



Operations Director

c.£70,000



The Opportunity

Overview

The Green Action Trust is an award winning multi-million pound charity, recognised as one of Scotland's leading environmental regeneration organisations, working extensively with Scottish Government and the public and private sectors. This is an outstanding opportunity for an experienced senior manager to join a highly skilled and motivated team at this exciting point in our development to help us deliver our ambitious plans for growth.

We have a growing reputation as a professional service provider due to our end-to-end capability, from project conception to project completion. This is a considerable asset to our partners, many of whom no longer have the capacity or specialisms within their teams. We have a long history of working in partnership with local authorities and our ability to access structural funds makes us an attractive partner.

We are a collaborative organisation that seeks to be inclusive, trusted and open with partners, stakeholders and employees. We are also ambitious about taking their expertise, knowledge and skills to communities and partners across Scotland. At a time when environmental awareness is at its highest, and with political will in our favour, there has never been a better opportunity for delivery organisations to step forward to deliver environmental change.

Our work in this space is diverse and ranges from at scale programmes - such as *The Central Scotland Green Network (CSGN)*, a £2.4b initiative, which was regarded as the largest green space programme in Europe on its launch in 2012, and *The Leven Connectivity Project*, which is a central element of the Leven Programme, where we have responsibility for the implementation of the £38m active travel and heritage elements, to our extensive engagement with Scotland's local authorities where we provide bespoke solutions to support action on climate change, biodiversity loss and environmental inequality linked to national policy.

Our ambitions, plans and actions are intended to bring real change to the environment, economy and people of Scotland. The principal aim is to add value, and through delivery, create change.

Status	Full-time
Hours	35 hours
Location	Hybrid
Salary	c£70,000 pa

Reports to

Derek Robertson (CEO)

Direct reports

Technical Director, Senior Programme Manager

Key relationships

Internal

Executive Management Team, Design Team, Development Officers, Sub-contractors

External

Partners, Local Authorities, NDPB's Scottish Government, Land Owners

Role Description



The Role

Reporting to the Chief Executive, the Operations Director (OD) is a key strategic manager and member of the Trust's Executive Management Team. They will assist the Board develop strategies and plans to ensure the long-term financial sustainability of the charity.

The OD will oversee aspects of the Trust's strategic development ensuring that all personnel in their charge are subject to effective management and support within the framework of the Trust's personnel and organisational development strategies.

The OD will deputise for the Chief Executive and will be considered as the Trust's second in command, supporting the Chief Executive in successfully managing and governing the Trust. This will involve the development of strategic and operating plans to ensure the success and growth of the Trust, taking account of changing circumstances of a political, legal, economic, environmental and professional nature - to lead the drafting and monitoring of the Trust's Annual Business Plan and Budget in conjunction with the Finance Director.

The OD will work closely with, and lead colleagues in defining growth targets, strategies, policies, procedures and plans for exploiting new opportunities.

In conjunction with colleagues, the OD will support the preparation of tenders, contract bids and submissions for work whilst creating an environment that fosters proposals for new business in different products and services and lead on the production of a project initiation documentation for secured business opportunities.

The effective internal relationships with colleagues will enable two-way information/intelligence sharing regarding potential areas for development, gaps in service provision and ways to improve quality. These relationships will allow for effective delegation in terms of line and functional management.

About You

You will want to take your motivation and inspiration, and invest it in an organisation that is as ambitious as you are. You will thrive on leading others and will operate as an exemplar within your field.

You will have significant experience in managing and developing a broad portfolio of services, including large scale programmes and experience of successfully bidding for work through tendering, contracting and commissioning processes.

You will be able to demonstrate skills and experience in a variety of areas including: strategic leadership and management, service delivery (including client/partner/customer focus), resource management (including financial and people management) and personal impact.

