

## Wye Catchment Partnership Terms of Reference

Revised ToR version 4.0 – 17.01.25

### 1. Introduction

These Terms of Reference version 4.0 set out the strategic aims of the Wye Catchment Partnership (WCP) including its role, areas of work and responsibilities. They have been produced to replace the revised ToR adopted by the WCP on 24 January 2024. This version 4.0 will be revisited as necessary and reviewed annually by the Steering Group.

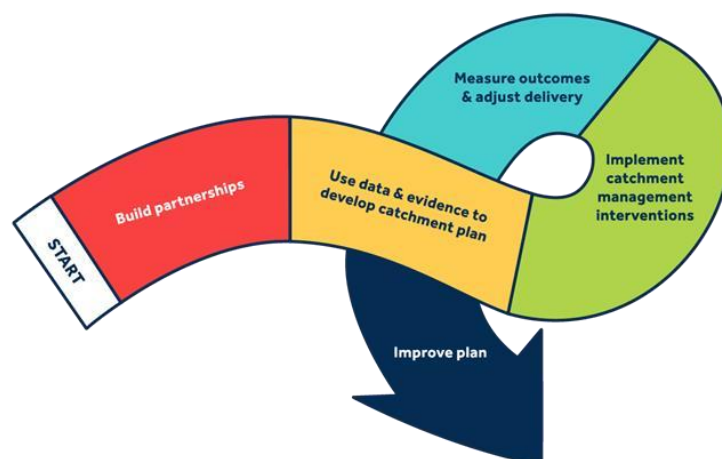
### 2. Background

#### CaBA – Catchment Based Approach

The WCP was established in 2014. It is part of the national initiative known as the Catchment Based Approach (CaBA): an inclusive, civil society-led initiative that works in partnership with Government, Local Authorities, Water Companies, businesses and more, to maximise the natural value of our environment. CaBA partnerships are actively working in all 100+ river catchments across England (and cross-border with Wales in the case of the WCP), directly supporting achievement of the Water Framework Directive (WFD) and many of the targets under the Government’s Environmental Improvement Plan 2023 (EIP23).

CaBA embeds collaborative working at a river catchment scale, delivering a range of environmental, social and economic benefits and protecting water environments for all.

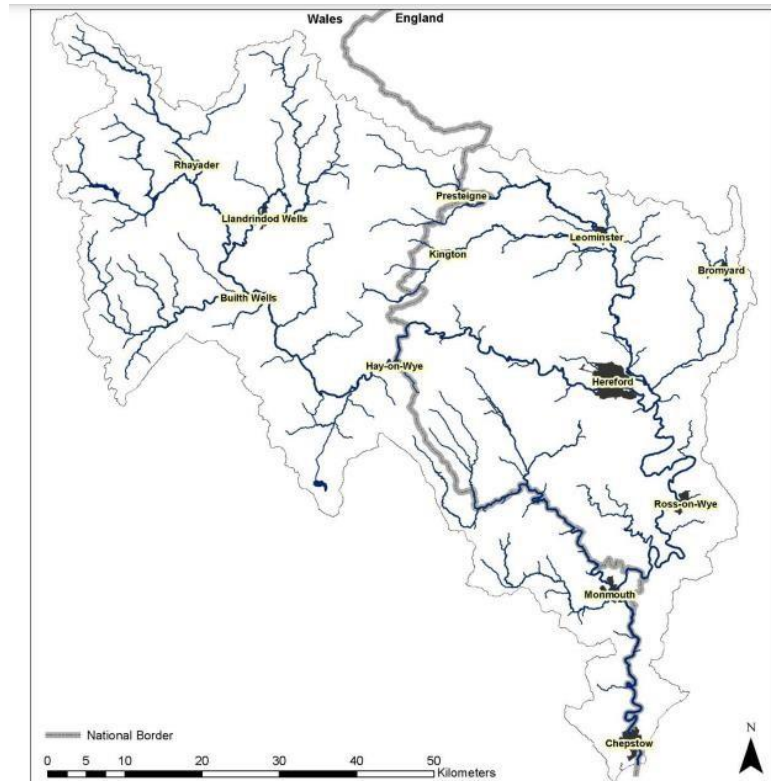
The process by which CaBAs operate is provided in the CaBA workflow (Figure 1.) with more detail available at the CaBA website (<https://catchmentbasedapproach.org/>).



