

An aerial photograph showing a winding asphalt road that curves along the edge of a large, calm lake. The water has a milky, light greenish-blue hue. The surrounding landscape is covered in dense evergreen trees, many of which have turned a rich, golden-brown color, suggesting an autumn setting. The road has white lane markings and a red center line. The overall scene is serene and scenic.

**CIWEM** Chartered Institution of  
Water and Environmental  
Management

# Recruitment Pack CIWEM Trustee

The Chartered Institution of Water and Environmental Management (CIWEM) is the only independent, chartered professional body and registered charity with an integrated approach to environmental, social and cultural issues. It works for the public benefit of a sustainable world.

This pack contains information aimed at potential applicants for Trustee roles at CIWEM. The pack sets out information about:

1. CIWEM as an organisation
2. The role of the Trustee Board and the responsibilities of Trustee Board members
3. The early career professional vacancy
4. The selection process
5. Appointment terms for Trustee Board members
6. CIWEM's Equal Opportunities policy and monitoring

### **1- CIWEM as an organisation**

CIWEM represents and supports a community of thousands of members and organisations in over 90 countries who are dedicated to improving water and environmental management for the benefit of the public.

Our aim is to work towards a safer, more sustainable world. Our mission is to build a global community of water and environmental professionals dedicated to working for the public benefit.

Our culture and organisational strategy is founded upon two principles: that we are relevant and accessible to all. This drives our passion to create an environment that is safe and encouraging for all people to express themselves and participate fully and to add the richness that a diversity of perspectives brings.

### **CIWEM Corporate Strategy**

This is an exciting time to join our Board of Trustees as our corporate strategy 2022 to 2027 will be launched at our AGM on Tuesday August 2<sup>nd</sup> 2022.

Our strength at CIWEM is our multidisciplinary approach and ability to bring people together from a wide range of sectors and disciplines around the world to find common ground and collectively develop skills to enable water and environmental solutions.

Our corporate strategy will build on this core CIWEM strength, which has stood us in good stead for more than a century, as well as introducing several new approaches that will serve CIWEM's ever-evolving community of professionals.

### **History**

CIWEM (Registered Charity no. 1043409 (England & Wales) and SC038212 (Scotland)) has a history of working in environmental management dating back to 1895. In the succeeding decades, engineers, scientists and other professionals came together to combine their expertise across a broad range of environmental disciplines. The present day Institution was formed in 1987 when the Institution of Public Health Engineers merged with the Institution of Water Engineers and Scientists and the Institute of Water Pollution Control to form the Institution of Water and Environmental Management. The Institution was granted a Royal Charter in 1995 and was proud to celebrate its centenary in the same year.

### **The strength and reach of CIWEM membership**

CIWEM's members are employed in many sectors, including senior management, engineering and scientific posts in local authorities, water companies, regulatory bodies, consultants, contractors, government departments, universities, the private sector of industry and environmental and conservation organisations.

At CIWEM we champion highly qualified water and environmental managers, engineers and scientists who are recognised throughout the world for their professional expertise and conduct. The Chartered Water and Environmental Manager qualification (MCIWEM C.WEM) is the ultimate demonstration of an individual's skill and technical excellence in the field of water and environmental management.

Individuals can join us at any stage in their career, whether they are studying, actively looking to progress, or already extensively experienced. Our membership grades and qualifications add value and recognition to our member's achievements.

### **Local Networks**

CIWEM has strong local and regional networks promoting technical excellence and knowledge sharing. Members can attend professional debates, technical meetings, site visits and social events through their local branch or national groups.

### **New Members Groups**

Run at local branch level the groups embrace all new members, whatever their age. They are a good introduction to how members can get more involved in CIWEM and arrange trips, presentations and social events. They are also invaluable for anyone going through the application process as they offer an immediate support network.