Key Responsibilities

- Where appropriate, ensure the efficient, effective and profitable provision of services through the control and use of capacity plans, the preparation and management of budgets and the charity's project management systems.
- Where appropriate, ensure the successful provision of work for all relevant contracts, funding agreements and commissions that are allocated to the Trust
- In conjunction with the Chief Executive, ensure the appropriate levels of financial, physical and human resources to underpin the Trust's strategic and operational plans
- In conjunction with the Chief Executive, assist with leading on the development of corporate partnerships and relationships across all relevant business sectors
- Using influencing techniques, foster and maintain positive working relationships with private/public/voluntary sector organisations, businesses and partners, at strategic and operational management levels
- Represent the Trust as relevant fora, networks and business partnerships
- In conjunction with the Chief Executive, ensure that the Trust is compliant with relevant legislation including data protection, disclosure, health and safety, employment law, charity law and financial compliance
- Provide organisational advice and information to the Trust's Board as required
- Undertake such work as may be determined by the Chief Executive, from time to time, up to or on a level with the main responsibilities for the post.





Experience

- Minimum of 5 years at Chief Executive / Strategic Director level within a similar size organisation in the not-for-profit sector; or at Director level within a public sector agency
- Minimum of 10 years experience of leading, managing and developing multi-disciplinary staff teams
- Minimum of 5 years' experience in managing and developing a broad portfolio of services, including large scale programmes
- Minimum of 5 years' experience of successfully bidding for work through tendering, contracting and commissioning processes
- Minimum of 3 years' experience in reporting to Boards
- Experience in leading organisational change, overseeing transformation initiatives, and incorporating innovation
- Experience in financial planning and budgetary control, including identification of funding and inward investment streams
- Experience in the leadership and motivation of people, including effective employee development, performance improvement and succession planning

Qualifications

- Degree/Diploma in appropriate discipline
- Professional Management Qualification (e.g., MBA, NVQ5 or Masters)
- Project Management (e.g., Prince2)

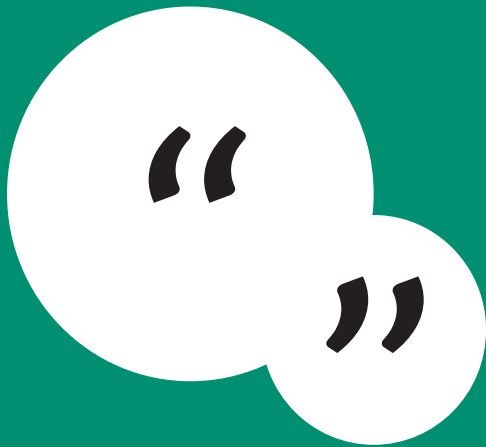
Knowledge & Skills

- Comprehensive understanding of environmental policy and its relevance to the Trust's activities
- Comprehensive understanding of public sector contracting and commissioning
- Comprehensive understanding of the role undertaken by Scottish Government and its NDPB's in addressing the twin crises
- Comprehensive understanding of the drivers for community and private sector organisations to take action to address the twin crises
- Comprehensive understanding and experience of partnership working
- Reasonable understanding of the governance and management obligations within the charity sector
- Analytical and problem-solving skills, alongside excellent listening and communication skills
- Co-ordination and completion skills
- Exceptional relationship building skills, inside and outside the organisation with the ability to inspire trust and confidence

A large stack of cut logs, likely for firewood, is the central focus of the image. The logs are stacked in a somewhat haphazard manner, with many of the cut ends facing outwards, showing the natural grain and texture of the wood. The stack is situated in a wooded area, with lush green trees and foliage visible in the background. The lighting is natural, suggesting daylight. The overall composition is vertical, with the stack of logs occupying most of the frame. There are two text overlays: one at the top right and one at the bottom left, both in white text on a teal background.

Working for us

What makes
us different



Sustainable development is at the core of the Trust's Vision and Mission and the work that we undertake across Scotland.

We are looking forward to continuing our commitment to the United Nations Sustainable Development Goals and supporting action that will address the climate challenges that lie ahead of us.

Michael Roe,
Chair

Our purpose

The Trust provides bespoke solutions to support action on climate change, biodiversity loss and environmental inequality linked to national policy across a range of sectors.

Our ambitions, plans and actions are intended to bring real change to the environment, economy and people of Scotland. Our principal aim is to add value, and through delivery, create change. We are a collaborative organisation that seeks to be inclusive, trusted and open with our partners, stakeholders and staff. We are also ambitious about taking our expertise, knowledge and skills to communities and partners right across Scotland.

