customers, our environment, our teams and the local community – treating each group with the respect they deserve.

### Quality

When customers buy The Enchanted Forest tickets, they're guaranteed excellence. We know their experience is going to be the best. And with each event, we're striving to enhance that further.

### Creativity

Innovation, art, spectacle, wonder – The Enchanted Forest is breathtaking. We don't just want to get it right, we want our customers to be in awe and leave inspired.

# What does being a charity trustee mean?

Charity trustees are the people who control and manage a charity. They are responsible for complying with the law.

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. The Enchanted Forest Community Trust comprises of:

- 👉 The chair
- 👉 The treasurer
- 👉 Up to 9 elected trustees

The trustee board appoints a vice chair from among the trustees.

All of the group of charity trustees have charity trustee duties. A duty is something that you must do. The group shares the responsibility equally. No individual charity trustee, for example the Chair or Treasurer, has more responsibility than the other charity trustees do. This is called collective responsibility which means that Charity trustees are not only responsible for their own actions, they are also responsible for the actions and decisions taken by the charity trustees when acting together.

The responsibilities of a Trustee under Charity and Company law include:

- 👉 To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations;
- 👉 To ensure that the organisation pursues its objects as defined in its governing document;
- 👉 To ensure the organisation uses its resources exclusively in pursuance of its objects;
- 👉 To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- 👉 To safeguard the good name and values of the organisation;
- 👉 To ensure the effective and efficient administration of the organisation;
- 👉 To ensure the financial stability of the organisation;
- 👉 To protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
- 👉 To effectively monitor and support the Executive Director and the Senior Management Team.

Further information relating to the role of Trustee duties can be found at:

<https://www/oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/>



# Trustee role overview

The Board of Trustees' key role is to ensure that EFCT has a relevant strategy in place which is aimed at delivering its charitable purpose.

The Board of Trustees oversees the performance of the charity and its governance to ensure the strategy is being delivered and all charity and company duties are being met in line with best practice governance and stewardship.

The Board of Trustees are also responsible for assuring that risks to the charity, contractors and staff are managed and mitigated effectively in relation to the charity's activities.

Led by the Chair, the Board has a collective responsibility for the strategy, stewardship and performance of the charity.

## Who cannot be a trustee?

Some people are not allowed by law to be a charity trustee. Every charity trustee must make sure that he or she is not breaking the law by being a charity trustee. Certain people are disqualified from acting as charity trustees:

- 🚫 Someone with an unspent conviction for an offence involving dishonesty or an offence under the 2005 Act.
- 🚫 Someone who is an undischarged bankrupt or has a Protected Trust Deed or Debt Arrangement Scheme (DAS) to pay off debts with creditors. Further information relating to these can be obtained from [www.aib.gov.uk/guidance-and-publications](http://www.aib.gov.uk/guidance-and-publications)
- 🚫 Someone who has been removed under either Scottish or English Law or the courts from being a charity trustee.
- 🚫 Someone who is disqualified from being a company director.

It is the responsibility of individuals to make sure they are not disqualified from being a charity trustee. Anyone who acts as a charity trustee whilst disqualified is guilty of an offence punishable by a fine or imprisonment, or both.

## Minimum age

While there is no minimum age for charity trustees we will only consider applications from those aged 18 years or over.

