



Worcestershire
Wildlife Trust

Chief Executive Officer



Contents

Introduction	3
Message from the Chair of Trustees	4
About Worcestershire Wildlife Trust	5
Strategic framework	6
Job description	7
Person specification	9
Terms	11
How to apply	11



Introduction

We are Worcestershire's leading nature conservation charity, committed to protecting wildlife and the natural environment. The Royal Society of Wildlife Trusts is the umbrella organisation for the country's 46 Wildlife Trusts, and Worcestershire Wildlife Trust was one of the first to form almost 60 years ago.

The natural world is facing many challenges and the coming decade will be crucial to protect and enhance the wild spaces of the county. We are seeking a very special person to lead our organisation in this exciting time.

Message from the Chair of the Council of Trustees

Thank you for your interest in the post of Chief Executive of Worcestershire Wildlife Trust (WWT). This is a brilliant opportunity for someone who really wants to make a difference, leading a large team of dedicated staff and volunteers as we seek to conserve and improve the wildlife and wild places of one of the country's most scenic shires.

The Trust has gone from strength to strength under the expert hand of our departing CEO, who is retiring after a long and distinguished career with us. He leaves WWT in an excellent position: financially, professionally, reputationally and culturally. With 40 staff and 500 volunteers, the Trust owns and cares for 1,250 hectares of land while our work with local farmers and landowners means that we offer advice and support for 40,000 hectares, representing a quarter of the county. Our conservation strategy is complemented by a comprehensive engagement programme that seeks to provide opportunities for adults and children alike to experience wildlife and the natural environment. In addition to our events, school programmes and community projects, we seek to engage with the wider public through campaigns and media activity. All our work is funded by subscriptions from our 21,000 members, donations, legacies and awards from grant-making bodies.

The natural world is facing significant challenges. The climate is changing, the need for more houses encroaches on wild spaces and there is an alarming reduction in the volume and diversity of wildlife. WWT is at the forefront of meeting these challenges: we have a target to have at least 30% of the county's land in recovery by 2030 and at least one in four of its people taking action for wildlife in their work and daily lives. Our new CEO will provide the leadership required to continue our excellent work. We are looking for a special person: someone who is inspiring, resourceful, collaborative and committed; who is driven by a passion for ecological conservation and improvement; who recognises the challenges but who sees them as opportunities; who can act as a visible, confident advocate and champion; who has a long-term view but who can also deliver tangible operational outputs aligned with our strategic plan; and who can run our day-to-day business while leading our people with care, efficiency and a sense of fun.

This is a CEO post that really matters and requires a very special person. We will welcome that person, who will benefit from a strong and happy team of industrious staff and the support of a committed and talented Council of Trustees, alongside the goodwill of so many of the people of Worcestershire who value our countryside and its wild spaces. If you have the skills and experience to fill this demanding yet exciting post at this important time, we would love to hear from you.



Christianne Tipping



About Worcestershire Wildlife Trust

80

nature reserves.

1,250

hectares.

