



The  
**Rivers  
Trust**

## CEO JOB DESCRIPTION

Job Title:	Chief Executive Officer
Salary and Benefits:	Market rate salary; pension scheme & life assurance entitlement
Hours:	Full time (40 hours per week)
Responsible to:	Board of Trustees with quarterly meetings
Responsible for:	All staff
Important Functional Relationships:	<ol style="list-style-type: none"><li>1. Internal: Trust Chair and Board, Head of Finance and Senior Management Team</li><li>2. External: Rivers trusts, Government, Defra and its Agencies (EA, NE etc.), Catchment Based Approach (CaBA), Wildlife Link/ Blueprint for Water, other NGOs, farmers and landowners, environmental consultants and corporates in particular water companies</li></ol>
Main Purpose of Job:	<ol style="list-style-type: none"><li>1. Deliver the Trust's Charitable Objects.</li><li>2. Leadership; strategic delivery of Trust's Business Plan and aspirations as agreed with the Trust board (in line with its objects).</li><li>3. Leadership, support and guidance of the rivers trust movement.</li><li>4. Maintaining and developing the culture of the Trust.</li><li>5. Figurehead in developing key stakeholder relationships with, inter alia, HMG and its agencies, corporates, in particular utility companies, to influence them in establishing suitable policies and practices to further the Trust's objects.</li><li>6. Secure funding for RT and wider rivers trust movement to deliver the above.</li><li>7. Selection, management, development and motivation of the Trust team to deliver the above.</li><li>8. Ensure that RT has a sustainable business model to deliver the above.</li></ol>

Duties and  
Responsibilities

1. Be the guardian of the reputation of the Trust and the value of its brand.
2. Maintain a working environment, which is healthy, safe, flexible, creative and welcoming such that it may attract, retain and support high calibre staff able to deliver consistently excellent achievements.
3. Maintain the support and confidence of the Trustees, working with the Trust Chair to support the Board with the knowledge, skills and experience necessary to guide the Trust effectively.
4. Ensure the Trust team is fully aware of major developments in policy, both nationally and internationally including EU directives so positioning the Trust appropriately to take advantage of new opportunities.
5. Actively promote the Trust to potential partners, customers and donors for purpose of fundraising through gifts, grants, donations, legacies and supporter networks.
6. Support the Trust team to deliver projects, including direct involvement on project management from time to time, bringing specialist environmental knowledge to bear as required and encouraging a holistic view of environmental issues.
7. Oversee the growth and development of River Ecosystem Services Ltd, the Trust's trading arm, to generate surpluses for the benefit of the Trust's charitable purposes.

## CEO PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<p>Proven track record of leadership, fundraising and successful delivery of environmental projects.</p> <p>Track record of team building and managing a senior team.</p> <p>Working within a not for profit environment.</p> <p>Significant financial responsibility for budgets and performance.</p>	Not For Profit CEO.	Application Form/CV
Education & Training	Environmental or related degree (or equivalent)	Graduate, professional training in an associated complementary discipline	Application Form/CV
Special Knowledge & Skills	<p>Ability to think strategically and develop environmental policy.</p> <p>Able to influence and communicate at a senior level.</p> <p>Able to form strong partnerships and construct application bids for significant strategic projects.</p>	<p>Existing network of contacts within key stakeholder organisations including HMG, agencies, NGOs, utilities and other corporates.</p> <p>Awareness of contractual and legal issues relating to funding, employment and charity status.</p> <p>IT skills in use of email, web, Office and multi-media presentations.</p>	Interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Additional factors	<p>Innovative, with ability to inspire and lead staff and gauge their capabilities.</p> <p>Highly credible senior executive with a passion for rivers &amp; environmental improvement, water user groups (E.g. anglers, wild swimmers), catchment communities and rural culture.</p> <p>Hands-on approach.</p> <p>Self-motivated.</p> <p>Professional standards.</p> <p>Car driver/clean licence.</p>	<p>Willingness to participate in all aspects of the Trust's activities.</p> <p>Willingness to travel (within the EU).</p> <p>Empathy with a grass-roots bottom up approach to a sustainable environment.</p>	Interview



## THE RIVERS TRUST AND RIVER ECOSYSTEM SERVICES LTD SUMMARY OF EMPLOYMENT TERMS

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The Trust is committed to providing the best terms and conditions of employment that it can afford and arrangements which promote an appropriate work/life balance for its staff.

- **Location:** The Trust's principal office is in Stoke Climsland, Cornwall, where the finance team are based, however applicants may work remotely as RT staff and member trusts are dispersed across the UK. As such the role will feature frequent travel to London and other parts of the UK as well as EU partner locations.
- **Salary:** Market rate with a 7% employer pension contribution (rising to 8% in 2019 then 9% in 2020 subject to employee contribution levels) and 3 x salary Life Assurance from the Trust.
- **Working hours:** Full time (40 hours per week) with a presumption of flexible hours to meet domestic and personal commitments, provided always that you work such hours as may reasonably be required to meet the requirements of the Trust and for the proper performance of your duties.
- **Holidays:** 25 days of paid leave plus public holidays plus Time Off In Lieu as appropriate.
- **Travel:** All reasonable travel costs incurred as part of the job will be reimbursed under the Trust's travel policy. No vehicle provided by the Trust; staff are expected to use their own vehicles and mileage is reimbursed at HMRC rates.
- **Benefits:** Pension contributions and life assurance as noted above.
- **Notice period:** Three months to be given by the either party.
- **References:** An offer of employment is subject to satisfactory references and DBS check.
- **Right to work:** The successful applicant if required will need to show evidence of a permit to work in the UK
- **Start date:** To be agreed.