

The Enchanted Forest Community Trust's Freelancer Schedule of Services

Job Title:	Executive Director
Reports to:	Chair of Board of Trustees
Supported by:	Chair of Trustees Trustees Producer Operations Team Creative Team

Purpose of Role

To lead the organisation through a period of restructure and to development of a 3-5 year strategic plan to assist in the continuation of the EFCT event to the highest standards whilst increasing EFCT's profile and realising their strategic vision inclusive of assisting the Trust in their responsibility for the effective financial, legal and moral governance of the organisation.

Key Objectives

- To take responsibility for the operational control of EFCT and be accountable for the overall results of the organisation
- Responsible for developing and implementing EFCT'S business and strategic plans to realise their vision, overseeing event production and delivery
- Ensuring that EFCT has the financial sustainability and profile to be successful in a changing environment
- Delivering the strategic aims of EFCT in a creative and inspiring way that will encourage the engagement of others
- Realising the strategic vision and provide leadership to the operation and development of EFCT within the direction set by the Trust
- Ensuring that the charitable purposes of the Trust are followed and that it delivers charitable benefit
- Ensuring that the services provided by contractors reflect the needs of the event and that they are engaged, consulted, and involved in the development of the event

Communication and Representation

- Ensuring that the Trust receives advice, recommendations, and information in an effective, thorough, and timely manner
- Ensuring the reputation of the Trust is maintained and its profile enhanced through the realisation of a marketing strategy reflecting traditional and new media channels
- Acting as an ambassador for EFCT and the event, building new and existing strategic relationships
- Managing the development and maintenance of effective channels of communication with all stakeholders

Management and Leadership

- Providing direct line management to the Producer, Operations team, and Creative team
- Establishing regular planning, creative and operational team meetings
- Inspiring and supporting the Operations and Creative team to meet their targets in line with the event project plan and to understand how their contribution is vital to achieving EFCT's wider strategic aims as well as ensuring that they feel valued and are able to work effectively
- Ensuring that there are clear lines of accountability and responsibility across the operations and creative team which foster and maintain effective working relationships
- Taking overall operational responsibility for EFCT's management and administration within the governance and accountability frameworks established by the Trust
- Ensuring effective communication throughout the organisation

Income Generation

- Leading in the development of a 3-5-year strategic plan to ensure long-term sustainability of the event
- Seeking out and developing new income streams inclusive of building relationships with a range of potential funders and oversee shaping and writing of funding applications and tenders
- Holding the strategic responsibility for the delivery of an annual income to agreed expenditure budgets

Financial and Legal

- Ensuring that the organisation remains solvent and in good financial health with sufficient cash flows generated to meet anticipated expenditure
- Producing budgets acceptable to the Trust and to ensure the sound financial management of EFCT within that budget
- Taking the appropriate steps to manage risks and issues that could significantly impact the organisation inclusive of appointing new Accountants/Bookkeepers that have a sound working knowledge of working with charitable organisations and OSCR regulations
- Working with the Chairman and other Trustees to enable them to fulfil their legal and moral duties and other responsibilities associated with the proper governance of EFCT
- Ensuring that the right management systems and structures are in place to enable the organisation to carry out its work effectively and safely, in an accountable and professional manner
- Ensuring all HR, Health and Safety requirements are implemented inclusive of all policies and procedures
- Ensure all Construction Design and Management (CDM) regulations are adhered to