### **External Registration**

Through CIWEM's links with the Engineering and Science Councils and the Society for the Environment, we can help suitably qualified members register as Chartered and Incorporated Engineers, Engineering Technicians, Chartered Scientists and Chartered Environmentalists.

### **Expert Panels**

Members are encouraged to join CIWEM's expert panels which meet regularly to discuss policy, respond to government consultations, assist with global media enquiries, develop conferences, contribute to publications and share the latest thinking. Panels cover water resources, air quality, wastewater management, recreation and conservation, water quality and waste management.

### **Policy Position Statements and Reports**

Our policy position statements and reports are the product of wide consultation and robust debate with our diverse membership, covering a range of environmental issues. Recent report topics include air pollution, waste prevention, carbon reduction in the water industry, sustainable development, shale gas, floods and dredging and water and ecosystem services. They provide the basis for much of our media work.

### **Conferences and Events**

CIWEM organises around 100 local and national events each year, bringing together policy makers, academics and practitioners for topical environmental debates at the cutting edge of science, engineering and technology. These include our conferences, technical meetings and networking events. CIWEM's offices, 106 to 109 Saffron Hill, London allows the Institution to further enhance this varied programme of events and to provide higher standards of engagement with its stakeholders.

### **Publications**

All members receive CIWEM's forward thinking magazine, The Environment, the peer-reviewed Water and Environment Journal (WEJ), as well as our monthly e-newsletter. CIWEM also publishes the electronic, open-access Journal of Flood Risk Management.

## **Environmental Photographer of the Year**

Since its launch in 2007, CIWEM's Environmental Photographer of the Year competition has steadily attracted an increasing number of photographers to submit thousands of images each year for consideration by an esteemed panel of selectors. Honouring amateurs and professionals of all ages, it provides an opportunity for photographers to share images of environmental and social issues with international audiences, and to enhance our understanding of the causes, consequences and solutions to climate change and social inequality.

## **Website**

CIWEM's website [www.ciwem.org](http://www.ciwem.org), used by members, journalists, students, academics, employers and job seekers, averages approximately 20,000 visitors and over 50,000 page views per month. It includes our members' area, international events listing, news, and the full range of information published by CIWEM. Complimenting this is our jobs market which contains profiles, case studies, course details and jobs, you can find more information on <https://ciwemjobs.com/>

## **International Activities**

CIWEM's membership, which spans nearly 100 countries, is supported through international branches and country groups. CIWEM members play a vital role by representing the Institution at conferences and speaking at events organised by a wide number of organisations that we work with throughout the world.

## **Annual reports and accounts**

These can be accessed via the CIWEM website address: <http://www.ciwem.org/governance/annual-reports/>

### **2- The role of the Trustee Board**

The Trustee Board has overall responsibility for the proper governance and oversight of the institution, its aims and objectives. There are 15 Trustees on the Trustee Board. Trustees use their breadth of knowledge and experience to support, challenge, monitor and approve the strategy and policies recommended by the Chief Executive Officer (CEO). The CEO leads an executive team, which is responsible for the day to day operations of the Institution.

The Institution seeks a diverse group of CIWEM members to act as Trustees. In making these appointments regard will be taken of the overall balance of the skills and experience of the board and other attributes including gender, ethnicity and geographical spread. The essential and desirable criteria for all Trustees (including the Chair) are set out in the person specification below.

The Chair (elected by the Trustees) and Trustees will ensure that the Institution pursues its strategic objectives and complies with charity law. They will, based on their breadth of knowledge and experience, constructively challenge and support the CEO and the executive team, to whom the implementation of policy and operational decisions has been delegated.

The President is the figurehead of the Institution and performs an ambassadorial role, promoting and representing CIWEM at high-profile events.

There are five standing committees: Finance & Audit; Diversity & Inclusion; Strategy Implementation; Remuneration; and Nominations. These, together with other committees, established by the Trustee Board undertake such tasks and responsibilities the Trustee Board opt to delegate.

