



Sir Faesyfed
Radnorshire

Radnorshire Wildlife Trust. Background to the role of CEO

Welcome and thank you for your interest in Radnorshire Wildlife Trust.

RWT is one of the smallest of the 46 British Wildlife Trusts but has always punched well above its weight. It is the leading wildlife charity in central Powys working to protect and enhance wildlife and wild places and to engage people with nature. (See our website for details of the Trust, and its work). Stretching from the Cambrian Mountains to Offa's Dyke, Radnorshire is one of the most beautiful and little-known areas of the UK with great diversity of scenery and wildlife. RWT manages 18 nature reserves including Gilfach our nationally renowned flagship reserve. We have a very supportive and active group of trustees (our Council of Management), a small but excellent group of staff and a strong group of volunteers. We have achieved much but now need someone with the ability, skills and vision to drive that success forward.

Radnorshire is very rural with a small population and we only have around 1,000 members. However, this is one of the highest percentages of population of any Wildlife Trust and our retention rate is excellent. Nevertheless we are keen to increase our membership. One of your key roles will be to promote community engagement, bringing in new members and building on our excellent team of volunteers as well as raising awareness about our work.

While we have received several valuable legacies they are infrequent and staff have to be supported as much as possible through project funding. Despite this, the budget is currently healthy, (annual reports and accounts are available on the Charity Commission website) and we have an exciting range of projects planned and approved by funders.

The current Trust Director has been with us in various roles for 12 years and has decided to move on. Her successor will lead a small team and engage well with trustees and other volunteers. Your management style will need to be professional but informal. You will represent RWT on the Wildlife Trusts Wales Policy Board along with the Chairman and will work closely with the other four Welsh Wildlife Trust CEOs and with a wide range of stake-holders. You will take an active part in the

wider Wildlife Trust movement which is guided by RSWT (the Royal Society of Wildlife Trusts)

The Trust offices and shop are in Llandrindod Wells in a building owned by the Trust. Staff are based here or at Gilfach. Because of the Covid restrictions, staff are increasingly working for at least some of the week from home.

JOB DESCRIPTION FOR CEO RADNORSHIRE WILDLIFE TRUST

Job Title: Chief Executive Officer

Responsible to: Chairman. Also reporting to Council, Finance sub Committee and the Conservation and Scientific Committee.

Responsible for: All staff, volunteers, buildings and reserves.

Hours: Four days/week flexible, permanent post subject to completion of satisfactory six month probation period.

Salary: In the range £32, 842 - £35,251 with starting point based on experience. Salary will be pro rata based on four days/week.

Holiday; 20 days plus bank holidays and 3 days between December 27th - 31st.

Pension: You will be eligible to participate in the Trust's pension plan

Job Purpose: To provide inspirational leadership in accordance with our charitable objects and in line with our vision and values. To develop and update Trust strategy for Council's approval and to ensure that the agreed strategic objectives are met. To manage all aspects of the Trust's operation; to maintain high standards and to ensure the best use of all resources. To prepare annual objectives, devise and monitor projects and guide project development, and liaise both internally and with external partners. To attract external funding.

1. Trust strategy

- In collaboration with the Chairman and Treasurer, develop and implement a medium term strategy and a rolling annual business plan for the Trust's work and monitor progress, reporting to trustees regularly.

2. Conservation

- Respond for the Trust to policy consultations and major planning applications.
- Continue our obligations under the Local Wildlife Sites project .
- Negotiate acquisition and leases of potential new reserves as appropriate.

