

Recruitment Pack Director of Operations (Interim)



Role Description

Role purpose

To inspire in people a connectedness with nature, a deep understanding of their environment, their place in it and their role in caring for it which leads to behaviours that impact positively on caring for the planet.

To work effectively with the CEO and Senior Team, directing strategies, planning, delivery and reporting of all core operational capability of the Earth Trust. Ensure that business objectives are measured and met; grow the business efficiently and effectively.

To this end, you will be working effectively with the CEO and Senior Team, directing strategies, planning, delivery and reporting of all core operational capability of the Earth Trust. Ensure that business objectives are measured and met; grow the business efficiently and effectively.

This will include responsibility for:

Core Business Capabilities

Business Systems and Processes

Earth Trust Centre and Operational Leadership

Green Spaces Operational demonstration

Measures and KPIs



Reports to

Chief Executive Officer

Direct reports

HR Manager

Centre Operations Manager

Key relationships

- Earth Trust senior team, Trustees, staff and volunteers
- External partnerships that help Earth Trust meet its objectives to champion for more accessible green spaces, create experiences that connect people with green spaces and build an evidence base

Status Interim

Hours 21 Hours (3 days per week)

Location Earth Trust centre

Salary £60,000 - £63,000
(Pro Rata)

Responsibilities

Core Business Capabilities

- Contribute to strategy in the areas of the Core business operational strategies, their delivery and support for Earth Trust.
- Lead and oversee staff, projects and external providers delivering operational plans to ensure that they are able to carry out their responsibilities to the required standard.
- Develop and control the operational budget to promote profitability and ensure Earth Trust has all the resources required to meet its agreed operational objectives within agreed financial parameters.
- Support and leadership for HR team to enable the team to deliver programmes underpinning Earth Trust's strategy.
- Health and Safety Lead: Collaborating across functional areas to develop all necessary policies and procedures to ensure safe and healthy working environments across all locations.
- Health and Safety responsibility and senior authorization (delegated from the CEO), with the Head of Land Management and the Centre Operations Manager reporting into this role for all aspects of Health & Safety.

Business Systems and Processes

- Ensure the people, who are the Earth Trust's key asset, have the tools and systems to ensure that the Earth Trust achieves its short and long-term objectives.

- Review and implementation of policies, processes and systems that manage and support core operational functions to achieve their business objectives.

Earth Trust Centre and Operational Leadership

- Direct and control the masterplan of the Earth Trust Centre, its business operations, its spaces and its surrounding green space. Working with others who oversee land operations.
- Support and leadership for commercial hire and oversight of the Earth Trust Centre, enabling income generation for the Trust against agreed targets.
- Oversee purchasing to ensure that the goods and services required for operational purposes are within agreed costs and quality standards and at the right times.
- Direct and control operations to ensure that customers/visitors/staff/volunteers are supplied with quality of service at all times.

Green Spaces Operational demonstration

- Foster excellent working relationships with all other directors to ensure effective co-ordination of all Earth Trust activities in support of corporate objectives.
- Understand and oversee Earth Trust operational green space models. Champion these for demonstration and application.

Measures and KPIs

- Work with the CEO and the Senior Team to develop KPIs to underpin the strategy, ensuring the Trust's goals are measured and achieved.
- Evaluate overall Earth Trust performance by gathering, analysing and interpreting data and metrics. Presentation for use by/ for different audiences: Charity Commission; Trustee Board; Directors and Senior Team.
- Attend all Trustee Board meetings and Steering Group Meetings as required.
- Act as the charity's main advisor on all issues relating to operational functions and keep abreast of latest developments to ensure that the company maintains its quality position.

Earth Innovation is the vehicle enabling creation and management of the environmentally friendly education centre – Earth Lab – and development of an existing barn into an Innovation Hub, enabling Earth Trust to further deliver its charitable objectives to involve people of all ages with the environment and climate change through access to natural green spaces.



Person specification

Experience

Essential

Educated to degree level or demonstrable equivalent experience

Excellent leadership and people skills are essential as are strong influencing skills and the ability to challenge robustly

Ability to develop strategy and strategically prioritise

The ability to develop metric and reporting frameworks, KPIs and manage and report on budgets/ performance metrics

Good awareness of the use of IT systems and the ability to manage infrastructure projects

Enthusiastic and motivational

Appropriate Project leadership and management working experience and/or qualifications

Working with volunteers

Experience working within the not-for-profit sector

Desirable

Familiarity with the charity and environmental sectors

Skills & Experience

Essential

Able to drive results through matrix management

Problem solving and innovation to deliver a continually improving programme

Excellent written and verbal communication skills including public presentation

Strong people skills, enabling good working relationships internally and externally

Ability to communicate effectively and confidently with diverse groups of people of varying ages, abilities and experience

Brilliant planning and delivery skills

Able to respond to varying pressures, difficult situations and complaints

Ability to work autonomously and good decision making skills

Well organized and accurate with an eye for detail

A young child with curly hair, wearing a blue t-shirt and jeans, is shown in profile, holding a thin stick. The background is a soft-focus outdoor scene with green foliage and warm sunlight. A large, solid blue circle is positioned in the lower-left corner, partially overlapping the child's legs and the background. A grey rectangular box with an orange vertical bar on its left side is located at the top of the image.