**Figure 1. Catchment Partnerships - Outline of CaBA workflow**

## Area: The Wye Catchment

The Wye catchment covers 4,285km<sup>2</sup> spanning two countries and five counties. The river Wye stretches over 200 kilometres from its source at Plynlimon in mid-Wales to the Severn Estuary, making it the fifth longest river in the UK. For most of its length the river runs through the Welsh Marches and has many significant tributaries including the Elan, Irfon, Ithon, Lugg, Frome and Monnow.



**Fig 2 – Catchment map of the river Wye from source to mouth including all main tributaries**

The Wye Catchment is an internationally important habitat, reflected in its multiple designations as a Site of Specific Scientific Interest (SSSI) and a Special Area of Conservation (SAC). The catchment is rich in wildlife and precious habitat which is recognised by its designated areas including the Wye Valley National Landscape, National Nature Reserves, and Local Nature Reserves. The Wye flows through several sizeable towns including Builth Wells, Hay-on-Wye, Hereford, Ross-on-Wye, Monmouth and Chepstow with Kington, Leominster, Llandrindod Wells and Bromyard as the main towns on its tributaries.

Dŵr Cymru Welsh Water abstract water along the River Wye to supply 6 Water Treatment Works (WTW), which provide drinking water for 225,000 properties. Safeguard Zones issued by Natural Resources Wales in 2020, under provisions of the Water Framework Directive (WFD) designated the River Wye catchment as ‘at risk’ for pesticides. This non-statutory designation recognises where raw water quality is ‘at risk’ from anthropogenic sources and where joint working needs to be encouraged to reduce or eliminate risks at source.

### 3. Mission and Purpose

**3.1 Mission statement:** To restore the catchment to a state that supports favourable condition and favourable conservation status of the designated features of the Wye and Lugg SSSIs and Special Area of Conservation (SAC).

**3.2 Purpose** - The purpose of the WCP is to generate a Catchment Management Plan (CMP) and to coordinate its delivery by partners.

**To do so, its members commit to:**

- i. Work collaboratively and transparently as a partnership to ensure a collective understanding of issues and delivery of the CMP, aligning policy, science, delivery and funding at a catchment scale.
- ii. Establish roles and responsibilities of partners in the delivery of agreed actions and interventions.
- iii. Identify, qualify and champion a pipeline of key projects.
- iv. Identify, highlight and resolve areas of alignment, efficiency or conflict between projects and partners.
- v. Ensure that the CMP informs and is informed by any other catchment-oriented planning at local or national level.
- vi. Adhere to monitoring and reporting deadlines as laid out in the CMP and against National Success Measures (as required by funders – **see Appendix 1**).
- vii. Take part in regular activities including partnership meetings to achieve the above.
- viii. Develop shared advocacy positions, based on robust analysis of best available evidence, for use in WCP's advocacy, engagement and communications, while avoiding any activities which may be perceived or construed as lobbying (there is no constraint on partners lobbying in their own right).

**The WCP's principal areas of activity will include, but not be limited to:**

- a. Regularly review, update and improve the CMP based on the best available data, evidence, delivery and any other catchment-oriented plans.
- b. Providing a forum for all efforts, plans and other forums (e.g. Nutrient Management Plan, Upper Wye Restoration Project, Local Nature Recovery Strategy, etc.) in the catchment to be shared and communicated to ensure a holistic approach to the delivery of the CMP.
- c. Work as a partnership in order to:
  - i. Improve water quality and riverine habitat in the catchment.
  - ii. Enhance the condition and connectivity of local wildlife habitats and species.
  - iii. Promote water resilience to support conservation status and ensure flooding is reduced in high flows and that in low flows there is sufficient water.
  - iv. Collect, analyse and share data, learning and key outcomes identified in the CMP.
- d. Promoting responsible behaviors of all users of the Wye with other stakeholders.

## **4. Governance structure**

### **4.1 Status**

Catchment Based Approach (CaBA) partnerships are civil society-led, voluntary, non-statutory body which are run by one or more host organisations and funded by the Environment Agency. The WCP is hosted and run as a cross-border CaBA.

Any organisation can contribute funds or resource(s) to the WCP.

Projects and activities recommended or supported by the WCP will be led by other organisations best placed to do so. The WCP is unincorporated and is not a legal entity.