## **Role of Chair**

### **Principal Responsibility**

The Chair's main responsibility is to lead and manage the work of the Trustee Board of CIWEM and to ensure that it operates effectively, provides vision and direction and fully discharges its legal and regulatory responsibilities.

## **Role of Trustee**

### **Main Accountabilities**

The main accountabilities for individual Trustees are:

- To ensure that the Institution pursues its objectives as defined in its Royal Charter and Bye-laws.
- To ensure that the charity complies with its legal obligations, e.g. charity law, company law, accounting law, health and safety law, etc.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the charity.
- To ensure the effective and efficient administration of the charity.
- To ensure the financial stability of the charity.
- To protect and manage the property of the charity.
- To ensure the proper investment of the charity's funds.
- To appoint the Chief Executive and monitor their performance.
- To ensure the confidentiality of personal and other sensitive information concerning individuals and restricted information.
- To openly declare any conflict of interest and step aside from further decision-making on issues affected.
- To attend any Trustee training days, Trustee development meetings and other similar events.
- In addition to the above duties, each Trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the charity's work in which the Trustee has special expertise.

## **Person specification for all Trustees**

### **Essential Criteria**

All Trustees will need to demonstrate a commitment to the Institution's objectives and a willingness to devote the necessary time and effort to their Trusteeship of the organisation; in particular to be available to attend all Board meetings and to participate in any Committees. Candidates must have:

- A track record of achievement in their own field(s) having worked at board, senior level or equivalent in the private, public or voluntary sectors.
- An appreciation of charity governance and an acceptance of the legal duties, responsibilities and liabilities of a Trustee.
- Excellent intellectual ability, integrity and independent judgement.
- The ability to look creatively at the Institution's strategic priorities and comment on issues involving different viewpoints and sources of information.
- High quality communication and influencing skills, including the capacity to network at a senior level.
- The ability to work effectively as a member of a team and to support the Chief Executive and the executive team.
- Excellent commercial judgement and understanding of commercial drivers and management methods.
- Membership of CIWEM; either through existing membership or through facilitated membership following selection as a potential Trustee.

### **Desirable Criteria**

It would also be desirable for the successful candidates to bring a range of knowledge and experience that includes some or all of the following:

- Company secretarial, banking, insurance, financial or legal expertise.
- An understanding of training and/or online training businesses.
- A background in commercial organisations and/or contracting/delivery expertise.
- Environmental policy, conservation and ecology.
- Senior level NGO experience.
- Water and/or environmental management in any of its forms.
- Knowledge of service provision.
- Marketing, media and communications.
- A track record in their own field appropriate to leadership of a national body, with experience of corporate governance issues.
- Non-executive experience, most likely at committee level, with skills in setting agendas and maximising the contribution of others.
- Sufficient weight and personal authority to work effectively with senior business and political leaders.
- An understanding of the workings of governmental bodies.
- Senior level experience in one or more of the commercial business areas in which CIWEM subsidiaries operate.

### 3- Early Career Professionals

CIWEM aims to bring diversity to its Trustee Board, including that of age, and provide a learning opportunity, and therefore has a non-Trustee position for an early career professional who currently may not be in a senior position of employment but is interested in gaining experience of Boards and a wider understanding of CIWEM.

The appointment, for one year, would be as an observer with an assigned mentor, and the individual can fully participate except in any formal vote.

At the end of the one year term, if there is a vacancy on the Board and depending on the skills and experience required at that time, it is possible that there would be an opportunity to be appointed as a Trustee.

### 4- The selection process

This section sets out the process and timetable that CIWEM will adopt for the recruitment, assessment and selection of its new Trustees.

