



Chief Executive - 2 Year Contract

Future Woodlands Scotland is a Scottish Charity that has been working since 2012 to create, restore and increase understanding of native woodlands in Scotland. We are currently seeking an energetic and experienced Chief Executive to lead on developing the charity as we view larger opportunities ahead.

Our core programme currently includes:

1. Future Woodlands Fund (FWF) - year 2 of a 3-year pilot programme of financial incentives to support creation and restoration of native woodlands. We aim to plant one million trees across Scotland, sequestering an estimated 235,000 tonnes of carbon by 2080. The pilot programme is funded by BP to the value of £2 million. Discussions with BP on funding the programme beyond the pilot phase are progressing positively.
2. Research & Innovation Grants - small grants (up to £10,000) to fund innovative thinking and research that will help understanding and awareness of Scotland's native woodlands. This is funded through the income from an investment fund of around £750,000. This is a legacy from the BP funded Scottish Forestry Alliance.

The Chief Executive role is two days/week, self-employed, and will manage a small organisation with big ambitions to benefit Scotland's native woodland. As the organisation grows, we expect the role to grow with it; this presents a fantastic opportunity to help shape a charity on the verge of significant growth.

Reporting directly to the board of Trustees, you will be responsible for delivering the aims of the charity by developing and implementing a strategic plan, supporting operational delivery and developing external relationships. You will oversee programme delivery and bring out the best in our small and committed team.

In addition to our Trustees, our current team consists of:

- Finance & Operations Manager (3 days/week)
- Future Woodlands Fund Programme Manager (4 days/week)
- Future Woodlands Fund Project Manager (3 days/week)
- Communications Manager (2 days/month + as required)

Duties and Responsibilities

Organisational Development and Governance

- Work with the Board of Trustees to develop and implement a long-term strategy and business plan.
- Manage the development and growth of FWS, ensuring we have suitable staff resources, policies, processes and structures in place.
- Identify strategic risks and opportunities and recommend and implement associated change.

- Support Finance and Operations Manager to ensure all operational functions including administration, finance and IT are managed to the highest standards and all legal, regulatory requirements met.
- Take overall responsibility for the management and administration of the charity.
- Support the recruitment, induction, and training of new Trustees to ensure continuity on the Board.

Staff Management

- Manage the team at FWS and ensure it is a well-run organisation where colleagues feel valued and have the freedom to work effectively.
- Inspire and support the team to meet targets and to understand how their contribution is vital to achieving wider strategic aims.
- Ensure there are clear lines of accountability and responsibility across the team which foster and maintain effective working relationships for the organisation.

Partnerships and Communications

- Alongside the Chair of Trustees, be the face and voice of FWS; act as its principal ambassador and lead on promoting FWS by raising its profile, engagement and reach.
- Foster the current positive relationship with BP to create confidence and enthusiasm to fund Phase 2 of FWF and potentially other programmes.
- Network widely and develop and manage effective working relationships with relevant external organisations and stakeholders to build new and existing strategic relationships (corporate, statutory and third sector).
- Seek, develop and manage new opportunities for funding and corporate partnerships to ensure a long-term sustainable income.
- Ensure effective communications that deliver FWS objectives.

Skills and Qualities

Essential

- A proven track record in leading and managing an organisation through growth and change.
- Substantial experience of successfully leading, managing, motivating and developing staff.
- Excellent communication, presentation and interpersonal skills, and ability to engage with and influence a wide range of stakeholders using a variety of communication methods.
- A passionate commitment towards helping address the biodiversity and climate crisis through restoring and creating native woodland in Scotland.
- Experience of the development and management of corporate partnerships.
- Knowledge and experience of charity governance, policies and statutory requirements.

Desirable

- Knowledge of Scotland's forestry, native woodland and/or land management sector.
- Experience of fundraising.
- Experience of working in the charity sector at a senior level.
- Experience of working with a Board of Trustees.

Location of Role

This role is Scotland based and working from home with travel across Scotland to meetings. Our current team is spread across Dumfries & Galloway, Moray, Lothian and Aberdeenshire.

Contract Details

The rate and terms are negotiable but our preference is for the position to be self-employed.

The self-employed, freelance role is offered at a negotiable rate, anticipated to be in the region of £300 per day (incl. VAT) + travel and subsistence for an anticipated 2 days per week, or 92 working days per annum for 2 years. The hours are a minimum estimate based on average time likely to be needed and flexibility will be required. The role and workload will be subject to regular review and if funding is successful beyond the pilot phase, it is likely the contract will be extended, or the position will be employed.

The contractor will provide all necessary equipment, professional indemnity insurance, IT, etc. but FWS will provide for specialist management software and equipment if required.

Applications

Invitations are invited from suitably qualified people and applications should consist of a CV and covering letter. The covering letter should explain your suitability to the role in relation to the Role Specification and any other relevant skills or experience you feel will add value to the role and Future Woodlands Scotland.

Applications should be emailed to Tim Hall, Chair of Trustees, timhall@futurewoodlands.org.uk

If you would like an **informal chat** about the role, please contact Tim by email to arrange a call.

Deadline for Applications: 17:00 on Wednesday 2nd February 2022

Interviews: Tuesday 8th February via MS Teams - please let Tim know when you apply if this date is not suitable.

Thank you for your interest in the post.