### **4.2 Administration**

The host organisation will provide administrative, coordination and facilitation support to the WCP.

### **4.3 Financial management and reporting**

The host organisation will:

- I. Prepare a forward annual budget for approval by the Steering Group in the 4th quarter of each financial year.
- II. Hold and act under delegated authority to expend WCP funds to achieve the objectives of the partnership in accordance with the agreed annual budget.
- III. Refer proposed expenditure on any item not included in the agreed annual budget to the Steering Group for prior approval.
- IV. Prepare and submit a quarterly financial outturn report prior to each quarterly meeting of the Steering Group and WCP.
- V. Prepare and submit a full-year outturn report, detailing all funding and expenditure information, to the Steering Group and WCP within one month of the end of each financial year.

### **4.4 The Partnership**

The WCP consists of representatives from statutory agencies, local authorities, public/private voluntary sector organisations and interested individuals with interests in the River Wye and its catchment. Interests range across farming, conservation, recreation, local business, citizen science and wider society.

Membership of the WCP is conferred to an individual or an individual who represents an organisation or sector (public, private, NGO, charity, local community group) which supports its purpose and whose goals align with the remit, aims and activities of the WCP.

All catchment partners are to contribute to the identification of activities required to enable the WCP to function, excluding those activities which fall wholly within the remit of member organisations. Such activities are to be reviewed at least annually.



The host organisation will keep a list of members and the Steering Group (see below) will review it annually. Members who are not active (i.e. not participating in WCP meetings, actions and management processes) will be placed on a 'correspondence only' list and be informed of the change of status.

Registering with the WCP is open to all by contacting the host secretariat: [shannon@wyeuskfoundation.org](mailto:shannon@wyeuskfoundation.org)  
Current member organisations are listed in **Appendix 3**.

#### **4.5 Steering Group**

The WCP Steering Group shall consist of the host organisation(s), secretariat, WCP Chair and Vice Chair, statutory body representatives and key partner representatives. Current Steering Group members are listed in **Appendix 2**.

Any active partner in the WCP can apply to become a Steering Group member. Interested parties should contact the secretariat with a proposal for joining which details how the individual or organisation can provide additional strategic oversight and/or guidance to the WCP. Proposals will be considered by the next Steering Group meeting.

If an organisation fails to attend 3 consecutive meetings or acts in a way that is contrary to the code of conduct (Section 5) of the Partnership, the Steering Group can vote to remove them from either the Steering Group or the Partnership.

The Steering Group is designed to be small and made up of organisations with representatives selected for their skills and expertise. It is quorate only if attended by a half+1 of its members.

Steering Group responsibilities are to:

- Oversee the development of the CMP and establish delivery responsibilities and timeframes.
- Set WCP meeting agendas with appropriate process and within appropriate timeframes.
- Identify policy and funding opportunities that the WCP can support or utilise.
- Review and approve membership of the Steering Group
- Appoint an independent Chair and Vice Chair for WCP meetings
- Review and approve these Terms of Reference at least annually

#### **4.6 Chairing of meetings**

WCP meetings will be chaired by an independent Chair identified and appointed through a fair, open, transparent and inclusive process, following best practice regarding the selection of independent chairs for public bodies. That person will independently and impartially chair the group without voting rights. The Chair will arrange, lead and conclude the meeting and as a facilitator keep the discussion and decision-making on track. The tenure of the Chair shall be one year, renewable up to a maximum of three years, subject to annual review at a WCP meeting.

If the independent Chair is not available for any meeting of the WCP, the Vice Chair will take on the role of Chair. If neither the independent Chair or Vice Chair are available, the Chair (or a member) of the Steering Group will take on the role of Chair any such WCP meeting and involve themselves only in the impartial

facilitation of the meeting. In this eventuality, the Chair (or a member) of the Steering Group may appoint a deputy to represent their organisation for that meeting.

Role definitions for the Chair and Vice Chair can be found in **Appendix 4**.

Steering Group meetings will be chaired by a member of the Steering Group on a rotational basis.

The WCP Chair and Vice Chair are required to attend all Steering Group meetings to ensure shared understanding of meeting agendas, outcomes sought, and progress made with actions and issues arising from WCP meetings.

#### **4.7 Operations, decision-making and resolutions**

It is intended that the WCP be given adequate structure without being burdened by formality.

Decision-making will be by consensus at the Steering Group, whenever possible.

