

The Ecology Centre | Chief Executive Officer

Welcome to The Ecology Centre!

The Ecology Centre is an established, award winning, social enterprise on the banks of Kinghorn Loch in Fife. It is an inclusive, community-led charity, inspiring positive change through directly connecting people and the natural environment for the benefit of both.

“We enable young people, families and adults of all ages and abilities, to experience, learn and benefit from the natural world in a safe and friendly environment.”

The Centre is driven by a fantastic team of staff, a dedicated group of volunteers, and an Executive Committee which oversees the Centre’s strategic direction.



“Knowing the difference that we make to people’s lives makes the Centre a rewarding place to work. The variety of projects which we run and the people involved create a fascinating workplace.”

Could you lead us?

The Centre has ambitious plans and so is looking for a Chief Executive Officer to push forward the aims of the Trustees.

The role provides an excellent opportunity for a strong leader who believes in the benefit that the natural world can provide to a wide range of people; while leading on the strategic development of The Ecology Centre, as well as managing the organisation on a day to day basis.

We are looking for a leader who has an understanding of the third sector, along with a strong commercial focus, so as to balance both our charitable and enterprise aims. An interest in the environment would be essential in order to understand the Centre’s work and to identify with what we aim to achieve.

In return, a generous remuneration package is offered to the right person, which includes 35 days holiday per year (of which 2 weeks at Christmas and New Year when the Centre is closed). After two years an extra day’s holiday is given for each additional year worked, up

The Ecology Centre | Chief Executive Officer

to a maximum of 5 extra days. The government's auto enrolment pension scheme is in place.

Full details are provided in the appendix below.



What to do next

If you think you have the skills and determination to be our CEO, we'd love to hear from you!

Simply send a CV, a covering letter of no more than 2 sides explaining how you meet the person specification of this role, and a completed equal opportunities form to admin@theecologycentre.org by 12 noon on Monday 25th November 2019.

Interviews will be held on Friday 6th December 2019, where successful applicants will be asked to carry out a practical task in addition to the actual interview.



Should you have any questions about the role please contact David Stockwell on 01592 891567 and you can read more about us here: <https://www.theecologycentre.org/>

APPENDIX 1 | Chief Executive Officer Job Description

Salary: Up to £37,000
 Hours: 37 hours per week (we may consider fewer hours for the right candidate)
 Status: Permanent (occasional weekend and evening working will be required)

Job Purpose: To provide leadership for all aspects of The Ecology Centre.

The successful candidate will lead a dynamic team in a creative environment where new ideas and ways of working will be actively encouraged. This approach requires initiative, flexibility and adaptability whilst having empathy for environmental and educational issues.

Working with the Centre’s Executive Committee the CEO is responsible for the overall management of the organisation, its staffing and resources, including strategic planning and development:

- To ensure efficient and effective running of The Ecology Centre, including overall responsibility for governance and financial and personnel management
- To drive the organisation’s strategic development, increase income and have a strategic overview of projects
- To promote The Ecology Centre, its activities and services
- To ensure the charity follows best practice in all elements of its operations.

Major Tasks

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| • Organisational Management | 40% |
| • Strategic development and increasing income | 30% |
| • Project and service management | 15% |
| • Partnership work and networking | 15% |

Key Result Areas

Organisational Management

Responsible for the overall management of the organisation including:

- liaising with and reporting to the Executive Committee;
- financial reporting and budgeting;
- human resource management and development;
- keeping policies and procedures current;
- representing The Ecology Centre at relevant events.

Strategic and income development

Responsible for the strategic development of the organisation and increasing income:

- working with the Executive Committee to develop the organisation’s plans;
- working with the staff team to increase income through funding and income generation;

The Ecology Centre | Chief Executive Officer

- establishing and building partnerships with relevant organisations;
- managing and developing Ecology Centre Enterprise;
- developing awareness of the Centre through networking.

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APPENDIX 2 | Chief Executive Officer Person Specification

You will need to demonstrate in your application and at interview, that you meet the essential criteria for this post. In addition, it will help you greatly if you can demonstrate that you meet a number of desirable characteristics.

	<i>Essential</i>	<i>Desirable</i>
Experience	<p>At least 3 years experience of working in the third sector.</p> <p>3 years experience of project management including projects of a significant size.</p> <p>2 years experience of business development.</p> <p>Experience of holding a senior position.</p> <p>Track record of trust and foundation fundraising and reporting to funders.</p> <p>Change management.</p>	<p>Compliance with charity law.</p> <p>Running a social enterprise.</p> <p>Working with volunteers.</p> <p>Development and innovation.</p> <p>Governance and compliance.</p>
Skills	<p>Strong organisational skills.</p> <p>Strong I.T. skills in all office packages email and internet.</p> <p>Experience of managing and developing staff, recognizing and building on team skills and talents.</p> <p>Excellent verbal and written communication skills.</p> <p>Excellent time management.</p> <p>Financial planning and budget management.</p>	<p>Environmental Education</p>

The Ecology Centre | Chief Executive Officer

	<i>Essential</i>	<i>Desirable</i>
Values & attributes	<p>Commitment to environmentally friendly practices.</p> <p>Commitment to The Ecology Centre and enthusiasm for the post.</p> <p>Commitment to equality and diversity in both service provision and volunteer / staff employment</p> <p>Motivational line management style with the ability to support and challenge the team.</p> <p>An ability to lead and work as part of a team.</p> <p>An approachable and helpful manner.</p> <p>A flexible and adaptable approach.</p> <p>Empathy and social skills to develop strong relationships with partners.</p> <p>Positive and energetic.</p>	<p>Creative thinker.</p> <p>Ability to adapt and evolve the organisation.</p>
Education & Knowledge	<p>A knowledge of the funding landscape and current opportunities for social enterprise</p> <p>A thorough understanding of financial recordkeeping and reporting.</p> <p>Qualified to degree level in either a business or environmental field or be able to demonstrate equivalent knowledge</p>	<p>A formal management qualification.</p>