

JOB DESCRIPTION

JOB TITLE : Chief Executive Officer – River Thame Conservation Trust

REPORTS TO : Chair of Trustees

DIRECT REPORTS: 2 full time Project Officers 1 part time Administrative Officer

LOCATION : Office base in Headington, Oxford. Occasional travel for site visits and meetings across Oxfordshire and Buckinghamshire, London. Flexibility for some home working.

HOURS : Part time 4 days (30 hours/week) with some out of hours work

DURATION : Two-year fixed term contract initially with intention to extend subject to funding.

JOB PURPOSE

1. Lead and develop the River Thame Conservation Trust (RTCT) as a viable local charity playing an essential role in working towards an agreed catchment vision of *'a river catchment with healthy freshwaters and wildlife, valued and enjoyed by local people'*.
2. Lead the Trust's strategy for improving biodiversity and water quality in the catchment and manage the planning, delivery and monitoring of a range of relevant work programmes.
3. Develop and lead the Trust's fundraising strategy to realise ongoing funding for our work, building on a currently strong financial foundation.
4. Lead and manage the Trust's small team of talented and dedicated staff which include support and technical officers.
5. Proactively develop and build relationships with organisations and individuals outside the Trust who are important for furthering our aims.

MAIN FUNCTIONS

1. Manage the organisational development of the trust – ensuring systems and processes are in place for the effective running of the organisation and its work programmes.
2. Lead and have overall management responsibility for successful delivery of a range of habitat improvement and water quality improvement work programmes across the Thame catchment.
3. Have overall responsibility for the effective running of the Trusts finances and ensuring due diligence regarding the Trust's financial management systems and IT security.
4. Manage existing and develop new relationships and partnerships with a range of organisations and individuals – incl. local government, NGOs locally and nationally, funders, farmer and landowner networks, local community networks. Continue our positive relationships with the Freshwater Habitats Trust (FHT), Environment Agency and Thames Water. Effectively chair our large Catchment Partnership meetings (alternating with joint catchment hosts – FHT).
5. Lead fundraising for ongoing development of the Trust and delivery of its ambitious aspirations for the River Thame catchment.
6. Lead, manage and inspire the RTCT team to deliver ambitious and high-quality work and fulfil their professional potential and development.
7. Have overall responsibility for continued improvements in the Trust's data, knowledge and evidence collection to help steer and monitor the effectiveness of our work. Ensure the Trust's volunteer citizen science programmes are well run and local people continue to be recruited and retained to help with our work.
8. Report regularly to the Board of Trustees on progress against the Trusts objectives, the sound financial management of the organisation and the meeting of any statutory requirements (eg re Health and Safety).
9. Lead on the Trust's communication strategy – ensure our range of messages are communicated to our various 'audiences' in the most effective and cost-efficient way. Directly deliver communications eg giving talks and presentations at local or national events, using social media.
10. Undertake other appropriate duties as may be determined from time to time by the Chair of Trustees.