



CEO APPLICATION PROCESS

If you would like to apply for the post of Rivers Trust Chief Executive Officer please download the Application Pack from <https://www.theriverstrust.org/jobs/>

The Application Pack contains:

- Job Description, Person Description and summary of employment terms
- An application form (to be completed)
- An Equal Opportunities Monitoring form (to be completed)
- RT Annual Report and Financial Statements 2017

You are also encouraged to browse the Trust's web site and other sources for information on the Trust activities.

Application

Your application, as separate attachments to an email, should be sent to **peter@theriverstrust.org.uk** to be received by 6.00pm on **Monday 4 March 2019**. It should contain the following:

1. A covering letter addressed to the Trust Chair, Andrew Wallace, explaining how your previous experience and leadership qualities could deliver the Trust's objectives, meeting the requirements of the job description. The letter should be no more than two sides of A4 in length.
2. Your completed application form or equivalent (giving full details of your employment history, responsibilities, achievements, qualifications, publications and personal interests where relevant, referees).
3. Your completed Equal Opportunities Monitoring form.



Interview and Selection

Short listed candidates will be called for interview on Monday 25 March or Tuesday 26 March 2019 (tbc) in London. If you are likely to be unavailable on these dates, please let us know in your covering letter. Unsuccessful candidates will be informed by email.

The selection process will comprise an interview, the panel likely being the Trust Chair, two Trustees and a senior officer. We may wish to conduct a job related exercise such as a group discussion or a presentation. We will let you know the detailed arrangements when inviting short listed candidates for interview.

The criteria on which we will base our selection will include:

- Leadership qualities
- People management skills
- Communication and influencing skills
- Business judgement and fundraising skills
- Ability to work in partnership with other organisations
- Depth and breadth of environmental knowledge

Prior to making an appointment we will take up two written references and need to have evidence of your professional and academic qualifications.

We will pay reasonable travel expenses ie second-class rail fare or standard car mileage. If you are disabled and require any special arrangements for your interview please let us know.