## What we are looking for

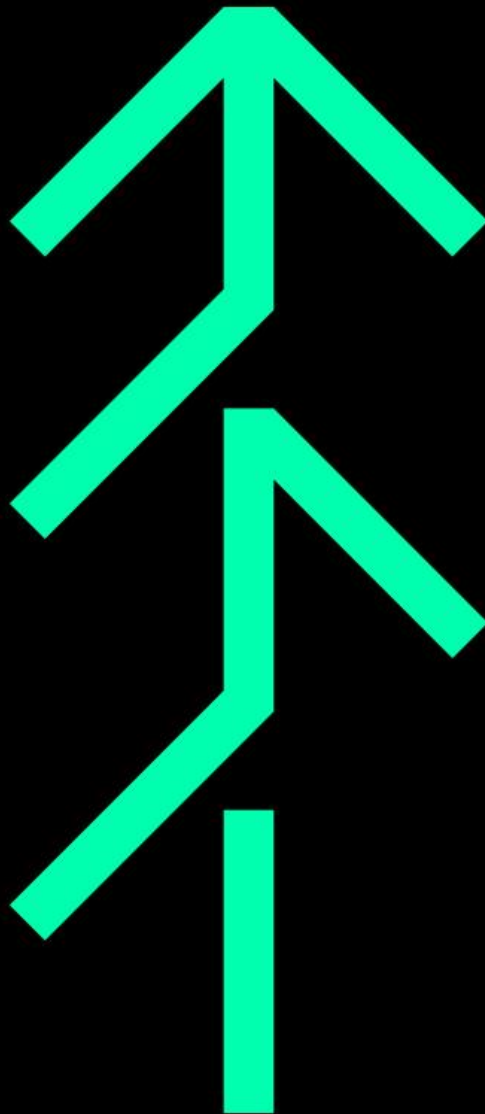
We need people who can help us to achieve our mission and ensure the organisation is effectively managed.

You must be able to make a commitment to the Trust and devote the necessary time to the role - as well as have strategic vision, independent judgement, an ability to think creatively and a willingness to speak your mind.

We are currently looking for Trustees that can add expertise within the following areas:

- Environment
- Finance
- Branding
- Entrepreneurial background

To support this, the recruitment panel will prioritise applicants that have expertise within these areas. Additionally, if suitably qualified candidates with other relevant expertise are identified they will also be considered.



# About you

You will help us to expand upon our range of skills and experience. You do not need experience or knowledge of EFCT but must be committed and passionate about making a difference.

You will be passionate about our event and the community to which we serve and through your involvement, you will bring an objective perspective and knowledge to the Charity's decision making. You will be able to demonstrate independent judgment and experience based on your expertise, for the benefit of the beneficiaries, contractors, staff and the Charity's stakeholders.

You will be required to clearly demonstrate:

- ✦ A commitment to the aims and objectives of EFCT.
- ✦ An interest in promotion and inclusion of the local community and a commitment to volunteering.
- ✦ A willingness to devote the necessary time and dedication to your trustee role.
- ✦ Good, independent judgement.
- ✦ Ability to think creatively.
- ✦ Understanding and acceptance of responsibilities.
- ✦ Ability to work effectively as a member of a team.
- ✦ Good communication and interpersonal skills.
- ✦ Impartiality, fairness and confidentiality.
- ✦ Strategic vision.



# Key responsibilities

You will be responsible for:

## Strategy

Contribute towards the Charity's vision, values and strategic goals, to participate in the identification of strategic organisational risks and to approve and monitor action plans to achieve these objectives while addressing the associated risks.

## Planning

Approve the annual Business Plan, which sets out the annual objectives for the Charity and how these will be achieved.

## Performance Monitoring

Receive and review performance data and information to compare achievements against targets and, where necessary, support the implementation of remedial action. Check that effective financial control arrangements are in place to secure the financial viability of the Charity.

## Governance

Support and constructively challenge the Board, including the Chair and management team members, to ensure the Board conforms to the highest standards of Corporate, Information and Charity Governance, acts in the interest of the beneficiaries, volunteers, staff and stakeholders it serves and is seen to be accountable for the services provided and the resources deployed.

## Guidance

Provide general counsel and advice based on your particular knowledge and expertise.

## Communication and Wider Support

Representing the Charity at external events and communicate with stakeholders as required and to uphold the Charity's reputation at all times. Be visible within the Charity and the local community.

## Self

Take responsibility for your own personal development and contribution to the leadership and development of the Charity.

# Your commitment

You will be required to:

- ✦ To attend monthly Board meetings.
- ✦ To serve on the board for a minimum period of time as outlined within our constitution with an option for an extension to this period, subject to the approval by the Chair.
- ✦ To attend an annual board development day.
- ✦ To represent EFCT at internal and external events depending on your availability.
- ✦ To participate in appropriate sub-committee groups – depending on your area of expertise and availability.
- ✦ To attend any other exceptional meetings by agreement of the board.
- ✦ Attendance at our annual AGM.