When consensus is not reached, or when the Steering Group deems it necessary, voting may be required.

Voting on WCP meeting agenda items or other matters for decision-making by the Partnership will be by majority vote, based on a show of hands either in-person or online.

A quorum of 15 organisations is required for any voting to be held at a WCP meeting. Each organisation and individual WCP member present will have 1 vote, and every effort will be made to ensure that voting is representative of the Partnership as a whole.

All WCP members, except the independent Chair, will be entitled to vote.

Any person who is not a WCP member, including representatives of other organisations, shall be entitled to attend and address a meeting by prior arrangement. Such persons will have no voting rights.

Issue-based '**Task & Finish**' groups will be set up by agreement of the members to explore issues, identify solutions, perform activities and make recommendations to the WCP, with support from the broader Partnership. The make-up of T&F groups will be based on volunteering from WCP members and agreed by consensus at Partnership meetings.

#### **4.8 Frequency of meetings**

The WCP will meet quarterly, and the Steering Group will meet at least quarterly (or as necessary) in advance of WCP meetings. Meetings should address governance, finance, development/delivery of CMP and management of operations/projects. Meetings will be face to face (whenever possible) and based at various locations across the catchment. Further events, and site meetings may be held as required and funding allows.

#### **4.9 Agenda**

WCP meeting agendas will be developed by the Steering Group and circulated by the host organisation with supporting paperwork at least a week in advance of both Steering Group and Partnership meetings with a list of decisions required to be made/ outcomes to be achieved at the meeting.

Steering Group meeting agendas will be determined by the Chair, in discussion with the independent Chair of WCP, with input from the Steering Group and with consideration given to items raised by the Partnership either at meetings or otherwise.

Meeting details, supporting documents, minutes and agreed actions will be shared on the WCP website.

#### **5. Code of conduct**

Partners must treat others with dignity and fairness, listening to others points of views and working as a collaborative partnership as described in Section 3.2. Questions and discussions will be limited to items being explored. Partners must not discriminate against anyone because of their employment, religion, belief, race, colour, gender, marital status, disability, sexual orientation, age, social and economic status or national origin.

#### **6. Communications**

The host organisation will manage and maintain a WCP website to serve as an information hub and link to Partner organisations websites and newsfeeds.

Any major changes to website content will be published only once the Steering Group has had an opportunity to review and raise any concerns to be addressed.

Communication with members will be predominantly by email and links to website.

Meetings will be conducted and recorded in English but the secretary will always ask if this is acceptable.

Note: Publicity and online presence may require Welsh language options



## Appendices

- Appendix 1 - WEIF9801 Catchment Partnership Grant Offer Requirement to report against National Success Measures (NSM's)
- Appendix 2 - WCP Steering Group (updated November 24)
- Appendix 3 - WCP member organisations (updated January 24)
- Appendix 4 - Recruitment pack and role definitions for Chair and Vice Chair (April 2024)

### **Appendix 1 - WEIF9801 Catchment Partnership Grant Offer Requirement to report against National Success Measures (NSM's)**

#### **Extract from Environment Agency grant offer letter**

*All recipients of the grant will need to report against the following National Success Measures (NSM),*

- *NSM A – Engagement o Review and update your Catchment Management Plan to standards given in guidance on the website, by 29 March 2024, the plan must be accessible via the CaBA website page
  - o *Use the knowledge you gained from 2021-23 and newly available census data to engage communities in your catchment and take action to improve the equity, diversity and inclusion (EDI) in your partnership and its activities by building trust and making space for collaboration with underrepresented groups**
- *NSM B - Monitoring - complete accurately and return the annual CaBA Monitoring and Evaluation assessment process by 1 July 2023 and the partnership grant Statement of Account by 22 May 2023*
- *NSM C - Evaluation - undertake a partnership self-evaluation exercise by 29 March 2024.*



## Appendix 2 - WCP Steering Group (updated November '24)

Alwyn Roberts	Dwr Cymru/Welsh Water
Andrew Blake	Wye Valley National Landscape
Andrew McRobb	Wye Alliance (CPRE Herefordshire)
Ann Weedy	Cyfoeth Naturiol Cymru/Natural Resources Wales
Daniel Humphreys	Dwr Cymru/Welsh Water
Elizabeth Duberley	Herefordshire Council
Emma Whitehouse*	Environment Agency
Gwen Price	Farming Connect
James Marsden	Chair WCP
Jamie Audsley	Herefordshire Wildlife Trust
Shannon Price	WCP/WUF Secretariat
Martin Quine	Environment Agency
Sally Green	Natural England
Simon Evans	Wye & Usk Foundation
Stephen Ware	Vice Chair WCP
Steve Klenk	Farm Herefordshire
Victoria Heffer	Radnorshire Wildlife Trust

