



The Ashdown Forest FOUNDATION

Trustee Information Pack

Are you passionate about Ashdown Forest and ensuring that this jewel in the crown of the Sussex landscape is protected for current and future generations?

We are looking for two enthusiastic people to join our Board of Trustees, who are dedicated to raising funds to help support this special place – could that be you?

If so, we would love to hear from you and learn about the unique skills and experience you could share to help us in our mission to raise vital funds for Ashdown Forest. No previous Trustee experience is required – just your enthusiasm, time, and commitment!

Available positions: Trustee; Trustee – Treasurer

Role type: Volunteer

Application deadline: Midday on 17th February 2025

How to apply: Please send your CV and a brief cover letter outlining your interest in this role to hello@ashdownforestfdn.org. Please state if you are interested in the Treasurer or general Trustee role. If you have any questions before submitting your application, please contact our Vice Chair, Beth Morgan, at beth@ashdownforestfdn.org.

About Ashdown Forest

Originally a deer-hunting forest, Ashdown Forest is now one of the largest public access spaces in South East England. Owned by the Ashdown Forest Trust, management of the Forest has been the responsibility of The Board of Conservators since 1885. A small team of staff are employed by the Conservators to look after the Forest – to protect, conserve and enhance the nature and culture of Ashdown Forest as the largest biodiverse heathland and open space in Sussex for the enjoyment, education, health and recreation of all.

About The Ashdown Forest Foundation

Founded in 2019, The Ashdown Forest Foundation is an independent charity that raises funds to help protect and enhance Ashdown Forest. The Board comprises up to a maximum of seven Trustees, who work closely with the Chief Executive of Ashdown Forest and members of his team to deliver what the organisation needs to fulfil their responsibilities and vision for the Forest's flora and fauna, its habitats, and its visitors.

The Foundation employs a part-time Fundraising Manager who is responsible for securing funds through various channels such as Trusts and Foundations, legacy and in-memory gifts, corporate donations, and other fundraising activities. To read more about the Foundation and what we do as a charity, visit our website at www.ashdownforestfdn.org

What does the board do?

The role of the board of trustees of The Ashdown Forest Foundation is to raise funds to support work and projects to protect and enhance Ashdown Forest for future generations to enjoy.

Overall, the board is responsible for:

- Establishing and maintaining appropriate fundraising strategies
- The financial governance of donations and other fundraising activities
- Reviewing and approving, where appropriate, specific requests for funding from the Conservators of Ashdown Forest
- Developing and nurturing a small group of high-profile Ambassadors who act as 'champions' for the Forest
- Developing and managing a network of volunteers to assist in fundraising activities

Additionally, our Trustees are encouraged to play, where possible, an active, hands-on role in many aspects of practical fundraising activities such as event planning and management, charity administration and operations, communications, networking and engagement with fundraising partners.

In 2026 we will also be celebrating the centenary of the first Winnie-the-Pooh book by A.A. Milne, who was inspired by his visits to Ashdown Forest to create the magical stories of his son, Christopher Robin, and his friends. This milestone presents an exciting and unparalleled opportunity for the Foundation to work with the Conservators of Ashdown Forest and other stakeholders to boost awareness of the Forest and its needs for the next 100 years. Work on developing the Centenary celebrations has already begun, and we welcome input going forward from our new Trustees.

We are looking for Trustees who:

- Are passionate and enthusiastic about the vision and mission of Ashdown Forest*
- Are looking for a purposeful and highly rewarding opportunity to contribute to delivering this vision and mission
- Would like to be part of a friendly and caring team of like-minded people
- Act with integrity, trustworthiness, care and respect
- Can dedicate time on a regular basis
- Have great interpersonal and communication skills
- Have skills and expertise that would enhance the Foundation's ability to achieve our mission to help protect and enhance Ashdown Forest through fundraising activities

*Download the Ashdown Forest Vision & Management Strategy [here](#).

What's involved

- Bi-monthly, two-hour board meetings with working group meetings in the intervening months. Meetings are held at the Ashdown Forest Centre in Wych Cross or at another local venue. Participation is ideally in person but joining virtually is also an option.
- Attendance at the AGMs of the Foundation and the Conservators of Ashdown Forest (3-4 hours, usually in early July)
- Participation in and active support at fundraising events throughout the year, where possible.
- Participation in other discussions and meetings as needed, sharing your expertise and skills where possible.

If you are interested in the Treasurer role, this involves additional responsibilities:

- Overall responsibility for oversight of the charity's finances, including maintaining monthly accounts for the charity, in collaboration with the Finance Officer of the Conservators of Ashdown Forest – this requires approximately 2-3 hours per month.
- Ensure that the Foundation is following financial/accounting good practice and regulations that apply to policies and that our policies and processes reflect this.
- Reporting of monthly and annual accounts and financial statements to the wider Board and to the Charities Commission.
- Monitor adherence to and report on the financial aspects of our donor due diligence policy, including approving donations over specified thresholds, and checking donations are recorded and used in line with donor specifications/wishes and that restricted funds are used accordingly.
- Provide advice on managing the Foundation's funds and researching and managing appropriate investment opportunities
- Liaison with the Foundation's accountants, as required.

Diversity and inclusion

Ashdown Forest is the largest biodiverse heathland and open space in Sussex, which is available for the enjoyment, education, health and recreation of ALL. We are committed to building a Board that reflects the breadth and depth of this ambition.

Expenses policy

The Foundation's expenses policy includes consideration for mileage incurred on official business. Full details are available on request.

We look forward to hearing from you!

*The Ashdown Forest Foundation is a registered charity
in England and Wales (1183829) and registered company (11624110)*