# Our commitment

In return we offer a highly rewarding role inclusive of:

- ✦ The opportunity to enhance your existing skills and knowledge relating to the development of an innovative and dynamic charitable organisation.
- ✦ The chance to play a key role in the running and development of EFCT; enabling the organisation to continue its positive and valuable charitable aims and responsibilities.

## Term of office

Trustees are asked to commit to a term of office of four years. Trustees can serve for a maximum of two terms before a break of at least 12 months.

## Expenses

The position of trustee is unpaid. Trustees will be entitled to claim for expenses connected with their duties on behalf of the Charity.

Expenses will be paid on the basis of proof of expenditure being provided.

## Remuneration

Trustees are volunteers and this position is offered unpaid. Reasonable expenses incurred will be paid upon authorisation by the Chairperson.

## Application process

If you would like to apply to join us as a Trustee please complete the Trustee Application form attached detailing how you fulfil the requirements of our Trustee Role Description and Person Specification and return to [hrstaffing@enchantedforest.org.uk](mailto:hrstaffing@enchantedforest.org.uk)



# Trustee role description

Salary:	Unpaid. Expenses incurred while travelling to meetings.
Hours:	A maximum of 12 Trustee meetings a year. Additionally, trustees are invited to the AGM
Location:	Pitlochry, Perthshire. Trustee Meetings may be held by Zoom so travel to Pitlochry not always essential.

## Key Duties

- 🌿 Ensure that the Trust complies with its governing document (its Articles of Association), Charity law, company law and any other relevant legislation or regulations.
- 🌿 Ensure that the Trust pursues its objectives as defined in its governing document.
- 🌿 Ensure that the Trust applies its resources exclusively in pursuance of its objectives. For example, it must not spend money on activities which are not included in the objectives, however worthwhile they may be.
- 🌿 Contribute actively to the board of trustees by giving firm strategic direction to the Trust, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- 🌿 Safeguard the good name and values of the Enchanted Forest Community

# Trustee person specification

Each trustee must have:

- 🌿 A commitment to the mission of the Enchanted Forest Community Trust.
- 🌿 A willingness to meet the minimum time requirement.
- 🌿 Integrity.
- 🌿 Strategic vision.
- 🌿 Good, independent judgement.
- 🌿 An ability to think creatively.
- 🌿 A willingness to speak their mind in a constructive manner.
- 🌿 An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- 🌿 An ability to work effectively as a member of a team and to take decisions for the good of the Enchanted Forest Community Trust.



# Trustee Application Form

## Part 1 – Not Shared with Shortlisting Panel Members

### Personal Details

Surname:	
Forename(s):	
Home Address:	
Home telephone Number:	
Mobile Telephone Number:	
Email Address: (If you provide us with your email address, we will normally contact you this way.)	

### Identified Links and/or Conflicts

Have you, a family member, or your employer, done work for, or supplied goods or services to EFCT?

Please list below, all potential conflicts of interest that you are aware of. Conflicts of Interest will not necessarily prevent you from being a trustee, but we need to know about conflicts so that sufficient trustees without a conflict in a particular area can be appointed.

--

### Close Relatives/Family Members

A close relative is defined as a spouse, cohabitee, parent, grandparent, child, brother, or sister.

Are you a close relative or family member of any of EFCT contractors or employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>Yes</b> , please explain your relationship below.	

## Police Check

Do you have any criminal convictions or pending charges? Yes  No

If **Yes**, please provide full details of these below:

## Referees

Please supply us with the names and contact details of two referees that we may contact. We will not normally accept references from relatives/friends. We reserve the right to request more than 2 references. If you provide your referee email addresses, we will normally contact them this way.

### Referee 1

Name:	
Position:	
Company (if applicable):	
Address:	
Postcode:	
Contact Telephone Number:	
Email Address:	
Do you give us permission to contact this referee?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Referee 2

Name:	
Position:	
Company (if applicable):	
Address:	
Postcode:	
Contact Telephone Number:	
Email Address:	
Do you give us permission to contact this referee?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Interview Availability

Are you available for interview at any time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If <b>No</b> , please provide details of non-availability below:		

### Declaration

I declare that the information I have given in **Part 1** in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed that appointment may be revoked.

