

Groundwater Relief

“ ... a world where groundwater resources are developed and managed sustainably and fairly for the benefit of all, both present and future generations.”



Trustee Recruitment Pack 2024

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An open letter from our Chair

Dear Potential Trustee

Thank you for expressing an interest in joining the Board at Groundwater Relief.

Groundwater Relief is a young charity that was formed by our CEO in 2016. The Charity aims to alleviate poverty by helping others better develop and manage groundwater resources.

Groundwater accounts for 99% of the available fresh water on the planet and plays a critical role in securing safe water supplies for communities across the world. However, groundwater is difficult to access, understand and manage sustainably. A lack of expertise can lead to poorly designed and constructed boreholes, environmental damage, and significant long-term consequences for those who depend on it.

Groundwater Relief, through a global membership of over 500 groundwater experts, provides technical support to the humanitarian and development sector. We find the right people to support organisations, large and small, who are developing and managing groundwater resources for marginalised and vulnerable communities.

As the organisation grows and expands its work across the Middle East, South and South East Asia, and sub-Saharan Africa, we are looking to broaden the skills and experience of the existing Board. As a trustee you will play a key role in providing support, guidance and constructive challenges to the Board and CEO.

With the current strategy in development everyone at Groundwater Relief is looking forward to the next five years as we start to mature, stabilise, and develop. We hope that you will be able to join us on this exciting journey as we continue our vision of alleviating poverty across the world.

I look forward to hearing from you, and the skills, knowledge, and experience that you can bring to our Board.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'K. Upton', with a long, sweeping flourish extending to the right.

Kirsty Upton
Chair of Trustee Board

Our Staff

Groundwater Relief has a dedicated team of four staff members.

The Chief Executive Officer (CEO) is a Hydrogeologist and Water, Sanitation and Hygiene (WASH) engineer. The other members of our team are the Chief Operations Officer, who is a WASH specialist with experience in groundwater resource management; a field hydrogeologist, who has led groundwater exploration and drilling projects; and a finance manager, who manages the office and the administration functions within the charity.

The team are supported by a consultant hydrogeologist and GIS specialist; a senior hydrogeologist who works voluntarily as a technical advisor; and from the 500 plus members from across the world, who provide technical expertise in their own field of work supporting our projects.

Our Board

Groundwater Relief currently has three board members with a range of skills.

The Chair is a Senior Hydrogeologist with experience working on African and UK groundwater research. The other board members include a Head of Water and Sanitation for a humanitarian charity, and a qualified CIMA management accountant.

As part of our growth strategy the Board are looking to expand and bring in new skills, and to replace current trustees who are due to retire in just over a year's time. The Board is seeking to attract people who can bring a new perspective, fresh ideas and challenge the status quo. You may have experience of being a Trustee, or those who are looking to join a board for the first time (we will actively support you to develop your strategic thinking and understanding of Governance).

Groundwater experience/knowledge is not required, but a willingness to devote the necessary time and effort, the ability to work effectively as a member of the Groundwater Relief team, and a commitment to the Charity's vision and mission is essential.

Governance

Groundwater Relief is a charitable incorporated organisation registered in June 2016.

We are committed to the Charity Governance Code and to improving governance in line with the Code's guidance.

The Board currently meets four times a year in February, May, August, and November, with the AGM also being held in November. Due to the various locations of the current board members the meetings are held online and in the evening, starting at 17:30 for approximately 1½ to 2 hours. The Board tries to meet in person once a year. Trustees can claim reasonable expenses for these occasions.

New trustees will be appointed for an initial term of three years, and can be re-appointed for two further three year terms thereafter. A trustee may not be reappointed for a fourth consecutive term, but may be reappointed after an interval of at least one year.

Trustee Role Description

Groundwater Relief is looking to recruit people, from all professional backgrounds, who have, or have not, had Trustee experience before. Should you have experience with Human Resources / Employment Law or Fundraising that would be a slight advantage but not essential.

This is a voluntary position.

As a trustee you will find the role both central to the success of the charity, and inspiring in the work that it undertakes. Trustees set the strategic direction of the charity and work closely with the CEO. They also ensure that the charity is forward-thinking, running as efficiently as possible and is reaching its goals.

But being a trustee is not all one way as you will find the role rewarding and fulfilling, and also a way to learn new skills and share your skills, knowledge, and experience with others. The role is dynamic, and it will put you at the heart of the charity, working in a team of like-minded people who make a difference to the lives of others.

Overall purpose

The Board of Trustees are responsible for the overall governance and strategic direction of Groundwater Relief; developing the Charity's aims and objectives in accordance with the governing document, legal and regulatory guidelines.

Key responsibilities

- Effectively and sustainably deliver the Charity's aims and objectives through good governance, and clear strategic planning and leadership.
- Ensure the Charity and all its representatives function within the legal and regulatory guidelines, continually striving for best practice in governance.
- Maintain sound financial management of the Charity's resources, ensuring expenditure is in line with the Charity's objects and strategic plan.
- Act with integrity, adopting values and creating a culture which help to achieve the organisation's charitable purposes.
- Work as a team, using a balance of skills to make informed decisions that are timely, and risk assessed.
- Have an approach to diversity that supports effectiveness, leadership and decision making.
- Promote Groundwater Relief so that the Charity can grow and fulfil its objects.
- Maintain the Charity's accountability to the public, and others with an interest in Groundwater Relief, in a way that is transparent and understandable.
- Appoint, support, and monitor the performance of the CEO.

Person Specification

- Committed to the Charity's vision, values, and objectives.
- The ability to think clearly, strategically and see the bigger picture.
- To actively play a full part in meetings and follow up any areas of concern.
- Courage to speak your mind, ask questions that no-one has asked and challenge the status quo.
- The ability to assess the risk and impact of ideas, bringing an independent and informed view when decision making.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- To devote the necessary time and effort to fulfil your duties as a trustee.
- Maintain confidentiality about all sensitive and/or confidential information received during your term as a trustee.

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Recruitment Process

To find out more about our work, visit our website: www.groundwater-relief.org and/or visit the charity commission website and search the register of charities using our charity number 1167458.

If you wish to discuss the position before applying, then please contact hr@groundwater-relief.org.

To apply, please email hr@groundwater-relief.org attaching your CV, and a brief covering letter detailing your suitability and what you would bring to this role.

Soon after receipt of your application we will have an initial discussion to find out more about you, and for you to find more about us. If we both wish to continue the recruitment process then:

- We will arrange a meeting with the Chair, another Board member, and the CEO.
- You will then be invited to attend a Board meeting as an observer.
- A recommendation will then be made to the full Board.
- If an agreement is made, the recruitment process will continue by taking references and the completion of trustee paperwork.
- Finally, you will be invited to attend your first Board meeting in which your appointment will be ratified.

Currently this is an ongoing recruitment process with no closing date for applications.