Providing land management advice for

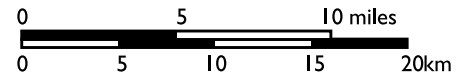
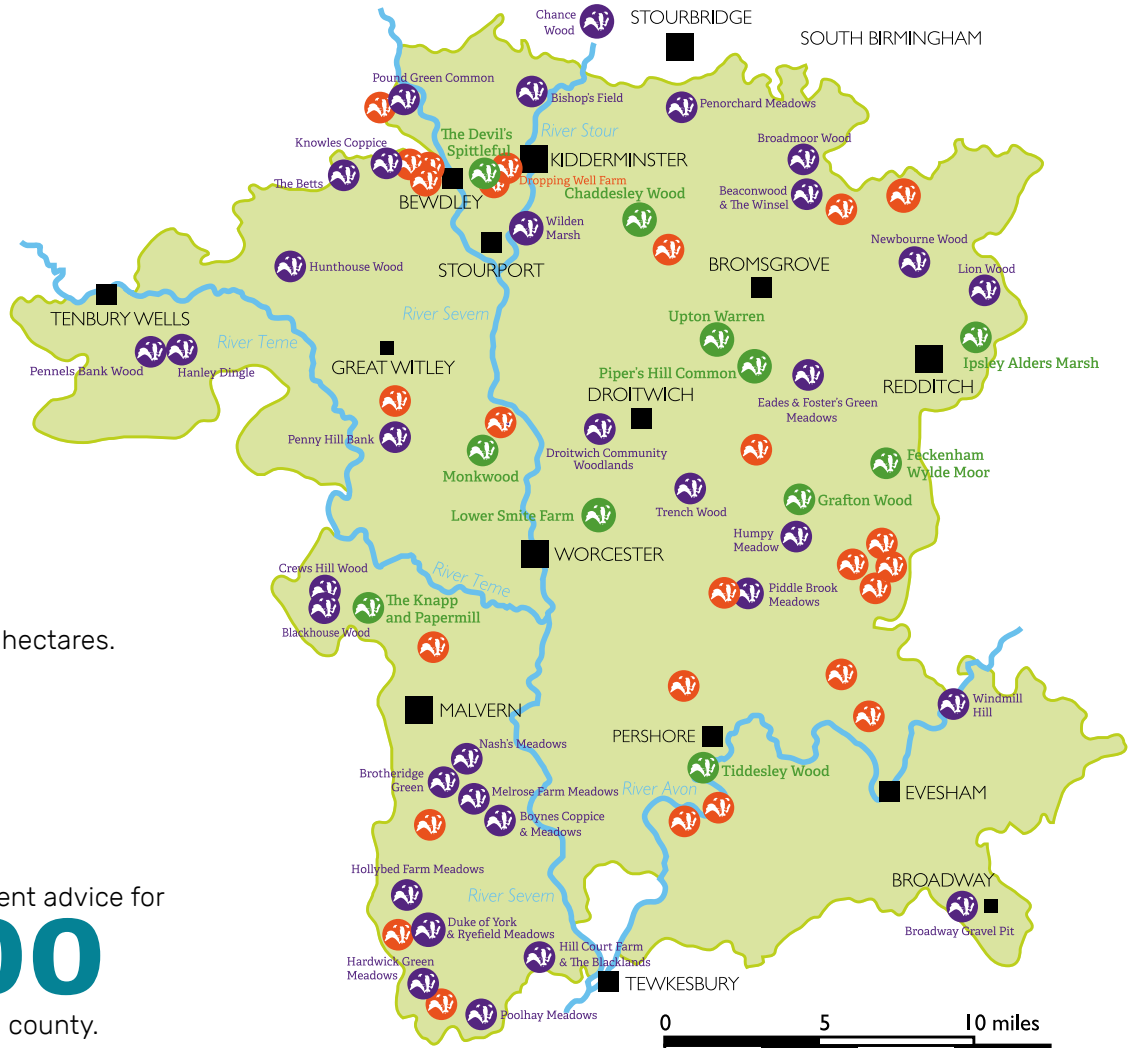
40,000

hectares, a quarter of the county.

21,000

members;

1 in **25** households are Trust members.



-  All-seasons wildlife walks
-  Local wildlife treasures
-  Delicate wildlife gems



Strategic framework

In 2023, we introduced our new strategy that looks ahead to 2030. This is available at <https://bit.ly/WWTStrat23-30>

Our vision, mission, and strategic goals

- Our vision: A wilder Worcestershire – more nature everywhere, for everyone.
- Our mission: To lead nature's recovery through community action.

Our three strategic goals

- Nature in recovery: 30% of land in recovery for nature by 2030.
- Action for nature: 1 in 4 people taking action for nature by 2030.
- Sustaining our future: more diversity, more funding; carbon zero by 2030.



Job description

Leadership and advising the Council

- Work with the Chair, Council of Trustees and the senior leadership team (SLT) to continue making progress towards achieving WWT's strategic vision.
- Provide strong, visible leadership to WWT, ensuring staff and volunteers are engaged with the Trust's vision, mission and goals and are motivated to deliver them.
- Cultivate a culture of continuous learning to encourage staff to develop their skills.
- Champion and promote equality, diversity and inclusion throughout the organisation.

Governance

- Keep abreast of legislative, regulatory and governance issues that may impact the Trust and ensure mitigation strategies are put in place.
- Ensure that communication with Trustees is open, timely and effective.
- Ensure that WWT maintains financial security in both the short and long term and that it has procedures to manage both financial and reputational risk.
- Ensure that WWT meets all legal and compliance requirements, including legislation relating to health and safety, data protection, employment, safeguarding and the regulatory framework for charities, as well as all requirements associated with fundraising.
- Oversee management activities of the Trust's subsidiary undertakings and affiliated local groups and any related and/or associated ventures for which the Trust has management responsibility.

External relations and engagement

- Be proactive, prominent and vocal in communicating the vision, philosophy and achievements of WWT.
- Be an ambassador for WWT and an active strategic participant with RSWT and other wildlife trusts.
- Develop productive and mutually beneficial relationships with key partners and individuals in the public, private and voluntary sectors to further the Trust's aims and elicit ongoing support for our work.
- Ensure timely and effective engagement with the Trust's members.