<b>Signature:</b>	
<b>Date:</b>	

## Part 2 – Assessed by the Shortlisting Panel

Please start with most recent and include any periods not in paid employment, voluntary work, or work experience (continue on an additional sheet, if necessary).

<b>Dates (Month/Year), From &amp; To:</b>	
<b>Name and Address of Employer:</b>	
<b>Position Held, Description of Duties and Responsibilities:</b>	
<b>Reason(s) for Leaving:</b>	
<b>Dates (Month/Year), From &amp; To:</b>	
<b>Name and Address of Employer:</b>	
<b>Position Held, Description of Duties and Responsibilities:</b>	
<b>Reason(s) for Leaving:</b>	
<b>Dates (Month/Year), From &amp; To:</b>	
<b>Name and Address of Employer:</b>	
<b>Position Held, Description of Duties and Responsibilities:</b>	
<b>Reason(s) for Leaving:</b>	

Dates (Month/Year), From & To:	
Name and Address of Employer:	
Position Held, Description of Duties and Responsibilities:	
Reason(s) for Leaving:	
Dates From & To:	
Name and Address of Employer:	
Position Held, Description of Duties and Responsibilities:	
Reason(s) for Leaving:	
Dates From & To:	
Name and Address of Employer:	
Position Held, Description of Duties and Responsibilities:	
Reason(s) for Leaving:	

## Qualifications

Please indicate below qualifications gained at School, College or University. You need only provide the date awarded for College or University qualifications or time served apprenticeships.

<b>Subject/Details:</b>	
<b>Qualification:</b>	
<b>Grade:</b>	
<b>Date Awarded:</b>	
<b>Subject/Details:</b>	
<b>Qualification:</b>	
<b>Grade:</b>	
<b>Date Awarded:</b>	
<b>Subject/Details:</b>	
<b>Qualification:</b>	
<b>Grade:</b>	
<b>Date Awarded:</b>	
<b>Subject/Details:</b>	
<b>Qualification:</b>	
<b>Grade:</b>	
<b>Date Awarded:</b>	
<b>Other:</b>	

## Interest and Motivation

Please use the space below to tell us why you are applying to become a Trustee of EFCT.

## Skills

Please use the space below to tell us about your relevant skills and expertise that you would contribute to the Board?



### Current or Recent Non-Executive Roles

Please list below, details of current or recent non-executive roles.

Dates (Month/Year), From & To:	
Name and Address of Employer:	
Position Held, Description of Duties and Responsibilities:	
Reason(s) for Leaving:	
Dates (Month/Year), From & To:	
Name and Address of Employer:	
Position Held, Description of Duties and Responsibilities:	
Reason(s) for Leaving:	
Dates (Month/Year), From & To:	
Name and Address of Employer:	
Position Held, Description of Duties and Responsibilities:	
Reason(s) for Leaving:	

## Voluntary Work

Please tell us about any voluntary work that you have been/continue to be actively involved in.

## Declaration

I declare that:

I do not have an unspent conviction for an offence involving dishonesty or an offence under the 2005 Act.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I am not an undischarged bankrupt or has a <b>Protected Trust Deed or Debt Arrangement Scheme (DAS)</b> to pay off debts with creditors.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have not been removed under either Scottish or English Law or the courts from being a charity trustee.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have not been disqualified from being a company director.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that it is my responsibility to make sure I am not disqualified from being a charity trustee and that whilst acting as a charity trustee whilst disqualified is guilty of an offence punishable by a fine or imprisonment, or both.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that I am aged 18 years or over.	Yes <input type="checkbox"/> No <input type="checkbox"/>

I declare that the information I have given in **Part 2** in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed that appointment may be revoked.

<b>Signature:</b>	
<b>Date:</b>	

Thank you for completing this application form and for your interest in becoming a Trustee of the Enchanted Forest Community Trust.

Your application form should be marked '**Private and Confidential for the Attention of EFCT Chair**' and returned by email to

[hrstaffing@enchantedforest.org.uk](mailto:hrstaffing@enchantedforest.org.uk)

**Please note that all data will be held in the strictest confidence and in compliance with GDPR and will only be used for the purpose of selection of Trustees.**