

Job Description



Title:	Chief Executive Officer
Salary:	£46,000 – 53,000 (depending on experience) 8% Employer's Pension Contribution
Contract:	Permanent (6 months probationary period)
Hours:	Full-time, 37 hrs per week
Location:	Wessex Rivers Trust Head Office, Stratford sub Castle, Salisbury
Responsible to:	Chairman and Board of Trustees

Wessex Rivers Trust

Wessex Rivers Trust¹ is a highly successful and well-regarded environmental charity dedicated to the protection and conservation of the rivers in Wessex. These include the rivers Test, Itchen and Hampshire Avon. We are part of the national Rivers Trust movement, the umbrella organisation looking after most of the UK's rivers. The Wessex Rivers Trust is a young and dynamic organisation and has been growing steadily in recent years. Together, staff and trustees have been able to secure several long-term contracts and agreements with funders that are transforming the scale of the Trust's activities and their positive impact on our rivers. It is expected that the annual turnover of the Trust will double within two years, and that the team will have to grow with up to five more members of staff.

Candidate profile

The Wessex Rivers Trust is looking for a dynamic CEO to lead the organisation through this exciting period of further expansion and development. The ideal candidate will be an experienced senior executive, have an in-depth knowledge of environmental matters relevant to our work and a passion for rivers. He or she will be a creative thinker and business-minded, with the ability to identify opportunities and see them through to fruition. The candidate's experience will include devising and implementing strategy, implementing business development and growth, leadership, stakeholder management and account and budget management. Professional experience in the environmental non-profit sector is highly desirable.

The role presents an outstanding opportunity for a natural leader to influence priorities and actions in southern England to tackle the problems of flooding, abstraction, pollution, destruction of habitat and loss of species, as well as encouraging wider biodiversity; and to help bring to life regional and national policies. To accomplish this, the Trust will collaborate with statutory, industrial and other non-profit organisations, both at local and national levels. The Trust will also build on existing relationships with the academic community to increase understanding of chalk stream ecosystem functioning.

¹ *Wessex Chalk Stream & Rivers Trust is in the course of changing its name to Wessex Rivers Trust*

Job summary and purpose

The CEO provides leadership for a growing team of dedicated professionals (currently ten members of staff, 7.0 FTE) through direct line management as well as development and implementation of strategies and policies. The CEO is supported by the Head of Project Delivery in the operational management of the Trust. Administrative backup is provided by an Administration Manager and Accounts Manager. Because of the relatively small size of the organisation, the CEO is directly involved in education, project design, stakeholder liaison and general organisational support and logistics.

The CEO will enhance the reputation of the Trust as a highly valued, well run organisation that is effective at delivering its objectives. These include river and habitat restoration, catchment management, education and engagement, scientific research and some advocacy work. Projects are funded mostly by grant agreements with statutory bodies, companies and private landowners as well as through voluntary income from individual giving and grant making trusts.

As part of the role, the CEO co-chairs two Catchment Partnerships. These multi-stakeholder collaborations include members across the public, private and voluntary sectors and work together to identify, prioritise and address water-related issues in the catchments of the Hampshire Avon and the rivers Test and Itchen.

The CEO maintains a close relationship with the chair of trustees and reports through him to the board of trustees which meets quarterly. This includes in-depth reporting on the activities and financial state of the Trust through preparing annual budgets, quarterly management accounts, forecasts and reports. The applicant will work in close collaboration with the board of trustees to put in place a long-term strategy and secure the financial stability necessary to deliver it.

Duties and responsibilities

1 Strategic leadership and management	
1	Maintain and strengthen the reputation of the Trust as a highly valued, well run organisation that is effective at delivering its objectives
2	Develop and implement a long-term strategy in close collaboration with the board of trustees
3	Be aware of and act upon national and regional developments that affect the rivers of southern England and the Trust
4	Line-manage senior and supporting staff, with a focus on development and building capacity and capability
5	Develop, implement and maintain systems and procedures to ensure effective and compliant operation of the Trust
6	Embrace and implement innovative approaches to river restoration, catchment management, funding and business management to make sure the Trust operates at the cutting edge of river conservation

2 Programme and business development	
1	Identify and develop proposals to deliver effective interventions and research programmes in our catchments; plan and manage applications developed by staff members and partners

	2	Maintain and develop good relationships with partners and stakeholders, working with them to achieve shared objectives
	3	Publicise the achievements of the Trust to a wide audience and capitalise on its successes
	4	Govern the growth processes underpinning the sustainable development of the Trust

3	Fundraising and account management	
	1	Establish and grow income sources, currently principally through project funding, grant making trusts, collaboration with public bodies, private corporations and landowners, as well as individual donations.
	2	Identify and maintain good relationships with potential funders
	3	Produce successful multi-year funding bids to cover running costs of the Trust
	4	Produce annual budgets and work closely together with other staff to produce project and activity budgets, quarterly management accounts and forecasts
	5	Liaise with the Trust's accountant to produce annual financial reports and if necessary, audits

4	Communication	
	1	Deliver timely, open and honest communications with trustees, staff, volunteers, partners and stakeholders
	2	Ensure effectiveness of the Trust's external communications (e.g. through websites, social media and presentations) to increase the Trust's profile and further enhance its reputation

Person specification

1	Qualifications and required knowledge		Essential	Desirable
	1	Educated to a degree level in a relevant field: environmental sciences, water resource management, ecology etc.	X	
	2	Educated to a post-degree level in a relevant field and further academic experience		X
	3	Professional qualifications and/or relevant industry memberships		X
	4	Knowledge of chalk stream geomorphology and hydrology		X
	5	Knowledge of water resource policy and legislation	X	
	6	Knowledge of the geography of Wessex and its chalk river catchments		X
	7	Understanding of Catchment Based Approach and national and international policies to improve the water environment	X	

2	Experience		Essential	Desirable
	1	Having held a senior management position with an environmental charity or similar organisation for a minimum of three years	X	

2	A track record of delivering large programmes of work with multiple partners and funders	X	
3	Experience of forging successful partnerships with a range of stakeholders and groups, such as local authorities, riparian managers, farming interest groups and water companies	X	
4	Demonstrable experience of successful budget and time management	X	
5	Experience of building and developing teams as well as managing and mentoring staff	X	

3	Skills and competences	Essential	Desirable
1	Excellent IT skills, including use of Office 365	X	
2	Creative and technical writing for diverse audiences		X
3	Confident in speaking and presenting to a broad range of audiences	X	
4	The ability to motivate others	X	
5	The ability to think strategically	X	
6	Good understanding of business budgeting and accounting		X

4	Personal attributes	Essential	Desirable
1	Strong leadership and management skills	X	
2	Strong interpersonal and influencing skills	X	
3	Ability to quickly develop a detailed understanding of wide ranging and complex topics	X	
4	Ambitious, self-motivated and target driven and able to work on own initiative	X	
5	Genuine enthusiasm and passionate about restoring rivers	X	
6	Being able to develop excellent relationships with public bodies, corporations, funders and stakeholders	X	

Miscellaneous

- The post will involve travelling throughout Wessex (East Dorset, South Wiltshire and Hampshire), therefore a car and full UK driving licence is essential. Mileage expenses will be paid at 45p per mile as set out in HMRC's Approved Mileage Allowance Payment.
- Some evening and weekend work will be required.
- The Trust requires the successful candidate to undergo a DBS check and provide satisfactory references.
- The Trust requires the successful candidate to live in the Wessex area or be committed to relocate to it following acceptance of the position.