#### Timeline and activities

Date(s)	Activity
Sunday 29 <sup>th</sup> May 2022	12.00 noon deadline for receipt of applications
Week commencing 6 <sup>th</sup> & 13 <sup>th</sup> June 2022	Shortlisting of candidates for interview
Wednesday 6 <sup>th</sup> & Thursday 7 <sup>th</sup> July 2022	Panel interviews: Face-de-face at CIWEM, 106-109 Saffron Hill, London Optional virtual interviews for international applicants
Monday 18 <sup>th</sup> July 2022	Appointment of selected Trustees confirmed
Wednesday 7 <sup>th</sup> September 2022	Induction Day for new Trustees

#### Notes:

1. Please use these dates as indicative and do notify if you have any clashes with them.
2. In the event of a non-member being selected for Trusteeship, support will be provided to assist the nominated candidate to secure membership of CIWEM.
3. CIWEM will expect all selected Trustees to attend a carefully structured induction day in September 2022. This will be subject to the latest Government guidelines and may take place virtually. It will be essential for all new Trustees to participate in this event given the aim is to help them to make a good start, and to become operational and productive in their new roles as quickly as possible. It is envisaged that new Trustees will attend the Board on 5<sup>th</sup> October 2022. This may be a virtual meeting subject to the Government guidelines at that time.

## **5- Appointment terms for Trustees**

### ***Term and Commencement Dates***

Appointments will be made within the context of the Nolan principles. These roles will be appointed on an initial three-year period, renewable for a further two terms of three years assuming a satisfactory first term. There is a presumption of renewal after the first term assuming the performance criteria are met. In any event there will be a maximum of three consecutive terms totalling nine years.

Legally, a new Trustee assumes their role on the board after their appointment has been approved by the Trustee Board (or from the date of securing Membership of CIWEM in the event of a non-member being nominated). Operationally, Trustees will typically start their terms of office in the September of the year in which they have been appointed. For newly appointed Trustees this will be after their attendance at the annual induction day.

### ***Remuneration***

These roles are unremunerated but travel and subsistence expenses will be reimbursed.

### ***Time Commitment***

There are a minimum of 6 Trustee Board meetings each year. Trustees are also required to undertake other duties for the Institution that could require an average commitment of 15 days per annum. Typically, these duties will include playing an active role on at least two of CIWEM's Trustee committees.

## **6- Equal Opportunities**

This section sets out CIWEM's policy on Equal Opportunities. **Please complete and return the separate Monitoring Form with your application.**

### **Equal opportunities and fair treatment of applicants**

CIWEM is committed to eliminating discrimination and encouraging diversity amongst our workforce, including members of the Trustee Board. Our aim is to ensure that the people we appoint will be truly representative of all sections of society and each person will feel respected and able to give their best. The purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

All employees and officers of the Institution will be treated fairly and with respect. Selection for employment, promotion, training or any other position or benefit will be on the basis of aptitude and ability. All employees and officers will be encouraged to develop their full potential.

Our approach to recruitment reflects this and our recruitment and selection process is conducted in accordance with good equal opportunities practice. Selection is based on how well applicants meet the requirements set out in the person specification for any given role.

**Applicants with disabilities and special needs**

If you have a disability, which you would like CIWEM to take into account when considering you as an applicant, please inform us when you apply. Let us know if you feel we can help in any way and we will do the best we can to support you.

**Complaints**

Any applicant who feels that they have been unfairly discriminated against during our recruitment, assessment and selection process is invited to write to the Chair of the Trustee Board setting out the basis for their complaint to do so please use the email address used below. Any complaint will be thoroughly investigated and the outcomes reported. This procedure does not affect your right to complain to an Employment Tribunal in any way.

The Equality & Human Rights Commission is also available to give advice on any employment matters relating to equal opportunities.

**Questions**

Please contact [governance@ciwem.org](mailto:governance@ciwem.org) or call +44(0)207 831 3110.

**Privacy Policy**

The Chartered Institution of Water and Environmental Management respects your privacy and is committed to protecting your personal data. Our privacy policy will inform you as to how we look after your personal data and tell you about your privacy rights and how the law protects you.

This can be viewed here: <https://www.ciwem.org/privacy-policy>.