



Role Description: Trustee of the Orkney Nature Festival (Arts and Creative Coordinator)

Overview

The Orkney Nature Festival celebrates the rich biodiversity, unique landscapes, and vibrant communities of the Orkney Islands. As a registered charity and a growing event on Scotland's environmental and cultural calendar, the Festival relies on a dedicated Board of Trustees to provide strategic oversight, stewardship, and governance. A Trustee of the Orkney Nature Festival holds a pivotal voluntary role, shaping the Festival's vision, ensuring its sustainability, and fostering greater appreciation and protection of Orkney's natural heritage.

Purpose of the Role

Trustees serve as the guardians of the Festival's mission—to inspire, educate, and engage residents and visitors in the wonders of Orkney's natural world. This involves ensuring that the Festival operates in line with its values, meets its charitable objectives, and remains financially and legally compliant. Trustees contribute their time, expertise, and networks to support the Festival's success and its positive impact on the community.

Trustees are often assigned an area of expertise or operational responsibility to support the delivery of the Festival programme. This Trustee role has a particular focus on the coordination and development of the Festival's arts and creative events programme, ensuring that creative activities complement and enhance the Festival's environmental and community objectives.

Main Responsibilities

- **Strategic Leadership:** Participate actively in the development and regular review of the Festival's strategy, objectives, and policies. Trustees collaboratively set the future direction, adapt to emerging challenges, and seize opportunities for growth and innovation.
- **Governance and Compliance:** Ensure that the Festival complies with all legal and regulatory requirements, including charity law, health and safety standards, and data protection. Trustees are expected to act with integrity, avoid conflicts of interest, and uphold the highest standards of governance.
- **Financial Stewardship:** Oversee the Festival's financial health. This includes approving budgets, monitoring expenditure, ensuring proper accounting records, and reviewing financial statements. Trustees work to secure funding, identify new income streams, and manage risks to safeguard the Festival's sustainability.
- **Advocacy and Ambassadorship:** Represent the Orkney Nature Festival at public events, in the media, and with stakeholders. Trustees help promote the Festival's activities,



build relationships with partners, sponsors, and community groups, and champion the cause of nature conservation.

- **Teamwork and Support:** Work closely with other trustees, staff, volunteers, and external partners. Trustees may take on specific roles or lead working groups (e.g., fundraising, education, marketing) depending on experience and interest. They also support the recruitment, induction, and ongoing development of new trustees and volunteers.
- **Risk Management:** Identify and manage risks facing the Festival, from financial uncertainty to reputational issues or logistical challenges. Trustees ensure robust processes are in place for safeguarding, emergency planning, and health and safety at Festival events.

Additional Responsibilities Specific to the Arts and Creative Events Trustee

- **Arts and Creative Programme Leadership:** Lead the development and coordination of the Festival's arts and creative programme, helping to shape a diverse and engaging range of creative activities that celebrate nature, place, and community.
- **Artist and Practitioner Liaison:** Build and maintain relationships with artists, makers, performers, writers, musicians, and creative practitioners, acting as the primary point of contact for arts contributors participating in the Festival.
- **Programme Development and Delivery:** Work with fellow trustees, staff, volunteers, and partners to identify opportunities for exhibitions, performances, workshops, installations, participatory activities, and other creative events that align with the Festival's mission and values.
- **Partnership and Community Engagement:** Develop partnerships with local arts organisations, community groups, schools, and cultural institutions to strengthen the Festival's creative offer and encourage participation from a wide range of audiences.

Duties and Tasks

- Attend regular Board meetings (usually monthly) in person or virtually.
- Participate in the Annual General Meeting (AGM) and key Festival events.
- Review and comment on relevant documents, including strategic plans, financial reports, and policy updates.
- Contribute to the development and approval of annual budgets and funding strategies.
- Support applications for grants, sponsorship, and other fundraising initiatives.
- Advise on the design and delivery of Festival programming, ensuring activities are inclusive, accessible, and environmentally responsible.
- Help evaluate the Festival's performance and impact, using feedback and monitoring data.
- Maintain confidentiality and act in the best interests of the Festival at all times.



Person Specification

Essential Qualities

- **Passion for Nature and Community:** A deep commitment to promoting Orkney's unique natural environment and a desire to connect people with nature.
- **Integrity and Accountability:** The highest standards of personal and professional conduct, reliability, and a willingness to take responsibility for decisions and actions.
- **Strategic and Analytical Thinking:** The ability to see the 'big picture', assess priorities, and make considered judgments on complex issues.
- **Team Player:** A collaborative approach, open to differing viewpoints, and able to work constructively with others from varied backgrounds.
- **Communication Skills:** Strong verbal and written communication, comfortable representing the Festival in public and engaging with diverse audiences.

Desirable Experience and Skills

- Experience with charities, boards, or governance.
- Knowledge of environmental conservation, education, or event management.
- Financial literacy and experience with budgeting or fundraising.
- Local knowledge of Orkney's communities, wildlife, or heritage.
- Digital skills, including social media or website management.
- Connections with relevant networks in conservation, business, or tourism.

Additional Desirable Experience and Skills

- Experience in arts programming, event coordination, cultural projects, or creative production.
- Connections within the local or regional arts and creative sectors.
- Experience working with artists, creative practitioners, community arts organisations, or cultural institutions.
- An interest in exploring the connections between nature, creativity, culture, and community engagement.

Time Commitment

The Trustee role is voluntary and flexible. Typically, it involves attending twelve Board meetings each year (in-person or online), the AGM, and a selection of Festival events. Additional time may be required for working groups or specific projects.

Outside of these board meetings there is also varying amounts of time given throughout the year to ensure the programme is coordinated. This varies greatly depending on what the volunteer would like to put in.



Support and Induction

New trustees receive a comprehensive induction, including information on the Festival's history, values, finances, and current projects. Ongoing support is provided by the Chair, existing trustees, and staff, along with opportunities for training in areas such as governance, safeguarding, or fundraising.

Benefits of Being a Trustee

- Make a meaningful contribution to the conservation and celebration of Orkney's natural heritage.
- Develop new skills in leadership, governance, and project management.
- Expand professional and personal networks within the environmental and cultural sectors.
- Gain insight into the workings of a vibrant, community-focused charity.
- Experience the joy of supporting events that inspire and engage people of all ages in the wonders of nature.

Equality, Diversity, and Inclusion

The Orkney Nature Festival values and promotes inclusivity, equality, and diversity across its Board and activities. Applications are welcome from all sections of the community, and reasonable adjustments will be made to ensure full participation by people of different abilities and backgrounds.

Application Process

Prospective trustees can express their interest by submitting a CV and a short statement outlining their motivation and relevant experience. The Board may invite candidates for an informal conversation to discuss the role, expectations, and the candidate's potential contribution.

Conclusion

Being a trustee of the Orkney Nature Festival is a unique opportunity to help guide a much-loved event at the heart of Orkney's community and natural landscape. Trusteeship offers the chance to shape the Festival's future, safeguard its values, and ensure that people today and for generations to come can marvel at the beauty, diversity, and inspiration that Orkney's natural world provides.