\*Emma Whitehouse to deputise for Martin Quine when required

### Appendix 3 - WCP member organisations – (updated January '24)

Afonydd Cymru  
Agronomist - Agronomy Adviser  
ADAS - Agricultural Consultant Rosemaund location  
Avara  
Bodenham Flood Group  
Bannau Brycheiniog National Park  
Breinton Council  
Bright Space Foundation  
Bugs and Beasties  
British Standup Paddle Board Association  
Canoe Wales  
Campaign for Farmed Environment  
Campaign to Protect Rural England  
Campaign to Protect Rural Wales  
Cardiff University  
Cardiff University 'Duress' project  
Catchment Sensitive Farming  
Country landowners Association  
Coed Cymru  
Cranfield University  
DCWW Welsh Water  
Duchy of Cornwall  
Elan Valley Trust  
English Severn and Wye Regional Flood and Coastal Committee  
Environment Agency  
Farming Connect  
Farm Cymru  
Field Options  
Friends of the Upper Wye  
Friends of the Lower Wye  
FWAG Cymru  
Gwent Wildlife Trust  
HCILG (Herefordshire Construction Industry Lobby Group)  
Hay River Wye Alliance (GH Alliance)  
Hay Castle Fishery/Racquets Farm/Want to Canoe?  
Hereford Local Nature Partnership  
Herefordshire Council  
Herefordshire Meadows  
Herefordshire NFU Chairman  
Herefordshire Rural Hub



Herefordshire Wildlife Trust  
Keep Wales Tidy  
Lafarge Tarmac  
Lugg & Arrow Fisheries Association  
Lugg Internal Drainage Board  
Marches Planning  
Monmouthshire County Council  
Monnow Rivers Association  
Montgomeryshire Wildlife Trust  
National Sheep Association  
National Farmers Union  
Natural England  
Natural Resources Wales  
NFU Cymru  
Paddles and Pedals  
Pasture Fed Livestock Association  
Pasture for Life  
Powys County Council  
Powys Moorland Partnership SMS Project  
Private forestry  
Radnorshire Wildlife Trust  
RSPB  
Save the Wye Coalition  
Severn Trent Water  
The Wildlife Trust of South & West Wales – Brecknock  
Welsh Government (GA)  
Woodland Trust/Coed Cadw  
Wye Alliance  
Wyecliff Fishery  
Wye & Usk Foundation  
Wye Salmon Association  
Wye Valley National Landscape

# WYE CATCHMENT PARTNERSHIP CHAIR

## Recruitment Pack

### Contents

1. Role description
2. Vice Chair role
3. Promoting & advertising

## 1 Role Description

### 1.0 Introduction

The [Wye Catchment Partnership \(WCP\)](#) recognises the importance and value of an independent Chairperson for its quarterly meetings and to attend the WCP Steering Group meetings.

We're seeking a person who'll be motivated to maximise the potential of the whole WCP community, to strengthen its voice and activities for the benefit of the river Wye, and the whole catchment.

We believe this role will be ideal for someone who has worked in large or complex professional environments or academia but now wants to provide volunteer work that will benefit the environment and the community.

WCP meets quarterly at venues generally on the Wales England border. The Chair is also invited to attend Steering group meetings held quarterly via Teams between WCP meetings.

This role is unremunerated except for travel expenses.

### 2.0 Background

The Wye Catchment Partnership is not an executive body or legal entity. It is established to convene collaborative working to deliver a Catchment Based Approach Plan (CaBA) that drives improvements across key issues on water quality, wildlife, and sustainable land use along the length of the River Wye and the breadth of its catchment.

Dealing with these issues in an environment of rapid political, social, technological, ecological and climate change brings added levels of complexity.

The Partnership is currently supported by 70 organisations as well as individuals and has a mailing list of around 170 contacts.

For more background see our [website - www.wyecatchmentpartnership.org](http://www.wyecatchmentpartnership.org) and [how to join/Information sheet](#) and [list of partners](#) in the Documentation tab.

