



Non-executive Director of Living Streets Services Candidate Pack

July 2025

We are Living Streets, the UK charity for everyday walking. Our mission is to achieve a better walking environment and inspire people to walk more.





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Message from Jane Roberts, Chair of Trustees

Dear Applicant,

Thank you for your interest in applying to be a Non-executive Director of Living Streets Services. This is a voluntary role as a member of our charity's LSS Board.


We are Living Streets, the UK charity for everyday walking. Our mission is to achieve a better walking environment and inspire people to walk more. This is a seminal time in our history: a newish political context; a dynamic and experienced new Chief Executive, Catherine Woodhead; and we are developing a new strategy that will take us towards our centenary in 2029.

With our thousands of members and supporters we run campaigns for positive change and for campaign policies that improve our streets such as encouraging families to walk to school, 20 mph speed limits and controlling pavement parking. We manage innovative national projects, engaging with schools, communities and workplaces to encourage more people to walk short journeys. Our year-round walk to school challenge captures the imagination of children in over 2000 schools. We work with local authorities and businesses to improve streets and public spaces. Our reports such as The Pedestrian Pound (updated in 2024), make a substantial contribution to the active travel agenda.

Our charity trustees and non-executive directors play a key part in strategy development and then bringing that strategy to life.

Living Streets Services (LSS) is our 15-year-old trading subsidiary, with an annual income exceeding £1 million, returning all its surplus to the charity. In 2025, we have reached the £5 million milestone for the charity – a celebration that we will be sharing publicly at the beginning of the new school term in September. It has a separate board from that of the charity, albeit with two LSS Directors serving also as trustees on the charity board.

We want to enhance the existing skills of the Living Streets Services Directors with the recruitment of additional Director(s). We are looking for people who have skills and experience particularly in the commercial sector or social enterprise. Whatever your background, a commitment to the values and objectives of the charity will be crucial.



We would welcome applications from people from diverse backgrounds and from all parts of the UK.

This is a great opportunity for the right person, and we are looking for someone energetic and passionate about our work. If you think you're the right person to play an important role in supporting us through the next phase of our journey, then we'd like to hear from you.

Please do get in contact with me via email at info@livingstreets.org.uk if you would like to have a chat about your interest.

Dame Jane Roberts
Chair of Trustees

Background Briefing

Director of Living Streets Services

As a Director of Living Streets Services and a member of the LSS Board you will be helping steer the organisation forward into exciting but also challenging times, ensuring we keep the passion of our pioneers alive in the 21st century.

Living Streets Services Ltd is the trading subsidiary of the Living Streets charity and channels its surplus back into Living Streets in a tax efficient manner. Living Streets, the charity, is the sole shareholder and is ultimately accountable for the work of the trading subsidiary. LSS Directors are appointed by the Living Streets Board.

Living Streets Services Ltd is responsible for all commercial and consultancy activities linked to Living Streets' work. The trading subsidiary allows Living Streets to undertake activity which is non primary-purpose trading- for example selling merchandise linked to our campaigns and projects and working on international consultancy.

Living Streets Services is governed by a Board of Directors, which is responsible for the strategic direction and performance of the subsidiary. The Board of Directors currently consists of the following members:

- Chair of Living Streets Services Board of Directors (Chair)
- Chair of Living Streets Board of Trustees
- Treasurer
- Chief Executive
- Senior Director
- Independent Non-Executive Company Directors

The Director of Development and Delivery is the accountable senior member of staff supporting the Board and is responsible for preparing the agenda and papers in discussion with the Chair and attending and reporting on progress at each meeting. The Head of Finance shall also attend each meeting and report on the company's finances.

The Chief Executive is responsible for ensuring that regular reports on Living Streets Services are made to the Living Streets Executive Committee and the Board of Trustees.

