

LANTRA

APPOINTMENT OF TRUSTEES – CANDIDATE BRIEF

Background

Lantra is a successful commercial Awarding Organisation and the UK Sector Skills Council for land-based and environmental industries, working with around 230,000 businesses to create innovative skills solutions.

Lantra's mission is to *Raise skills and back land-based and environmental businesses* by: -

- Improving the skills of land-based and environmental businesses; up-skilling 70,000 individuals each year
- Enabling businesses to improve efficiency and competitiveness through skills development; assisting 7,000 businesses each year
- Delivering skills solution which enable employers to attract new entrants; by providing support to 70,000 individuals each year.

Lantra works with businesses, trades bodies and the UK government (including the devolved administrations in Wales, Scotland and Northern Ireland) to address skills and productivity needs. It is an independent charitable company, governed by a Board of Trustees, which fully represents its sectors, drawing expertise from key industries and business partners. It provides strategic leadership, and as the majority of Trustees are employers within the land-based sector, the Board understands and is sensitive to its industries' needs. The Trustees provide the vision and agree the strategy and business plans.

Lantra has an annual turnover of over £7million and employs about 95 people.

Lantra has been undergoing a period of profound change in response to the withdrawal of government funding. Consequently the Board has developed a business plan with three distinct business areas, each of which will be income generating. Significant investment has been agreed for two of the business streams, Lantra Awards and Lantra E-Solutions; these will cross-subsidise the third business which will undertake more traditional SSC project work, which was previously funded by government. Lantra is therefore in the process of transforming into a commercially sustainable organisation.

The Board of Trustees

Lantra currently has nine Trustees and is now seeking to recruit two additional Trustees with a knowledge of or interest in the land-based and environmental sector.

Trustees serve a three year term of office which may be renewed for up to two further terms (i.e. Trustees serve a maximum of nine years). Trustees are expected to attend Board meetings on a quarterly basis at Lantra House, Stoneleigh Park near Coventry; they may also sit on other committees. Trustees are also asked to support and represent Lantra's activities within their industry (where applicable) or geographical area and this will be particularly the case for the Trustee appointed from Scotland. Trustee positions are unremunerated but travel and subsistence expenses will be reimbursed.

Role Description

Key Responsibilities:

- Being an effective voice, understanding, articulating and representing the sector's skills and development needs
- Providing strategic direction by shaping the vision, mission and values of Lantra and ensuring that these are translated into effective Strategic Plan / Business Plans
- Ensuring the delivery of activity and appropriate reporting of performance
- Scrutinising the performance of management against agreed goals and objectives
- Ensuring the financial stability of the Lantra Group of Companies
- Representing and promoting Lantra to other organisations and at relevant events and functions
- Positively influencing key stakeholders to support Lantra and the sector's needs
- Reviewing strategic and operational risks and ensuring that appropriate processes are in place to identify, assess and manage risks. Ensuring that control measures are proportionate and effective
- Ensuring that Lantra fully conforms with all relevant legislation, regulation and filing requirements
- Advising the Chief Executive and Executive Team on the direction and operation of Lantra.

Skills and experience sought:

- Knowledge and understanding of the land-based / environmental sector
- Commercial experience with the judgment to contribute to the development of Lantra as a commercial organisation
- Understanding of the nature of governance; including understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Commitment to the importance of skills development within the workforce
- Ability to offer creative strategic direction and constructive challenge
- Good communication skills across all levels
- Availability and willingness to devote the required time and effort to Lantra
- An engaging enthusiast who is willing to speak their mind
- A problem-solving 'can-do' approach
- A commitment to uphold the principles of public service: selflessness; integrity; objectivity; accountability; openness; honesty

In addition: -

One of the new Trustees will also need to have experience in the field of **developing and marketing online services/learning environments** to be able to advise and support Lantra's new initiatives in this area.

The other new Trustee will serve as the National Chair for Scotland and will need to have an understanding and familiarity with **land-based / environmental industries in Scotland** and preferably be well networked and influential within this sector.

Process of appointment

Interested candidates should send their CV together with a supporting statement not exceeding two sides of A4, setting out how they meet the key requirements and why they are interested in being appointed as a Trustee of Lantra.

All applications should be sent to Rose Pfeffer-Ward to arrive by close of business on Wednesday 25 June 2014.

Email: rose.pfeffer-ward@lantra.co.uk

Post: FAO Rose Pfeffer-Ward, Lantra House, Stoneleigh Park, nr. Coventry CV8 2LG.

Interviews with a panel of Trustees are expected to take place on 15 July 2014 for the first post and for the Scotland Trustee early August 2014.

Valerie Owen OBE
Chair, Lantra