### **3.0 Governance – Process for recruitment**

The WCP Chair recruitment and selection process is outlined below. Initially for a period of 12 months and thereafter on an annual agreement of the WCP for a maximum of three years. The target start date is July 2024.

The [Terms of Reference 2024 \(Page 5 Item 4.5\)](#) outline the role of ‘Chairing of meetings’

### **4.0 Role Requirements**

4.1 Chair quarterly Partnership meetings - These are usually held mid-week at a venue close to the Welsh Borders and the River Wye, for example at Hay on Wye, attended by up to 50 people and typically run from 9.30-2.30pm In-person - travel expenses are provided at 0.45p per mile.

4.2 Preparation of the Partnership meeting agenda and planning for the day, ahead of meetings with the Vice Chair\* and the administrator from the Wye Catchment Partnership as required – this may involve a time commitment of 2 x half days/month, focused around the Partnership meetings.  
Attend the WCP Steering Group meetings for continuity – these are held online 3-4 weeks after the Partnership meetings and take 1.5 hours.

### **5.0 Areas of responsibility**

- Working in partnership and collaboration with members of the WCP
- Fostering an environment for the WCP to co-operate in a spirit of reciprocal partnership, trust and respect to support the fulfilment of WCP mission and purpose and the delivery of the agreed Catchment Plan.
- Overseeing the consideration of matters of key interest to the WCP network and providing advice and perspective to the WCP.
- Ensuring, with the Steering Group, sound financial oversight including review of the annual budget.
- Safeguarding the reputation and values of WCP in your communications.
- Occasionally representing WCP at meetings and functions and acting as a champion and spokesperson.

### **6.0 The Candidate**

To enjoy, and be successful in this role, the skills and experience you need are:

- The ability to chair large meetings efficiently and effectively. You will have been used to working at this level but now see an opportunity to Chair a group that cares passionately about the environment within the Wye Catchment.
- Excellent communication skills, including tact and diplomacy.
- An impartial and objective approach.
- Facilitation skills are likely to be required at times - the ability to guide discussions without dominating and to blend differing views to achieve consensual agreement.
- Emotional intelligence to read people and manage constructive challenge
- An ability to network and build relationships at all levels across the WCP network.



- A commitment to equality, diversity and inclusion and its importance both within WCP and in the countryside.
- An understanding and passion for the Wye Catchment and appreciation of what it means to those who live in it and those who depend on it.
- Background knowledge of Welsh parliament and policies would be an advantage

## 7.0 WCP – our commitment to equality, diversity, and inclusion

At WCP we believe it is our responsibility to strive for a society where all of us can be ourselves and feel able to reach our full potential, whatever our identity and background.

We'll ensure that our partnership and all we do is open to everyone and that we actively address any barriers to participation by any group.

Our case for the Wye Catchment depends upon having the broadest and most diverse and inclusive public support possible, because the catchment will benefit from the engagement and attention of people from all backgrounds.

We value everyone who volunteers their support for the WCP. This means listening to and understanding people's views, creating an environment where everyone is treated with respect and able to contribute fully. It also means making sure everyone feels included and valued for their talent, knowledge, and experience.

## 8.0 How to apply

The position is open to all. If you'd like an informal pre-application chat, then please call or email the WCP administrator Shannon Price – [admin@wyecatchmentpartnership.info](mailto:admin@wyecatchmentpartnership.info) Tel – 01874 711714

Or please apply direct by sending an email requesting a recruitment pack.

[admin@wyecatchmentpartnership.info](mailto:admin@wyecatchmentpartnership.info)

Once we receive your application, our Recruitment Committee will carry out a shortlisting process and identify the candidates who most clearly match the requirements of the role. These candidates will be invited for an interview, either online or in person.

If you require any special arrangements or assistance in making your application, or at interview, then please contact Shannon Price [admin@wyecatchmentpartnership.info](mailto:admin@wyecatchmentpartnership.info) Tel – 01874 711714

## 9. Application documents:

Please complete the application form provided and submit along with your current CV

Application form here (provide link from website)

Closing date for application .....tbc

Interview date tbc .....

