

BOARD RECRUITMENT PACK 2025



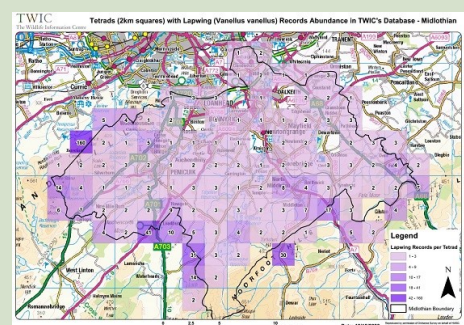
Photo: Natalie Harmsworth



Photo: Mike Beard



Photo: TWIC



FOREWORD:

By Paul Codd
TWIC Chairperson



Thank you very much for your interest in the work of TWIC and the opportunity to apply to join our Board of Directors.

The Wildlife Information Centre is the Local Environmental Records Centre (LERC) for south-east & part of central Scotland. We collect, collate and disseminate information on species, habitats and wildlife sites in our area.

We are seeking two new directors to fill vacancies in our team, and are looking in particular for applications from individuals with expertise / experience in **finance /charity governance, public relations / communications and fundraising.**

Being a Board member offers a fantastic opportunity to contribute to the success and development of a well-regarded environmental charity, to broaden your own skills and widen your professional network.

So, if you are passionate about helping biological recording in Scotland to thrive, we'd love to hear from you. If you aren't able to join the Board now but might be interested in the future, then please get in touch – we're always keen to look to the future.

The Wildlife Information Centre is a Company limited by guarantee (SC0234339) and a

Registered Scottish charity (SC034113).

Office No 3, Vineyard Business Centre, Saughland, Pathhead, Midlothian EH37 5XP.

TWIC's Articles of Association are available on request.

TWIC's VISION:

A world where biodiversity is thriving, people are inspired to record wildlife and high quality data underpin all environmental decision making.

⇒ ***We inspire people to record wildlife by encouraging a greater appreciation and understanding of wildlife***

By providing support and opportunities for recorders and wildlife observers to develop their knowledge and skills through our training and events programme.

⇒ ***We provide high-quality data to underpin environmental decision making***

By providing added value ecological data services, we help enable decision-making and ensure that it is based on the best available biodiversity data.

⇒ ***We help create a world in which biodiversity is thriving***

By working in partnership, drawing together the collective knowledge of biodiversity across our region to the benefit of Scotland's nature and landscapes.



Photo. Chris Sydes



WHAT WE DO:

The Wildlife Information Centre is a focal point for biological recording across south-east & part of central Scotland and is working to increase the knowledge of the terrestrial, freshwater and marine wildlife throughout this territory. With 3.6 FTE staff, TWIC currently holds 4.35 million species records as well as extensive habitats and designated sites information. We work to increase this every year. We follow NatureScot's Sensitive Species of Scotland recommendations on the release of sensitive wildlife information to the public.

We provide objective, independent wildlife information for people and organisations. The Centre's work is supported by grant assistance from NatureScot, for which we are grateful. Our principal sources of income derive from service level agreements with local authorities, and information supply to consultants and other commercial data users.

As part of our wide range of data services, we routinely supply data to local authorities for screening planning applications, to consultants for preparing ecology reports, to forestry agents to support grant applications and to students, recorders and the public to inform coursework, scientific research, recording efforts and general interest. For commercial requests, we charge an administrative fee to cover our costs in processing the request and to contribute to our data management work.



Photo: David Palmar

We are a member of the Association of Local Environmental Records Centres (ALERC) and the National Biodiversity Network (NBN).

Records from our own projects and surveys, and those of other organisations and individuals who have given permission, are made available online via the NBN Atlas Scotland. We also work with many National Recording Schemes and Societies and their vice-county recorders to share and verify records.

The work of the Wildlife Information Centre is supported by NatureScot.

THE TWIC TEAM:

DIRECTORS:



Paul Codd
Chairperson



Maurice Hankey
Company Secretary



Michael Scott



Alison Fletcher



Rob Briers



Joan Cottrell

STAFF:



Natalie Harmsworth
Centre Manager



Karen Herbert
Business
Administrator



Rebekah Wilson
GIS and Data
Officer



Jackie Stewart
Data
Processor



Patricia Mrazek
Ecological Data
Processor

ABOUT YOU:

TWIC would like to hear from you if you can demonstrate the following:

- a keen interest in the natural environment and the objectives of TWIC;
- an understanding of the issues and challenges facing biological recording, data management and use of biological data in Scotland;
- objectivity, fairness, independence of mind and ability to act with integrity, wisdom, discretion and good judgement;
- an eye for detail but also able to see the bigger picture and think strategically;
- an ability to work as a team and to communicate effectively;
- the time to be an effective director;
- previous experience of governance or change management– desirable not essential.

We are particularly keen to appoint to our Board individuals who have expertise in finance /charity governance, public relations / communications and fundraising.

Previous experience of working in the ecology or the wider biodiversity network, including as a service user of LERC data, would be desirable .



ROLE & RESPONSIBILITIES:

As a Company Director and Charity Trustee you should expect to:

- contribute to ongoing business oversight, giving strategic direction, setting overall policy, defining goals, and monitoring performance against agreed targets;
- ensure that the organisation operates in accordance with rules and regulations as set out in company and charity law, and any other legislation or regulations applicable to its activities;
- ensure that the organisation pursues its Objects as defined in its governing Articles of Association and that uses its resources exclusively in pursuance of these;
- help develop the financial stability of the organisation and its effective and efficient administration;
- keep the long-term development of TWIC under review in light of the political, economic and social environment in which it operates;
- oversee employment policies and to appoint key staff;
- protect the good name and values of the organisation;
- promote TWIC to our funders, clients, wildlife recorders and the wider public.

Through...

- attendance at regular Board Meetings and TWIC's Annual General Meeting;
- consideration of Board papers and other correspondence;
- response to emails between Board meetings;
- participation in ad-hoc working groups;
- attendance at third-party events as appropriate.



ESSENTIAL INFORMATION:

Time commitment:

Four half-day meetings per year plus preparation of around 0.5 days per meeting, along with attendance at TWIC's Annual General Meeting and Conference. Between Board meetings there is a regular consideration of documents relating to TWIC business and dialogue on issues of importance, discussed through email exchange.

Location:

Board meetings are usually held at our easily accessible offices outside Pathhead, Midlothian or at nearby venues with meeting facilities.

Remuneration:

This is a voluntary role but Board members can claim reasonable expenses for attending meetings and events.

To apply to our Board, you must be aged 16 years or older and be, or be willing to become, a member of TWIC before your appointment.



Photo. Mike Beard

HOW TO APPLY:

Please send us your CV along with a short covering letter or email outlining what skills and expertise you could bring to our Board and why you are interested in being a Board member.

You may include any other information that you consider appropriate to your application.

Email your letter and CV to Miss Natalie Harmsworth, Centre Manager, at natalie@wildlifeinformation.co.uk

For an informal discussion, please contact our Chairman, Paul Codd chair@wildlifeinformation.co.uk or call **07719 222 192**

RECRUITMENT PROCESS:

- ☒ **12th October 2025**
Application Deadline
- ☒ **20th October 2025**
Meetings take place with the shortlisted candidates and Board Nominations sub-group.
- ☒ **15th November 2025**
Election at TWIC AGM 2025