

Forest Holidays Board Member (Non-Executive)

Location: Forest Holidays is based in Moira in Derbyshire (this is not an office based appointment)

The Forestry Commission is seeking to appoint a Non-executive Director to the Board of Forest Holidays.

BACKGROUND

Forest Holidays operates holiday cabins on 9 sites in Forestry Commission forests. It is a joint venture between Lloyds Development Capital, the Forestry Commission, and the Forest Holidays management team. The Forestry Commission is involved in the businesses both as a landlord and recipient of rent, and as a minority shareholder, entitled to a share of profits and any increase in capital value.

ROLE AND DUTIES

As a nominated representative of the Forestry Commission, you will be accountable to the Board of Commissioners and expected to represent the Commission's interests as a shareholder in Forest Holidays.

In particular, you will be required to:

- Monitor compliance by the company and their management teams with the terms of the Framework Document setting out the relationship and report any issues or concerns to the Forestry Commission;
- Seek the views of the Forestry Commission in advance of Forest Holidays Board meetings to determine their views on any matters requiring their consent and any material or controversial items;
- Provide written and verbal reports to the Forestry Commission at regular intervals and no less than quarterly on the discussions of the Board and the progress of the company's business.

Nevertheless, your principal role is to have concern for the Forest Holidays company in accordance with the responsibilities set out for Directors in the Companies Act.

Key Responsibilities

As a member of the Board of Forest Holidays you will be required to:

- Give strategic advice and constructively contribute to the development of the strategy and business of the company;
- Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of progress and achievement of the annual business plan;
- Satisfy yourself that the financial information is accurate and that financial controls and systems of risk management are in place;
- Give the Board the benefit of your particular knowledge, experience and skills;
- Ensure that any matters which require the consent of the shareholders are appropriately handled.

Person Specification

When completing your application we want you to give examples of your direct and proven experience and activities of the criteria and competencies listed below.

Essential Criteria

Candidates must demonstrate the following essential competencies:

- Financial experience, including audit and risk management, and a professional understanding of corporate finance and complex business structures;
- High level board experience, preferably in the private sector, acting strategically to assess the implications, including financial, of decisions made;
- An understanding of the objectives and work of the Forestry Commission with particular emphasis on the Public Forest Estate in England.

Desirable Criteria

It would also be desirable to have:

- Experience in residential leisure business and a strategic understanding of business drivers in this sector;
- Experience of marketing and brand management, preferably in a sector relevant to the Forestry Commission;
- An understanding of applying a sustainable development approach to the leisure business sector;
- Experience of planning and property development in rural areas.

This appointment will be for 2 years with the possibility of a one year extension. A remuneration of £18,000 per annum is payable plus reasonable travelling expenses. Typically, meetings are held monthly at Forest Holidays' office in Moira and at other locations. Overall time input is approximately 2 days per month.

This appointment is non-pensionable.

To apply, please send your CV and a personal statement evidencing how you meet the essential and desirable criteria to resourcing@forestry.gsi.gov.uk. Interviews will be held on Friday 18 September in London.

Closing date for applications: Midnight, Tuesday 4 August 2015