



A registered charity, number 1101169

A company limited by guarantee, 4544242

Chair position for a gardeners' charity

About the Professional Gardeners' Trust

The Professional Gardeners' Trust (PGT) provides gardeners who could not otherwise afford it with the opportunity to acquire skills and gain qualifications. This enhances their careers and benefits the horticulture profession as a whole.

Job Description

The ideal candidate will be working in or have recently left the horticulture (or a closely-related) industry and will have held a trustee or Non-Executive Director position before. Some experience of chairing meetings is also desirable, as is knowledge of good governance. The new Chair will be a good communicator, who has strong contacts within the industry enabling him or her to act as a figurehead for the charity's work. They should ideally have a good understanding of the horticultural sector including training and the needs of horticultural work.

The Chair is assisted in the role by two Chair-buddies.

The PGT is keen to expand the diversity of its trustees and so welcomes applications from all backgrounds.

Key responsibilities:

- To ensure continuing funds for the PGT which means developing good contacts and maintaining good relations with existing donors
- To lead the board and channel trustees and officers' thoughts to ensure the smooth function and development of the charity
- To promote good governance
- To produce written reports as necessary
- To lead the recruitment process of new trustees and officers as necessary
- To ensure the charity is adequately reviewing and following its policies (GDPR, Privacy, recruitment etc)

Time commitment:

c8 days pa: 3 meetings (one or two usually via Zoom) and follow up actions, plus funding applications and donor meetings. Full job description available on request.

Closing date - 16 October 2023.

This is a non-remunerated role. Start date March/April 2024. Fixed one-year term with opportunity for re-election. **To apply, please send your CV and a brief cover letter to helen@pgtrust.org**