



JOB DESCRIPTION INTERIM CEO (MATERNITY COVER)

REPORTS TO:	Chair of Trustees
RESPONSIBLE FOR:	Strategic leadership; supporting good governance; leading the Management Team; promoting the Trust Direct line management of the Management Team (4 members of staff)
HOURS:	Part time to full time (from 0.6 FTE)
LOCATION:	Home-based, preferably within the SERT area. A periodic presence in the office will be required. The current office has been closed and is not expected to re-open and so local relocation in the Carshalton/Sutton area is expected.

ORGANISATION & ROLE OUTLINE

The South East Rivers Trust (SERT) is an environmental charity dedicated to achieving healthy river ecosystems for all across the South East of England (Charity number 1091000; Company registered number 03969688). The Trust's mission is to deliver outstanding river ecosystem enhancement through science-based action, collaboration, education and engagement.



SERT is a member of the national Rivers Trust, and is part of the rivers trust movement which is comprised of over 60 local trusts that are described as having 'wet feet' because they concentrate their efforts on practical environmental enhancement works on the ground. The Trust's core values are central to all it strives to achieve, including bringing positive energy, expertise and specialist knowledge to develop good relationships and to deliver to a high standard making a real difference to rivers and their catchment areas.

The Trust has 25 members of staff and a forecast income for the current financial year of over £1.65m. The Trust is predominantly project-funded by grants, with over 40 active projects currently underway. Following a recent period of growth, the Trust is currently finalising its strategy and developing plans to support and sustain this growth. This has included small structural changes, which are now being implemented, and a review of the financial business model which looks to diversify income streams.

The Interim CEO (Maternity Cover) role will provide strategic leadership for the Trust. The role supports the Trustees in their good governance of the charity; supports the Management Team to

implement strategy overseeing its integration into the organisation; and actively promotes the Trust to secure funding.

The Trust's shared office has closed due to Covid and is not expected to re-open. A smaller office hub will be established, initially near to the current office in Carshalton (SM5). The position will primarily be home-based and so you will need to be able to provide a suitable home working environment and equipment. A presence in the office (once opened) and travel across the SERT area will occasionally be required.

We are looking for candidates experienced in leading and managing a charity or not-for-profit organisation, with the ability to coach and mentor staff to fulfil their potential. A good understanding of funding opportunities, particularly those that will increase unrestricted income, would be an advantage. A background in the environmental sector and a knowledge of current environmental issues, especially relating to the aquatic environment would also be advantageous.

The position is offered as part time (from 0.6 FTE) or full time and secondments would be considered. An immediate start (mid-June) is preferred.

ROLE SUMMARY

The Interim CEO will provide maternity cover for approximately 13 to 14 months, including handover periods. The primary purpose of the role is to act as a figurehead for the Trust alongside the Trustees and Management Team; support the good governance of the charity; oversee the implementation of strategy and financial sustainability; and coach and support the Management Team.

The Trust has recently undergone a period of growth and you will facilitate the continued establishment of a transitional phase. You will lead the Trust in the implementation of an updated strategy and ensure its integration into the organisation.

You will line manage four members of the Management Team supporting them to meet the demands of their roles. Their leadership development will be a priority and so you will be a strong coach and mentor to them, helping them to achieve their best and create high-calibre teams.

You will oversee the continued financial sustainability of the Trust, contributing to the development of income streams and project funding as appropriate. You will work closely with and support the Finance and Operations Director and Trustees to review the financial sustainability of the activities of the Trust and establish a fundraising plan to diversify income. This will be an opportunity for you to bring any fundraising expertise which would complement the Trust's project-funded business model, with the priority being to increase unrestricted funds. We would be particularly interested in any corporate funding relationships you might develop.

While the Trust has recently undergone some structural change, a transitional structure is in place which is not anticipated to change during the maternity cover period. However, the creation of a new team is planned for the future, and you will oversee the progress of a plan to establish the team and

contribute to the fundraising process to implement the plan. If the opportunity arises and funding is secured, you will oversee the creation of this new team.

You will lead the implementation of the post-Covid Future Ways of Working Plan which will include the transition to a more flexible way of working, including finding new office hub facilities in the Carshalton/Sutton area.

During the maternity cover period, the Trust will celebrate 20 years as a charity providing the opportunity to reflect and celebrate success as well as raise funds. You will lead this process supported by the wider team and Trustees.

You will be supported in your work by the Chair/Vice Chair, who will be able to provide considerable support to you and the Trust during the maternity cover period, as well as the Board of Trustees, the Management Team and wider Trust staff.

