



JOB DESCRIPTION

JOB TITLE	Chief Executive Officer
TEAM	Management Team
GRADE	
RESPONSIBLE TO	Dorset Wildlife Trust Council
RESPONSIBLE FOR	Dorset Wildlife Trust staff and operations

OVERALL ROLE

The Chief Executive Officer (CEO) provides leadership and direction for Dorset Wildlife Trust (the Trust) to create a vibrant, respected and financially stable organisation and to champion and advocate for improved wildlife conservation. The CEO is responsible for all operational activities and financial management, working closely with the Chair and Trustees to ensure the smooth, efficient and safe management of the Trust.

The CEO is the principal external face of the Trust and is expected to play a leading role in strengthening relationships with partners, supporters, agencies and other organisations, and to protect and enhance the reputation and influence of the Trust.

MAIN RESPONSIBILITIES

Leadership

- Develop a strong relationship with the Chair, Trustees and Senior Leadership Team to ensure the effective leadership of the Trust.
- Maintain and strengthen the reputation of the Trust as a highly valued and well-run organisation.
- Develop and implement the strategic plan, in close collaboration with Trustees and Senior Leadership Team.
- Maintain and develop good relationships with the membership, supporters, stakeholders and partners, working with them to achieve mutual goals.
- Motivate the membership, staff, volunteers, stakeholders and the wider community towards the Trust's goals, promoting an ambitious vision for wildlife conservation and the wider environment including by demonstrating a personal commitment to its achievement.
- Sustain a strategic understanding of wildlife conservation policies and practices at local and national levels and, working with the Conservation Directors and other staff, use this to inform innovation - especially in the management of reserves and the development of successful grant proposals.
- Working with the Chair, Trustees and Senior Leadership Team on the continuing identification and assessment of corporate risks, ensuring their appropriate mitigation.
- Seek and develop innovative ideas and initiatives for nature conservation and the effectiveness of the Trust.

Management

- Provide effective and supportive line management of senior staff and their teams, seeking out and supporting opportunities for developing their expertise and skills.

- Working with Trustees and Senior Leadership Team, cultivate a culture of partnership and team-working throughout the Trust, by motivating and developing people to achieve mutual goals.
- Working with Senior Leadership Team, create and continually develop a culture that focuses the whole organisation on contributing to successful fundraising through effective engagement with stakeholders and the wider community.
- Working with Senior Leadership Team to develop annual budgets for consideration by trustees that focus resources to achieve value for money and results, as well as ensuring the maintenance of adequate free reserves; review progress against agreed budgets, initiating appropriate remedial actions as may be needed.
- Develop, implement and maintain systems and procedures that ensure the operation of the Trust is effective and compliant with statutory and charities' governance requirements, as interpreted in policies set by trustees.
- Sustain timely, open and honest communications with Trustees, staff, members and volunteers and stakeholders.
- Oversee public statements and communications by the Trust and its staff to ensure that these are congruent with agreed policies and helpful to the Trust's objectives

Personal attributes and behaviours

- Maintain personal integrity in all circumstances and set the highest standards and principles of behaviour.
- Maintain an open-minded, balanced and approachable management style.

Other Duties

The CEO is expected to work flexible hours if required, including some evening and weekend working, with time off in lieu; overnight stays are occasionally required. There is frequent travelling within the county, and south-west and occasionally further afield, for which a driving licence and some use of own vehicle is required.

This post is subject to a Disclosure and Barring Service check.

All staff are expected to:

- Undertake any other duties appropriate to the post as delegated by the line manager;
- Contribute to other Dorset Wildlife Trust activities when required, to deliver the aims of the Strategic Plan;
- Engender a culture of membership recruitment within the team;
- Abide by organisational policies and procedures laid down in the Staff Handbook, including promoting equal opportunities particularly with regard to volunteer work.
- Ensure that Health and Safety policies and procedures are met in all aspects of the role.

Dorset Wildlife Trust Chair signature: Date.....

Chief Executive Officer signature:..... Date.....