Target start date: July/August 24

## 10. Key documents/useful links

- **Wye Catchment Management Plan 2019** (This document is undergoing revision through a Task & Finish Group – first draft due June 24) [https://catchmentbasedapproach.org/wp-content/uploads/2020/04/WyeCatchment-Partnership-Plan\\_2019.pdf](https://catchmentbasedapproach.org/wp-content/uploads/2020/04/WyeCatchment-Partnership-Plan_2019.pdf)
- [Terms of Reference](#) - Revised and adopted 24.1.24
- Website: [www.wyecatchmentpartnership.org](http://www.wyecatchmentpartnership.org) (website under development)
- [Information sheet](#) - About the WCP
- CaBA – Catchment Based Approach information - <https://catchmentbasedapproach.org>

## 2. Vice Chair role

Version 11/02/24

### WCP - Proposal to appoint a Vice Chair

This is a new idea and proposal by the TFG for the WCP to appoint a Vice Chair from within its attending partners. If agreed this would need to be recorded within the TOR (Agreed in principle at WCP Steering Group meeting 20/2/24)

We believe this post could provide a significant conduit and sounding board for the New Chair and give a practical connection to the WCP.

It will also provide a formal hierarchy in the event of the Chair not being able to attend a given meeting.

We suggest candidates from within the WCP who do not have an existing formal role within the Partnership. Candidates could be asked to put their names forward if they would wish to be considered for this role. If more than one candidate steps forward a ballot can be taken. One vote per WCP organisation.

The main purpose of the role is to help the Chair in their understanding of the WCP.

- The Vice Chair can help to identify significant issues of concern to WCP members through meetings and conversations with partners.
- Can also act as a conduit for any thoughts and discussions that WCP may wish to bring forward outside of the quarterly meetings.

Any candidates must be prepared to network outside of the formal meetings with WCP members.

This is not a progression role as the Chair will always be subject to formal identification and election as a separate process.



After agenda input from the Steering Group the Vice Chair along with the Administrator of the WCP to work with the Chair and prepare agendas and documents for the formal WCP quarterly meetings.

(Agreed in principle at WCP Steering Group meeting 20/2/24)

### 3. Promoting & Advertising

Version 11/02/24

#### Promoting and advertising the role of Chair for the WCP.

The role of Chair will need suitable experience of managing meetings wide ranging groups of people all of whom may have strong views and opinions. The likely candidates may therefore come from organisations similar in construction and governance.

There are many opportunities to advertise the role at no or very minimal cost. Some examples are listed below.

#### Charity Job

<https://www.charityjob.co.uk/> Free

Environment jobs <https://www.environmentjob.co.uk/> Free

#### NCVO

<https://www.ncvo.org.uk/> Free

Reach <https://reachvolunteering.org.uk/> Free

Countryside Jobs Service <https://www.countryside-jobs.com/> £10  
(for a listing with logo)

AVM <https://volunteermanagers.org.uk/> Free

#### Other places to promote the role:

1. Publications, websites, online networks
2. Universities
3. Workplaces/large local employers/business networks
4. Twitter



5. Professional associations:

- Accountants - <http://www.icaewvolunteers.com/>
- Treasurers - <http://www.honorarytreasurers.org.uk/Vacancies1.html>
- Lawyers - <https://www.barprobono.org.uk/>
- HR - <https://peoplemanagement.haymarketrecruitment.com/register/>

Final wording for the adverts to be written and approved once the general concept agreed.  
Where the adverts to be placed to be considered from all the above.

Draft wording for appointment on WCP/WUF website:

*This is an exciting time for The Wye Catchment Partnership as we seek to appoint an experienced, committed and passionate chairperson to drive forward improvements across key issues on water quality, wildlife and sustainable land use in the River Wye Catchment. We will achieve this by collaborative working framed by a new Catchment Based Approach Plan.*

Full role description here

Application form here

Position: Chair of the Wye Catchment Partnership

Host organisation: Wye and Usk Foundation

Location: Hybrid/Wye Catchment – Wales/England border

Voluntary: travel expenses provided

Closing date tbc

Appointment – 1 year to maximum of 3 by annual agreement

Start date July/August 24

For an informal chat please call or email Shannon Price - Administrator  
[admin@wyecatchmentpartnership.info](mailto:admin@wyecatchmentpartnership.info) Tel – 01874 711714

Document prepared 8.4.24

## **Volunteer Chair for the Wye Catchment Partnership**

*This is an exciting time for The Wye Catchment Partnership as we seek to appoint an experienced, committed and passionate chairperson to drive forward improvements across key issues on water quality, wildlife and sustainable land use in the River Wye Catchment. We will achieve this by collaborative working framed by a new Catchment Based Approach Plan.*

