



BORDERS FOREST TRUST

Chief Executive Officer

Background

Borders Forest Trust is a regional environmental charity established in 1996. We conserve, promote and restore native woodland and associated habitats in the south of Scotland and engage local people and visitors in woodlands. We work on BFT-owned land in the Moffat Hills and with private landowners and farmers throughout the Scottish borderlands. The Trust also supports a number of community woodlands and related projects and works with schools and young adults delivering outdoor learning.

The BFT-owned land comprises principally 3 large land holdings; Carrifran Wildwood, Corehead & the Devil's Beef Tub and the Talla & Gameshope Estate. It covers some 3,100ha in the central Southern Uplands where BFT is restoring native woodlands and associated upland habitats. BFT's vision is that its current holdings will eventually form the core of a much larger area of wild land. We describe this as 'Reviving the Wild Heart of Southern Scotland.' We hope our ecological work will create economic opportunities for the surrounding communities and we are actively exploring this potential.

The Trust also provides guidance, practical assistance and site management support to private landowners and farmers to encourage and facilitate native woodland restoration in the wider environment with the aim of increasing native woodland cover and habitat networks in our area. BFT has existing agreements on a number of sites to assist with the establishment and management of young native woodlands.

Many aspects of BFT's work are supported by experienced volunteers, while larger groups take part in challenging work on volunteer days and camping weekends on BFT's wild land.

Job Description

Objectives of the Post

The CEO is responsible for the effective management of the Charity's operations, finances and people. The post-holder co-ordinates the delivery of major aspects of the charity's activity and implements work to develop BFT's income, profile, networks and partnerships.

The CEO works in close collaboration with the Board of Trustees. Working effectively with the Board, the post holder will have the leadership capabilities needed to take the charity forward.

The CEO is responsible for leading the Trust's strategic development, management, fundraising and partnership building.

The post-holder will have excellent management skills and a capacity for strategic analysis, vision and planning.

Principal Duties

Staff and financial management

- Lead and manage the Trust's professional team of staff, currently 6.
- Implement and further develop the Trust's fundraising approaches, including managing relationships with existing funders and developing new sources of funding.
- Monitor the Trust's financial performance and report regularly on this to Trustees.
- Prepare annual budgets, including financial projections, for Trustee consideration and approval.

Strategy, planning and development

- Support and contribute to the development of the Trust's strategic direction.
- Develop and deliver new projects consistent with the Trust's strategic objectives.
- Act as the public face of the Trust with funders, statutory bodies, project partners, BFT members and the wider public.
- Develop and oversee the implementation of a communications action plan for the Trust.
- Set the Trust's policy on volunteer involvement and management.

Partner and external relations

- Promote the interests and protect the reputation of the charity.
- Maintain and build the charity's reputation by undertaking and overseeing the active promotion of BFT to external audiences and stakeholders.
- Represent BFT to external parties.
- Lead the negotiation of contracts and oversee their implementation.

Other duties and responsibilities

- Liaise with the Chairman on OSCR regulations to ensure the Trust meets its charitable obligations and requirements.
- Support the implementation and ongoing development of Management Plans on BFT's major sites.
- Ensure health and safety requirements and risk management arrangements are appropriate and being met.

Person Specification

Essential

The position requires firm leadership, proven fundraising capabilities and knowledge and skills in working with partner organisations.

- Educated to degree level or equivalent in a relevant discipline.
- At least 3 years relevant management experience, including staff supervision and team leadership.
- Experience of working within the NGO/ environment sector and community groups.
- Experience in financial management and budgetary control.
- Proven ability to lead on income generation and diversification.
- Excellent interpersonal and communication skills.
- Knowledge and experience of IT and of digital communications and social media.
- Positive and inspiring attitude toward BFT's work.

Desirable

- Previous experience as CEO of a charity.
- Knowledge of the social, environmental and economic issues related to woodland creation, restoration and promotion.
- Experience at a strategic level.

Terms and Conditions

Accountability

The CEO will be responsible to the Trustees, working directly through the Chairman.

Salary

£35,000-£40,000 starting salary, depending on experience and subject to annual review. Employer pension contributions can be up to 5%, as long as this contribution is matched by the employee.

Hours of work

FT 37.5 hours per week, including occasional evening and weekend work. Core hours are flexible and weekend/evening work is acknowledged through time off in lieu (TOIL), overtime is not paid. Annual leave entitlement is 34 days/year, this includes public holidays which can be taken flexibly.

Place of work

This post is based at the main BFT offices at Monteviot Nurseries near Jedburgh. There will also be significant time spent at BFT sites and at external meetings, mainly in southern Scotland.

Travel

Clean driving license and own car required with agreed mileage expenses (in accordance with BFT's mileage policy) re-imbursed at a rate of 42p/mile.

Application Process

Apply by email, with a CV and cover letter stating why you are suited to the role and how you fit the Person Specification, to:-

Jane Rosegrant, Chief Executive, Borders Forest Trust, email jane@bordersforesttrust.org by **12 noon on Monday 22nd October 2018**.

Interviews will be held on **Friday 16th November 2018**.

If you would like to discuss any aspect of this post please email Jane Rosegrant, Chief Executive, jane@bordersforesttrust.org with any questions and/or to arrange a time to speak.