Why work for us

What makes
us different



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We seek a world where nature and people thrive in balance and where, as individuals, we all have a deep understanding of our environment, our place in it and our role in caring for it.

Jayne Manley, CEO

Our purpose

We are facing a triple threat of climate change, a potentially catastrophic biodiversity crash and a massive public health crisis, particularly around obesity and mental health in the UK.

Green spaces play a vital role in providing nature based solutions to all three of these crises.

Our purpose is to champion access to green space and to engage people deeply with nature - both for their own wellbeing and to inspire action to care for the natural world for the future.

Our vision

Our vision is a society where nature and people thrive in balance and where people have a deep understanding of their environment, their place in it and their role in caring for it.

Our mission

Our mission is to ensure people have access to, and engagement with, natural green spaces.



Through innovation, influence, engagement and education, together we can understand what we can do to care for the planet and people.

And take action.



About us

We believe that connection to nature can inspire and catalyse action to protect the environment, as well as provide vital mental and physical wellbeing benefits for people.

Connecting people to nature through the power of green spaces

Earth Trust is an environmental learning charity with 40 years' experience in caring for and inspiring others with green spaces.

From our earliest beginnings, access, education and engagement were fundamental in the workings of the Trust.

Together with our supporters, Earth Trust is guardian of some extremely special and inspiring places full of nature and heritage. We care for 500 hectares of woodland, farmland, wildflower meadows and wetlands, which receive 200,000 visits a year.

We use these amazing places to engage and inspire people and to demonstrate nature-based solutions to climate, biodiversity and public health crises, that we hope others will take and use elsewhere.

We work to champion access to green space for everyone, to deepen engagement with nature, and to share our learnings about managing land in a way that is gentle on the earth.

Earth Trust is currently a team of over 30 people, hundreds of regular volunteers and more than 500 regular supporters. We'd love it if you could join us.

Our culture

Earth Trust is a friendly, positive and collaborative place. People are at the heart of what we do.

You will be joining a small but motivated team who are passionate about making a difference to climate sustainability, biodiversity, environmental impacts and health and wellbeing through engaging more people and making a positive impact.

Your impact

As a small organisation, all our staff have a big impact. Each role is essential and the value and contribution of every staff members can be felt on a day-to-day basis



"I really enjoy the variety of people that I get to come in to contact with on a daily basis. People from all walks of life coming

together for one common goal."

Nicola Williams, Volunteer Officer



"The Earth Trust Farm has large areas of woodland,

grassland, wetland and arable which makes my job hugely varied. We can be cutting hay one month and then a short while later we'll be laying a hedge or felling in Little Wittenham Wood. It's a fantastic site to work on and we're very lucky to do so."

Chris Parker, former head of Land Management



"The work that Earth Trust undertakes, caring for this incredible landscape and using it to educate and connect, is so important and I'm very fortunate to be working towards our mission with a really brilliant team of people!"

Laura King, Development Manager

"I like the idea that my working day can make a small contribution to the future of the planet. It is great to work with people who don't just hope we can do it but who are doing what they can to make it happen."

Kitty Cox, Major Appeals Manager





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Equality, Diversity & Inclusion

Earth Trust strives to be a diverse and inclusive place where we can all be ourselves and we are committed to equality of opportunity for all staff.

Individuals are encouraged to apply regardless of age, disability, gender, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief.

We also offer family friendly, flexible working arrangements, with forums and inclusive facilities to support our staff.

Contact Us



www.earthtrust.org.uk
+44 (0) 1865 407792

Earth Trust
Little Wittenham
Oxfordshire, OX14 4QZ

Benefits

Alongside a competitive salary, there is flexible working whenever possible, 23 days holiday per annum (pro-rata) increasing with length of service plus an additional 3 days of leave over the Christmas period, bank holidays, volunteering opportunities, pension scheme and onsite parking.

To apply for the role

Please send a CV and covering letter explaining why you are suitable and what attracts you to this role
recruitment@earthtrust.org.uk

Closing Date for application
Midnight Sunday 15th May 2022

Interviews

Screening interviews will be held on a rolling basis as applications are submitted. Full interviews are to be held at the Earth Trust on 23rd or 24th May.