*The time commitment is for 1 to 2 days per month*

*Deadline for applications is noon on 17<sup>th</sup> June 2024*

*Interview dates (online) Tuesday 25<sup>th</sup> and Thursday 27<sup>th</sup> June*

### **1 Role Description**

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The [Terms of Reference 2024 \(Page 5 Item 4.5\)](#) outline the role of 'Chairing of meetings'

## 4.0 Role Requirements

4.1 Chair quarterly Partnership meetings - These are usually held mid-week at a venue close to the Welsh Borders and the River Wye, for example at Hay on Wye, attended by up to 50 people and typically run from 9.30-2.30pm

In-person travel expenses are provided at 45p per mile.

4.2 Preparation of the Partnership meeting agenda and planning for the day, ahead of meetings with the Vice Chair and the administrator from the Wye Catchment Partnership as required

4.3 Attend Partnership meetings requiring 1 day of your time 4 x per year.

4.4 Attend the 4 x WCP Steering Group meetings (for continuity with Chair role) – these are held online 3-4 weeks after the Partnership meetings and take 1.5 hours.

In total this role may involve a time commitment of 1-2 days per month, focused on the Partnership meetings.

## 5.0 Areas of responsibility

- Working in partnership and collaboration with members of the WCP
- Fostering an environment for the WCP to co-operate in a spirit of reciprocal partnership, trust and respect to support the fulfilment of WCP mission and purpose and the delivery of the agreed Catchment Plan.
- Overseeing the consideration of matters of key interest to the WCP network and providing advice and perspective to the WCP.
- Ensuring, with the Steering Group, sound financial oversight including review of the annual budget.
- Safeguarding the reputation and values of WCP in your communications.
- Occasionally representing WCP at meetings and functions and acting as a champion and spokesperson.

## 6.0 The Candidate

To enjoy, and be successful in this role, the skills and experience you need are:

- The ability to chair large meetings efficiently and effectively. You will have been used to working at this level but now see an opportunity to Chair a group that cares passionately about the environment within the Wye Catchment.
- Excellent communication skills, including tact and diplomacy.
- An impartial and objective approach.
- Facilitation skills are likely to be required at times including the ability to guide discussions without dominating and to blend differing views to achieve consensus.
- Emotional intelligence to read people and manage constructive challenge
- An ability to network and build relationships at all levels across the WCP network.
- A commitment to equality, diversity and inclusion and its importance both within WCP and in the countryside.
- An understanding and passion for the Wye Catchment and appreciation of what it means to those who live in it and those who depend on it.
- Background knowledge of English and Welsh government and policies would be an advantage

## 7.0 WCP – our commitment to equality, diversity, and inclusion

At WCP we believe it is our responsibility to strive for a society where all of us can be ourselves and feel able to reach our full potential, whatever our identity and background.

We'll ensure that our partnership and all we do is open to everyone and that we actively address any barriers to participation by any group.

Our case for the Wye Catchment depends upon having the broadest and most diverse and inclusive public support possible, because the catchment will benefit from the engagement and attention of people from all backgrounds.

We value everyone who volunteers their support for the WCP. This means listening to and understanding people's views, creating an environment where everyone is treated with respect and able to contribute fully. It also means making sure everyone feels included and valued for their talent, knowledge, and experience.

## 8.0 How to apply

The position is open to all. If you'd like an informal pre-application chat, then please call or email the WCP administrator Shannon Price – [admin@wyecatchmentpartnership.info](mailto:admin@wyecatchmentpartnership.info) Tel – 01874 711714 (WUF office).

Please complete the application form here and send to [admin@wyecatchmentpartnership.info](mailto:admin@wyecatchmentpartnership.info)

Deadline for applications is noon 17<sup>th</sup> June 2024

Our Recruitment Committee will carry out a shortlisting process and identify the candidates who most clearly match the requirements of the role. These candidates will be invited for an initial interview online. The interview dates are Tuesday 25<sup>th</sup> and Thursday 27<sup>th</sup> June 2024

If you require any special arrangements or assistance in making your application, or at interview, then please contact Shannon Price

[admin@wyecatchmentpartnership.info](mailto:admin@wyecatchmentpartnership.info)