**Annex 1: The role of the volunteer Chair**

**About Shoreham Beach**

Shoreham Beach is an internationally significant vegetated shingle beach. It is home to many specialised plants that have adapted to survive the harsh coastal conditions where lack of fresh water and nutrients are compounded by the fierce winds and waves. It is also an important habitat for invertebrates and breeding. Vegetated shingle beaches are extremely rare, as most coastal shingle is too mobile to support plant communities. Shoreham Beach is one of Britain’s best examples and the importance of this of this very special place was recognised when Shoreham Beach’s 11.2 hectares was declared a Local Nature Reserve (LNR) in 2006. In 2021 it was awarded a Green Flag. This is awarded to green spaces that reach an internationally recognized standard of management.

**About Friends of Shoreham Beach**

The Local Nature Reserve is managed by the Friends of Shoreham Beach (FoSB) with the Parks Department of the Adur & Worthing Councils and with advice from experts.

FoSB is an unincorporated association run by a committee of nine enthusiastic and highly committed volunteers; and supported by local people. FoSB’s remarkable volunteers have taken the lead in many aspects of managing the LNR and education local people and visitors about the special nature of Shoreham Beach.

This is thriving group with a new website, over a thousand Face Book followers, 75 paid up members, expert supporters and many corporate and community partners. It runs regular education and public engagement events including rock pooling, wildlife, bird watching, beach cleaning, recording and monitoring.

FoSB is also active in many aspects of development in the Shoreham area, relating to the beach. It initiated a petition for the boardwalk that now runs between Beach Road and Shoreham Fort. And it has met with company ecologists over plans for the cafe on Shoreham Beach Green and the planting of suitable marine plants for the new beach entrance at Ferry Road and the new car park at Shoreham Fort.

**About the Chair’s role**

FoSB is currently led by Dr Jim Marshall OBE the current chair till the next AGM in March 2022 and Dr Jacky Woolcock who has been involved since 2007 and is the current Nature Reserve Nature Coordinator.

The rest of this document describes the role of the Chair.

**The Chair’s responsibilities.**

* Chair committee meetings and the annual general meeting.
* Recruit committee members.
* Keep in touch with committee members between meetings and ensure they have the support they need to carry out their role. Address any issues.
* Ensure FoSB complies with its constitution and relevant legal requirements e.g. GDPR, safeguarding.
* Represent FoSB in meetings with the Council and other partners.

**Time commitment**

About half a day a week on average. There is considerable flexibility to organise the role around the volunteer’s other commitments although there will be some external meetings to attend which are fixed dates.

The Committee meets about 6 times a year, normally at the Sussex Yacht Club in Shoreham-by-Sea.

**Induction**

The current Chair and the local Nature Reserve Nature Coordinator will coordinate the induction and introduce the new Chair to committee members, other key contacts and the key tasks. They are flexible about the timing of the handover – to suit the availability of the new Chair.

**The type of person this role would suit**

You don’t need any scientific knowledge for this role or any particular professional background but an enthusiasm for the natural world is essential.

We’re looking for:

* Experience of leading a small team of people. This could be at work or in a voluntary capacity.
* Good interpersonal skills – able to build supportive relationships with committee members; and engage constructively with partners.
* Good communication skills – able to get your point across clearly and succinctly in meetings, emails and on the phone.
* An appreciation of the processes involved in running a small voluntary group e.g. meeting procedures, following a constitution, abiding by regulatory requirements.

You don’t need to live on Shoreham Beach but you should have a genuine interest in our work and the importance of biodiversity.

Expressions of interest to be emailed to [opportunity@fosbeach.com](mailto:opportunity@fosbeach.com) by 28th February 2022