KEY DUTIES AND RESPONSIBILITIES

Governance and Leadership of the Trust

- Support the Trustees in their governance of the Trust, ensuring all relevant information is provided to enable the Trustees to fulfil their responsibilities.
- Lead the Trust's dedicated and passionate team, maintaining its culture and creating a working environment which is welcoming, inspiring and flexible.
- Lead the implementation of the Trust's strategy, ensuring that it achieves its charitable, environmental and financial objectives.
- Oversee the implementation of the post-Covid Future Ways of Working Plan including local office relocation.
- Oversee business development and ensure the financial stability of the Trust and its funding sources and contribute to fundraising.
- Lead the development of a trading subsidiary if the Board decides to set one up, supported by the Finance and Operations Director and Trustees.
- Lead the celebrations and associated funding opportunities around the 20 year anniversary of the charity.

Leading the Management Team

- Support and facilitate the Management Team to implement the Trust's strategy, translating strategic objectives into operational plans and individual work programmes.
- Coach and mentor the Management Team to develop their leadership capabilities so they can maximise their potential.
- Support the Management Team to create high-calibre teams which achieve excellent results.
- Oversee the Management Team in the monitoring of performance, organisational control, the management of projects, finance and staff.

- Support the Management Team, Trustees and staff in developing and strengthening partnerships with a wide range of stakeholders and partners from government agencies and water companies, to local community groups and other environmental charities.

Face of the Trust

- Be the guardian of, and actively promote, the reputation of the Trust and its brand.
 - Actively promote the Trust to potential donors for the purpose of fundraising through gifts, grants, donations, legacies and corporate partnerships.
 - In combination with senior staff and Trustees, represent the Trust at strategic meetings, e.g. national and regional rivers trust meetings, senior meetings with water companies.
 - Oversee the external communications of the Trust leading on any media interviews or delegating as appropriate.
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PERSON SPECIFICATION

Please keep these requirements in mind, together with the Trust's core values, when completing your application.

What we need from you:

- Experience of leading and managing a charity or not-for-profit organisation in a senior position (ideally CEO or equivalent)
- Excellent communication skills through a range of media
- A friendly, calm and supportive leadership style
- A track record of successfully implementing strategy
- A track record of successfully managing a senior team
- Experience of coaching and mentoring people to achieve their best
- A good understanding of core fundraising opportunities appropriate to a charity with a project-funded business model
- An ability to think strategically and discern which opportunities should be responded to
- A strong attention to detail
- A suitable home working environment
- A full driving licence and access to private vehicle for occasional work use
- Right to work in the UK.

It would also be ideal if you had:

- Experience of working with a Board of Trustees
 - A passion for protecting the water environment
 - Experience of writing funding bids and a good understanding of what makes them successful
 - A good understanding of the funding streams available to an environmental charity
 - Experience of developing successful corporate funding relationships
 - A working knowledge of charity, employment and health and safety legislation
 - An environmental qualification
 - Knowledge of the environment of the South East of England.
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CONDITIONS OF SERVICE

Secondments will be considered (please state this in your application)

Salary: competitive; expected to be in the range of £50-60k full time equivalent.

Contract period: Maternity cover – expected to be c.13.5 months depending on start date.

Benefits: Annual leave entitlement (FTE) is 25 days plus public holidays. SERT operates a contributory pension scheme through the Rivers Trust and will pay 9% of salary subject to a 6% employee contribution. Life Assurance is included. An Employee Assistance Programme is provided.

Hours of work: part time (from 0.6) to full time. Please confirm your preference for days/hours in your application. Some evening or weekend work may occasionally be required for which time off in lieu can be taken. No overtime will be paid.

Home working and vehicle: You must be able to provide an appropriate working environment at home to give full attention to your work and we would prefer the post-holder to be based in the SERT area, but this is not an absolute requirement. A full driving licence and access to your own transport is required to reach meeting locations which may be inaccessible by public transport.

APPLICATION PROCESS

Please email the following to jobs@southeastriverstrust.org:

- a CV (two pages max.)
- a covering letter (two pages max.) focussing on your relevant knowledge, experience and skills and how they align to the position
- The number of days/hours you could work
- your salary expectation
- when you would be available to start (a start in June 2021 is preferred).

The deadline for applications is **9 am on Monday 24th May**, with interviews taking place on **Wednesday 2nd June 2021**. Please get in touch if you would like to apply and are unable to make this date. **No agencies please.**

If you would like to discuss the role further please contact us on the above email, either directly with any queries or to arrange a phone conversation.

APPLICANT PRIVACY POLICY

When submitting your application to us, it is important you are aware of what will happen to your personal data after the position is filled. Please download and read our Applicant Privacy Notice from the website.