Person Specification

All candidates should be able to demonstrate the following skills:

- Commercial/private sector experience and ideas for charity income generation
- Entrepreneurial expertise to guide our development
- An understanding of the principles and rules which govern UK charities
- Strategic level experience in the private, public or not-for-profit sector
- Connection to or interest in walking and public space issues
- A commitment to the values and objectives of Living Streets

The Board of Trustees is keen to widen diversity and we would welcome applications in particular from disabled people and people from a minority ethnic background, from all parts of the UK.

Time commitment

LSS Directors are expected to attend and participate in the following:

- Four board meetings per year (4-6pm)
- An Annual General Meeting
- Board members 'away' sessions, held in person, normally two yearly

There is currently a subcommittee of the charity board, the Audit and Risk Committee chaired by our Treasurer, Andy Cottrell, which meets three times a year. From time to time, there are task focused, time limited trustee sub-groups.

Board meetings have historically been held in London, but since the Covid pandemic, trustees and NEDs can join the meetings via Microsoft Teams. LSS Non-Executive Directors (NEDs) are encouraged to come in person to some meetings. We will fully reimburse travel expenses of NEDs when attending official engagements in person.

General Director responsibilities

- a) Strategic – defining and approving the company's strategy and values, the strategic objectives arising from these, and arriving at appropriate policy decisions to take them forward;
- b) Stewardship – to have responsibility for the organisation's assets, their presentation and exploitation, and assessing risks;
- c) Monitoring – to oversee the effective management of LSS and its service delivery, supporting the Chief Executive, Director of Development and Delivery and senior staff;

- d) Promotion of and advocacy for the organisation to external clients/partners/stakeholders;
- e) Governance – ensuring that LSS Board business is effectively conducted and that the Code of Governance is followed.

The organisation's expectation of an LSS Board member

Members of the Board will be expected to:

- a) Ensure the organisation complies with the law and Charity Commission requirements.
- b) Understand and support the organisation's mission, goals, policies, programmes, services, strength, and needs
- c) Focus on strategic issues for the organisation rather than detailed management decisions.
- d) Support the majority decision on issues decided by the Board.
- e) Assist the organisation where appropriate by attracting potential income streams through personal influence with others (individuals, organisations, companies etc.) or by other means (donations etc.).
- f) Attend meetings regularly, prepare for them, including reading the papers and participate actively.
- g) Maintain independence and objectivity and act with a sense of fairness and personal integrity.
- h) Maintain the confidentiality of confidential details of the organisation's business and of Board meetings.
- i) Show appropriate respect to other trustees, staff volunteers and users of the organisation.
- j) Be fully aware of the Trustees' Code of Governance (as updated from time to time) and use all reasonable endeavours to ensure that the business of the organisation is conducted in the way required by it.
- k) Avoid pursuance of a personal agenda through membership of the Board, inappropriate relationships with management and staff and prejudiced judgements on the basis of information received from individuals instead of following established policies and grievances procedures.
- l) Avoid even the appearance of a conflict of interest and disclose any possible conflicts to the Board in a timely fashion and in accordance with the Conflicts of Interest Policy.

Safeguarding

Living Streets is committed to safeguarding and promoting the welfare of children, young people and adults at risk; and expects all our staff and volunteers to share this commitment.

Application Process and Timetable

Candidate information

Candidates should provide a CV and covering letter which sets out relevant experience, skills and the reasons for your interest in joining the Living Streets Services Board reflecting the Person Specification.

Closing date for applications: 20 July 2025

Please send (via e mail only) to: recruitment@livingstreets.org.uk

Interview date: 29 July 2025

Please let us know if you have any access requirements so we can make appropriate adjustments for you to attend an interview.

Candidates who are successful at interview will be given a full induction briefing and the opportunity to observe a meeting of the Board of Directors and Board of Trustees. Following this, they will be put forward for appointment to the charity Board.

Information:

If you require any further information, please visit our website www.livingstreets.org.uk or contact us on recruitment@livingstreets.org.uk