Stonechat, Ben Hall/2020/VISION

Job description

Operations and delivery

- Work closely with the SLT to ensure the smooth and effective running of the Trust, meeting the delivery of operational plans and longer-term strategy, reporting to the Council on strategic and financial performance against agreed objectives on a regular basis.
- Ensure that WWT is able to respond rapidly to emerging opportunities, challenges and risks.
- Ensure the effective deployment of the Trust's resources of people, land, buildings, equipment and finance to deliver its objectives.
- Oversee the effective management of external contractors, staff and volunteers to deliver the required outputs as efficiently as possible.
- Support a culture of openness, feedback and learning and development that will encourage staff and volunteers to flourish.
- Actively promote a recognition culture in relation to volunteers, recognising volunteer impact and service, ensuring that volunteers and local groups remain integral to the operation of the organisation, and are encouraged and supported.

Risk management

- Implement, maintain and report against a comprehensive register of organisational risks. Ensure that robust procedures are in place for evaluating the risks attached to the Trust's activities, including those related to new programmes of work, proposed projects, asset acquisitions and disposals, financial investments and borrowing.
- Identify the key issues facing the Trust in both the short and long term and respond to these while mitigating operational, reputational and financial risk.
- Ensure that there are robust processes in place for business continuity and cyber security and that adequate insurance is in place for all elements of the Trust's operations.



Person specification

Experience

- Successful senior management experience, preferably within a wildlife, conservation, environmental or community organisation.
- Proven ability in strategic planning, translation into operational delivery and monitoring of output.
- Demonstrable strong financial acumen with evidence of generating income from various sources, ideally in the not-for-profit sector.
- Adept at developing and building relationships and partnerships with external organisations.
- Skilled at advocating for organisations, with outstanding communication ability in public settings.

Qualifications and knowledge

- Appropriate academic qualification, probably a first degree, ideally with relevant further study.
- Demonstrable understanding of wildlife, conservation and environmental matters.
- Familiarity with the environment and nature conservation movement and the voluntary sector, including an appreciation of relevant regional and national policy.
- Awareness of charity law and governance in the not-for-profit sector including charity finances.



