

# LESS CIC

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Lancaster, LA1 1TH

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**September 2022**

Thank you for downloading this Application Pack for the current Director vacancy at LESS (Lancaster District) CIC.

Contained within this document are instructions on how to apply for this role. It also contains a person specification and more information about what this role will entail.

LESS is a Community Interest Company, set up in March 2007 to provide practical support to help the residents of Lancashire live more sustainably. It seeks to help communities to live within their fair share of the planet's resources while enabling everyone to meet their needs for a healthy home, food and environment.

As a Community Interest Company, LESS is a not-for-profit organisation.

LESS is currently going through an exciting period of growth. Over the past three years we have grown from an organisation that employs two part-time staff, to 10 part-time staff and 4 freelancers from April 2022 onwards.

We are keen to welcome two more directors onto our board to help us navigate this period of growth. We are also keen to bring new skills and perspectives onto the board to help build our own organisational resilience.

## **LESS's current work**

LESS sits on the FoodFutures Partnership and currently employs North Lancashire's FoodFutures coordinators. LESS also coordinates the Where the Wildings Are schools project; the Northern Real Farming Conference and Lancaster's FarmStart Scheme – The Plot. It is also co-leading on a 5-year National Lottery Climate Action Bid.

**For more information about LESS see [lessuk.org](http://lessuk.org)**

**The timetable for this recruitment is as follows:**

Application closing date: 30th September 2022  
Short-listing: Week 3rd October 2022  
Interviews: 17th October 2022  
Starting date: November 2022

If you are short-listed for an interview, you will be notified by telephone and email.

**How to apply**

To apply please email [anna@lessuk.org](mailto:anna@lessuk.org) with a cover letter (two pages maximum), your curriculum vitae (CV) and details of two referees by the 30th September 2022.

Please refer to the Role Description and Person Specification when writing your cover letter.

**References**

**Please provide the names and contact details of two people who can provide references. One should be from your current or most recent employer:**

**Referee 1**

Name: .....  
Organisation: .....  
Position in organisation: .....  
Contact details email: .....  
Contact details phone: .....  
Relationship to you: .....

**Referee 2**

Name: .....  
Organisation: .....  
Position in organisation: .....  
Contact details email: .....  
Contact details phone: .....  
Relationship to you: .....

## **Role description**

**Role title:** LESS (Lancaster District) CIC Director

**Responsible to:** LESS (Lancaster District) Board of Directors

**This is a voluntary position.**

**Hours of work:** Approximately 2-3 hours a week. This is a voluntary position with a lot of responsibility. To uphold the duties listed below, LESS directors currently meet monthly for two hours and may have some follow up work inbetween. Meeting frequency may decrease as our staff management team establishes themselves.

**Purpose of role:** To ensure effective financial management, governance and development of LESS (Lancaster District) CIC.

**Place of work:** This role is home based with options for in person meetings in Lancaster.

### **Responsibilities:**

- 1) Attend and contribute to board meetings and project meetings where relevant.
- 2) Actively contribute to the board of LESS (Lancaster District) CIC - ensuring that the organisation pursues its stated purpose, as defined in its governing document. This may include supporting long term strategy development.
- 3) Ensure that the organisation complies with its governing document ie its constitution, company law and any other relevant legislation or regulations.
- 4) Ensure the sound financial management, stability and sustainability of the organisation.
- 5) Ensure that the organisation applies its resources in pursuance of its vision and mission.
- 6) Ensure that the organisation defines its goals and evaluates performance against agreed targets.
- 7) Represent LESS at relevant meetings and safeguard the good name and values of the organisation.
- 8) Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- 9) Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of staff.
- 10) Keep informed about wider issues and policies that might affect the organisation's work.

In addition to the above duties, each Director should use any specific skills, knowledge or experience to help the board reach sound decisions via consent. This may involve scrutinising board papers, facilitating discussions, focusing on key

issues, acting as a cultural ambassador, providing advice and guidance on new initiatives, or other issues in which the Director has expertise.

## **Person Specification**

### **Essential**

- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a Director.
- Experience of strategic financial management.
- Good computer skills, including email, word-processing, excel, zoom, google documents, use of the internet etc.
- Good written and verbal communication skills.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A commitment to LESS's and FoodFutures Vision and Mission.
- A willingness to devote the necessary time and effort.
- Experience of successful team working.
- An ability to think creatively and strategically.
- Ability to empathise with people and groups, to find out what their needs are and working out how these needs can be met.
- An ability to follow all organisational policies and procedures.

### **Desirable Skills and Experience**

- Experience of managing growth in an organisation.
- Experience of working with dynamic, flat structured organisations.
- Experience of managing organisational risk.
- Legal knowledge and experience.
- Facilitation skills and experience of consent decision making.
- An awareness and interest in food sovereignty, alternative food models and economies.
- Governance expertise
- Publicity and PR experience
- Health and safety knowledge