3. Liaison

- Ensure proper liaison with the Chairman and other officers and trustees.
- Work with Wildlife Trusts Wales. Represent RWT on Forum (the Welsh Wildlife Trust CEO's group) and the WTW Policy Board .
- Liaise with statutory authorities and environmental NGOs as resources allow.
- Ensure that the Trust is represented on key external forums.
- Respond to enquiries from members and the general public as resources allow.
- Attend meetings of Council, Finance and the Conservation & Scientific Committee plus any other trustee meetings as required.
- Work with land owners and land managers to further the objectives of the Trust

4. Gilfach Farm Nature Reserve

- Promote Gilfach as the flagship reserve of RWT and one of the most important wildlife sites in the UK delegating as necessary to the People and Wildlife Officer and the Reserves Manager.
- Work with staff, trustees and others to develop and deliver a Gilfach strategy.

5. Finance

- Working with Trust staff and trustees and external bodies as appropriate, pursue funding opportunities for the Trust. Staff posts need to be supported through project funding. Securing project funding will be a key element of the role and you will be expected to use your skills and expertise to keep these

funds coming in as well as to identify and exploit new funding streams.

- Oversee the efficient running of routine financial operations and ensure that the Trust's financial policies are properly implemented. Ensure a strong value for money culture in our resource management.
- Support the Hon Treasurer in preparing the annual budget and ensure that income and expenditure are in accordance with the budget.

6. Administration

- Ensure that the Trust has a fully trained Health & Safety Officer and trained first aiders and encourage a strong H and S culture.
- Ensure the appropriate use of Warwick House, its shop, offices and workshops, to maximise the efficient running of the RWT.
- Be responsible for the maintenance, security and insurance of all the Trust's buildings
- Oversee the efficient running of routine administrative operations.
- Update the asset register following any asset changes.

7. Staff

- Be responsible for the recruitment, supervision, support and appraisal of all Trust staff.
- Ensure that all Trust staff have adequate job descriptions.
- Ensure that the Trust's staff policies are properly implemented.

8. Members

- In liaison with other staff and trustees, ensure good communications with the Trust's volunteers and members.
- In liaison with other staff oversee an annual programme of talks and events for members.

9. Governance and risk

- Understand and keep under review the legislative, regulatory and governance issues which may impact the Trust and ensure that Council is effectively briefed on them,

10. Public Relations

- Provide appropriate representation for the Trust at all times.
- Promote awareness and understanding of the Trust and its objectives through talks and the media as required.
- Develop contacts with representatives from the local and national media (newspapers, TV, radio and BBC Wales website) and politicians (Brecon and Radnor MP, the three Assembly Members for Mid and West Wales and others as appropriate).

Essential requirements

Evidence of inspirational leadership and being a team player.

Senior management experience including the ability to manage budgets and human resources.

Good knowledge of environmental policy especially in a Welsh context.

A proven track record in developing and implementing strategy.

Knowledge of charitable governance and especially of working with trustees and volunteers.

A detailed understanding of nature conservation and relevant environmental issues.

Experience of engaging with land-owners face to face.

IT competence.

Experience of writing briefs and contracts and managing external contractors.

Education to degree level or equivalent.

A current driving licence and use of a vehicle. (Allowance of 40ppm is available)

Desirable requirements

An ability to communicate in Welsh or to at least understand and use basic greetings.

Practical land management experience.

Experience of successful public speaking.

Experience of managing relations with the media.

How to Apply

Applications should be made through the Networx portal with a covering letter explaining why you match the job specification together with a full CV including two referees.

To arrange an informal discussion about the role, contact the Chair, Chris Ledbury chrisledbury@icloud.com

Closing date for applications is 25th October. A first round of interviews will take place remotely with the recruitment panel in week beginning 2nd November. A second interview for the final short-listed candidates will take place at Warwick House, High Street, Llandrindod Wells, Powys, LD1 6AG on Nov 13th.

As an inclusive employer, The Wildlife Trusts value diversity and we are committed to creating an inclusive culture where everyone is able to be themselves and reach their full potential.

Thank you for your interest in Radnorshire Wildlife Trust. I, my Trustee colleagues and all at Radnorshire Wildlife Trust look forwards to hearing from you in regards to this rare opportunity.

Chris Ledbury
Chairman, Radnorshire Wildlife Trust