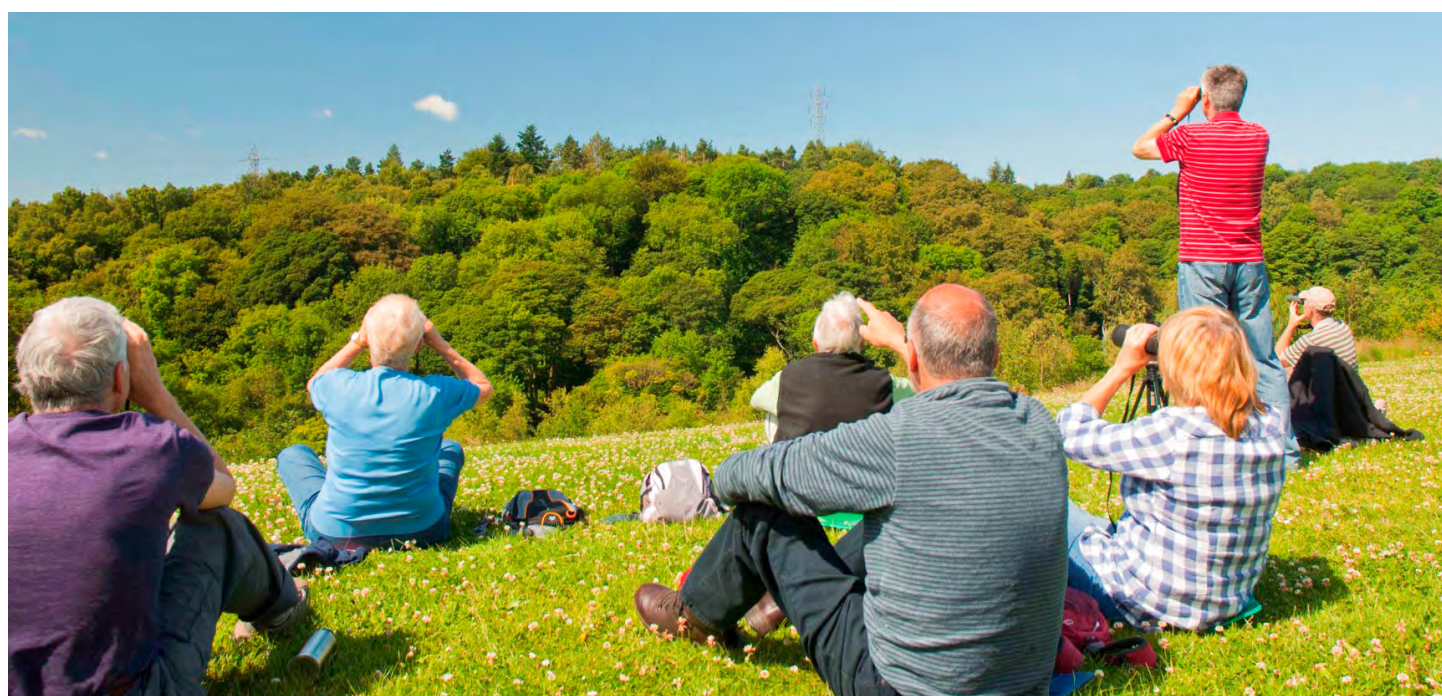
Person specification

Personal attributes

- A leader with presence, resilience and integrity, able to inspire trust and confidence, foster an inclusive approach, provide clear direction to staff and volunteers, act decisively, and motivate and empower people to achieve organisational goals.
- Able to work confidently with the Trustees and staff at all levels to ensure smooth and effective operation of the Trust.
- Willing to delegate effectively to enable teams and individuals to realise their full potential through the development of skills, knowledge and experience.
- A skilled negotiator with a successful record of using a range of influencing styles to achieve required results, able to command respect quickly with Trustees, politicians, members and a wide range of interested parties within and outside the sector.
- An effective, imaginative and pragmatic problem-solver.
- A genuine passion for wildlife conservation and environmental sustainability.

Skills

- Strong business management and leadership skills, able to evaluate information logically and thoughtfully and to make rational high-level judgements and decisions.
- Good financial management skills, including budgeting, fundraising and grant management.
- Able to balance competing organisational priorities effectively at a strategic level and communicate decisions clearly and sensitively.
- An authentic commitment to the principles and execution of equality, diversity and inclusion.
- Able to identify, manage and defuse conflict, remaining calm when challenged or in the face of setbacks.
- Able to write and speak clearly, fluently and in a compelling manner to individuals and groups within and outside WWT. This will include media appearances and addressing meetings.
- Willingness to listen to others' opinions and understand differing needs and viewpoints.



Terms

- This role is a permanent full-time position and will be based at our headquarters at Lower Smite Farm, Hindlip, Worcester, WR3 8SZ.
- The annual salary will be in the range of £63,000 to £72,000, depending on skills.
- The Pension Scheme is a Salary Sacrifice Scheme with Royal London. Employees sacrifice a minimum of 4% and the Trust then contributes an additional 8% plus the Employers NI savings made due to the Salary Sacrifice element.
- Annual leave is 33 days (inclusive of eight bank holidays with three days required to be used to cover the closure between Christmas and New Year) increasing by one day per three years of service to a maximum of 38 days.
- Group Life Assurance policy worth three times annual salary.
- Health Cash Plan and Wellbeing Services provided via HealthShield.
- Contractual Sick Pay.

How to apply

Applications should be made through the Network portal and should include:

- A covering letter (maximum two pages of A4) explaining why the appointment interests you, how you meet the criteria and what makes you the ideal person for this post.
- A CV (maximum two pages of A4) containing your qualifications and full employment history. Please provide daytime and evening telephone contact numbers and e-mail addresses, all of which will be used with discretion. Please also give contact details of two referees, one of whom should be your current or most recent employer. References will not be taken without your permission.

The closing date for applications is Sunday 18th August.

Interviews will be held in person at Lower Smite Farm on Monday 2nd September with successful candidates being invited for a second interview the next day (Tuesday 3rd September). More information will be provided closer to the time.

We're **Wild About Inclusion**. To us, this means inspiring, empowering and engaging people from all backgrounds, cultures, identities and abilities to change the natural world for the better. It also means cultivating inclusive workspaces that are free from discrimination, where differences are valued and everyone can be themselves and flourish, just like in nature!

Thank you for your interest in the position. We look forward to receiving your application.

Worcestershire Wildlife Trust, Lower Smite Farm,
Smite Hill, Hindlip, Worcs WR3 8SZ
Phone: 01905 754919
Email: enquiries@worcestershirowildlifetrust.org
Reg Charity No: 256618
Company No: 929644

www.facebook.com/worcestershirowildlifetrust

x.com/WorcsWT

www.instagram.com/worcswt/



Back cover: *Girl on Log*, Adrian Clarke, Staffordshire Wildlife Trust
Front cover: *Boynes Coppice*, Wendy Carter