

## **Job Description**

### **Full-time Director of the Wessex Chalk Stream & Rivers Trust**

#### **1. Roles and responsibilities**

##### **Strategic Leadership:**

- Develop the reputation of the Trust as a highly valued, well run organisation that is effective at delivering the objectives and aims of the Trust.
- Develop the Trust's strategy with the Trustees.
- Identify and develop opportunities for growth for the Trust.
- Be aware of and act upon national and local developments that will affect the strategy of the Trust.

##### **Operational delivery:**

- Develop and deliver a Business Plan that supports the agreed strategy.
- Work in partnership with other organisations in an effective manner that builds the reputation of the Trust and achieves good outcomes for our rivers and catchments.
- Ensure that projects are well managed on time and to budget, and that they deliver high quality outcomes for the rivers and catchments.
- Develop and implement processes to ensure that the Trust is run efficiently and is compliant with relevant legislation. Includes budget management, status and risk management reporting to Trustees, compliance with company and charity reporting requirements, health and safety and employment legislation and adherence to sound financial practice.

##### **Fundraising and financial stability:**

- Identify potential sources of funding.
- Write successful funding applications and develop strong relationships with all key funders.
- Manage the short and medium term financial stability of the Trust.

##### **Staff and volunteer management:**

- Attract, recruit, develop and retain staff and volunteers to support the delivery of the Trust's objectives.
- Delegate appropriately and prioritise workload of self and team to ensure effective delivery of the core strategy.

##### **Communication:**

- Ensure that the Trust's successes are communicated via website, newsletters, press and social media.
- Deliver timely, open and honest communication with partners, staff, volunteers, trustees and stakeholders.

## 2. Skills, qualifications and experience

CATEGORY	REQUIREMENTS	ESSENTIAL/ DESIRABLE
Qualifications/ training	<ul style="list-style-type: none"> <li>First degree</li> <li>Environment, science or related degree</li> <li>Post-graduate environmental qualification</li> <li>Professional qualifications and memberships</li> </ul>	Essential Desirable Desirable Desirable
Environmental understanding and experience	<ul style="list-style-type: none"> <li>A passion for conservation, specially an understanding of the issues around catchment management, rivers and freshwater ecology</li> <li>Experience of working in the conservation non-profit sector</li> </ul>	Essential  Desirable
Personal qualities	<ul style="list-style-type: none"> <li>A 'self-starter' able to take decisions and able to act on own initiative with minimal supervision</li> <li>Self-sufficient. Able to operate effectively without substantial administrative or technical support</li> <li>Strongly committed to the development of the Trust and to achieving the Trust's objectives</li> <li>A high level of 'emotional intelligence'</li> </ul>	Essential  Essential Essential Essential
Leadership and organisation	<ul style="list-style-type: none"> <li>Credible senior manager with a passionate interest in the environment</li> <li>Experience of formulating strategies and developing and implementing business plans</li> <li>Excellent influencing skills</li> <li>Experience of managing, motivating and developing small teams</li> <li>Experience of working in the environmental charity sector</li> <li>Ability to develop effective partnerships and cooperate with other organisations</li> <li>Ability to deal with challenging situations in a competitive and financially demanding market</li> </ul>	Essential  Essential Essential Desirable  Essential Desirable

Financial and fund-raising skills	<ul style="list-style-type: none"> <li>• Experience of managing budgets effectively</li> <li>• Track record of successful fund-raising or high-level of personal commitment to delivering successful fund-raising</li> <li>• Understanding of accounting practices in relation to small companies and charities</li> </ul>	Essential Essential  Desirable
Communication	<ul style="list-style-type: none"> <li>• Demonstrate a high level of influencing skills</li> <li>• Demonstrate the ability to communicate passion for the objectives of the Trust</li> <li>• Excellent verbal and written communication, specifically able to communicate complex issues to diverse audiences in a straight forward manner</li> <li>• Experience of communication progress to a range of audiences via a range of media including website, social media and newsletter</li> </ul>	Essential Essential  Essential  Desirable
Project management	<ul style="list-style-type: none"> <li>• Proven track record of successful delivery of environmental projects</li> <li>• Experience of project management methods and disciplines (planning, budgeting, tracking, reporting)</li> <li>• Understanding of regulatory and legal requirements in relation to environmental projects</li> </ul>	Desirable  Essential  Desirable
Local knowledge and networks	<ul style="list-style-type: none"> <li>• Existing network of stakeholder contacts in the Wessex area</li> <li>• In depth understanding of Wessex chalk stream ecology, land use, issues and challenges</li> <li>• Resident within the WCSRT catchments</li> </ul>	Desirable  Desirable  Essential

### 3. Competencies and personal attributes

- High level of literacy and numeracy
- Articulate speaker in conversation and formal presentations
- Able to work on own initiative with minimal supervision
- Sufficient IT skills to be self-contained
- Able to use MS Office to a good degree of competency
- Able to manage and remain motivated in an environment of uncertainty
- Open minded and able to embrace change and develop new skills

#### **4. Working relationships**

- Reports to the Chairman and Board of Trustees. An essential requirement of the post is that the Director has the confidence of the Chairman and Trustees
- Members of the WCSRT staff will report directly to the Director
- The Director is responsible for maintaining positive working relationships with partners, members, suppliers and stakeholders. These will include (but are not limited to) the Environment Agency, local Wildlife Trusts, Natural England, fisheries organisations, school, farmers and landowner organisations (CLA and NFU).

Applicants are requested to submit a letter of application and CV by Friday 5 January to Lee Bush – Administrator for WCRST at [admin@wcsrt.org.uk](mailto:admin@wcsrt.org.uk).