Our vision

An environmentally just and climate resilient Scotland where communities flourish and the economy prospers.

Our mission

Our ambition is to enable and deliver an environment which: adapts to our future climate; enhances and restores nature and biodiversity; fosters healthy lifestyles and wellbeing; and supports a sustainable economy. We will achieve this by influencing our partners, and by working collaboratively to deliver projects and services that build equitable, resilient communities and a greener country.



Green Action Trust has been working towards this for almost 40 years, but it has never been more critical than now.

By 2025, the Green Action Trust aims to be regarded as the nation's leading environmental regeneration charity and go-to-organisation working with, and for, the Scottish Government, many of our public sector agencies, the private sector (where appropriate), local communities and environmental organisations from across Scotland.



About us

Green Action Trust is an environmental regeneration charity with almost 40 years' experience in creating, caring for and inspiring others with natural green spaces.

We work with a range of private, public and third sector partners across Scotland to turn ideas into tangible change to build more sustainable communities and greener places.

We plan, collaborate and deliver positive actions across the country to achieve Scotland's climate change ambitions as well as identify and deliver opportunities for improving green spaces in both urban and rural settings.

We are specifically responsible for the delivery of the central Scotland Green Network, the largest green infrastructure project in Europe.

Our work includes:

- Climate change action
- Environmental and urban regeneration
- Green infrastructure development and delivery
- Green active travel
- Productive use of vacant and derelict land
- Woodland creation and management
- Other habitat creation and management
- Community green-space development



Green Action Trust employs a highly skilled and professional team, working with a significant range of contractors and suppliers.

If you think you have the skills and experience and can match our visions and aspirations we'd love for you to join us.

Our Culture

Green Action 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.



Since joining the Trust, I have experienced the unwavering dedication that our team of highly skilled and passionate individuals bring to the important work of environmental regeneration. Together, they create a powerful narrative of positive change.

Tom Campbell
Director

"This is an exciting time for the Trust, and for employment in the environmental sector, more generally. We recognise that more needs to be done across Scotland to support all sectors take the necessary steps towards Net Zero and there is no doubt the Trust is ideally placed to contribute."

Derek Robertson
Chief Executive Officer



Our values

We are a value-led organisation, committed to being a **Trusted Leader** in our field of work, through our **Collaborative** and **Ambitious** approach and being **Influential** in order to make a positive impact.



"It's great to be able to focus on delivering projects on the ground and really feel like I am making a difference to the environment and local communities. Working for the Trust is very different than working for local government – in a good way! Being part of a small organisation means it's easier to make decisions and get things done. Working with colleagues whose goals are the same as mine and are focused on finding solutions and thinking outside the box is a refreshing workplace to be part of."

Louisa Maddison
Development Officer

"Being a development officer at the Trust means being at the forefront of new projects, working with stakeholders and offering solutions to the challenges of degraded environments, in a collaborative way. The opportunity is also there to take the lead and make a case for intervention, often being the champion for a project or community that has struggled to get their voice heard."

Mike Batley
Development Officer





Equality, Diversity & Inclusion

Green Action 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, race or ethnicity, religion or belief.

In order to monitor the effectiveness of our policy, all applicants are asked to complete an Equal Opportunities form which can be found at: <https://www.surveymonkey.co.uk/r/GAT-EqualOpps> or via the QR code:



Contact us

 /green-action-trust

 @greenactionT

www.greenactiontrust.org

+44 (0) 1501 824786

contact@greenactiontrust.org

Pavilion 2
Buchanan Gate Business Park
Stepps
G33 6FB

Further Information:

We encourage applicants to get in touch for an informal discussion around the role with the Chief Executive. To arrange this please email rebecca.robertson@greenactiontrust.org

To apply:

Please submit with a covering letter explaining why you are suitable and what attracts you to this role, a recent CV and document detailing how you meet the relevant criteria. This should be submitted online at:

<https://hr.breathehr.com/v/operations-director-31789>

Closing date:

6:00pm Monday 16 October 2023

Interview dates:

Monday 23 October 2023 and
Monday 30 October 2023



Positive change through environmental regeneration

t: 01501 822015

a: Pavilion 2, Buchanan Gate Business Park, Steps, G33 6FB

w: greenactiontrust.org