LESS (Lancaster District) CIC

T: Lynne Carr 07710 448220
T: Anna Clayton 07988 417405
W: https://lessuk.org/
Registered Company no 6181400.
Company registered address:
The Storey, Meeting House Lane, Lancaster, LA1 1TH

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Thank you for downloading this Application Pack for the current Director vacancies 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 (CIC), 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 CIC, LESS is a not-for-profit organisation.

This is an exciting time to join LESS. Over the past five years, we have grown from an organisation that employs two part-time staff, to 20 part-time staff and 4 freelancers. We have recently purchased a community farm in Lancaster with support from the UK Shared Prosperity Fund and this will be developed to include food production, community building and education and training.

We are keen to welcome 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. In particular, we are looking for people with expertise in Finance, IT, HR, Equalities, Diversity & Inclusion, Safeguarding and Health & Safety.

LESS's current work

LESS sits on the FoodFutures Partnership and currently employs North Lancashire's FoodFutures coordinators. LESS also coordinates the Closing Loops project, Northern Food and Farming Network and Lancaster's FarmStart Scheme which is hosted at The Plot (an organic market garden). It is co-leading a campaign to support North Lancashire achieve a Gold Sustainable Food Places Award by 2026. We are also investigating changing our governance structure with a view to becoming a charitable organisation.

For more information about LESS see lessuk.org

How to apply

To apply, please email anna@lessuk.org with a cover letter (two pages maximum), your curriculum vitae (CV) and details of two referees.

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) CIC 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 quarterly for two/three hours and may have some follow up work and meetings in between, responding to e-mails and making availability to support staff. In addition, you will be involved in some hands-on activity in your field of expertise.

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 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 i.e. 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.
- Expertise in IT.
- 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.
- HR expertise.
- Publicity and PR experience.
- Health and safety knowledge.
- Safeguarding knowledge.