



**Green
Action
Trust**

Chief Executive Officer
Circa £75,000
Full-time

THE OPPORTUNITY

Overview

The Green Action Trust is seeking a dynamic and visionary Chief Executive Officer to lead our organisation into its next phase of growth and impact.

With four decades of experience in delivering environmental regeneration projects across Scotland, we are well positioned to play a significant role in Scotland's action on climate change, biodiversity loss and environmental inequality. The Trust works with a range of organisations to support and deliver environmental programmes that will help Scotland achieve its climate, biodiversity and net zero objectives.

We are dedicated to achieving our vision of a Scotland where people, nature and the environment thrive, side by side.

As CEO, you will be responsible for the overall strategic and operational leadership of the organisation. You will work closely with the Board of Trustees, our staff, and stakeholders to further our vision and deliver our mission and work programmes. This role requires a forward-thinking leader with a proven track record in organisational management, creative thinking and strategic planning.

Along with setting the strategic direction and ensuring statutory, regulatory and contractual compliance, the Chief Executive Officer plays a significant role in representing the Trust externally. This requires an ongoing awareness of the Trust's key challenges and opportunities and the ability to recognise and generate collaborative working opportunities that further the Trust's work.

Internally, the Chief Executive Officer is responsible for fostering a positive, inclusive and productive organisational culture.

Key Information

Job Title

Chief Executive Officer

Salary

Circa £75,000 pa

Hours

Full-time (35 hrs/week)

Location

Hybrid

Reports to

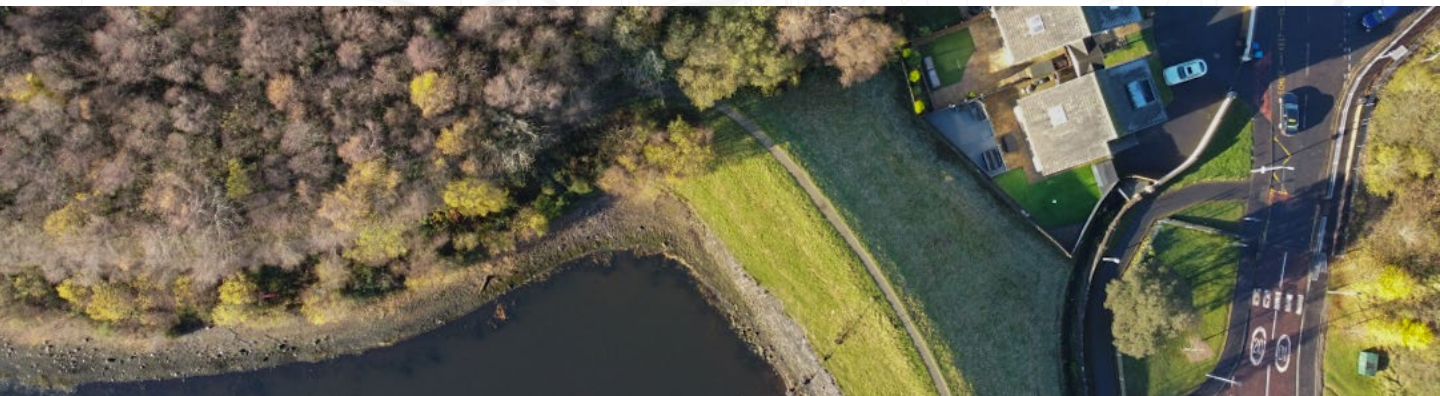
Board of Trustees

Direct Reports

Director of Operations,
Director of Strategy,
Director of Corporate
Services

Key Relationships

Funders, Partners,
Scottish Government,
GAT Board of Trustees
and Leadership Team



ROLE DESCRIPTION

Key Responsibilities

Strategic Leadership

- ❖ Set the strategic direction of the Trust, ensuring the vision and strategic objectives are clearly documented and regularly communicated to all relevant parties, both internally and externally.
- ❖ Identify opportunities for strategic partnerships and collaborations that enhance the Trust's impact and reach.
- ❖ Work with the Leadership Team and the Board of Trustees to ensure the appropriate levels of financial, physical and human resources are available to underpin the Trust's strategic and operational plans.
- ❖ Provide organisational advice and information to the Board of Trustees as required.
- ❖ Manage the Trust's Impact Reporting and Annual Reporting activities.
- ❖ Embody the Trust's values, inspiring others to do the same.
- ❖ Support the Board of Trustees in its ongoing process of self-assessment, and development of its diversity and representation.

Operational Management

- ❖ Maintain an understanding of key projects within the Trust's portfolio.
- ❖ Adhere to all Trust policies and procedures and ensure they remain current, relevant and legally compliant.
- ❖ Ensure policies and processes that support good communication, staff health and well-being, and safe and effective delivery of work are in place and adhered to throughout the organisation.

Team Leadership and Development

- ❖ Inspire, motivate, and mentor the Leadership Team, encouraging them to do the same with their own teams.
- ❖ Foster a collaborative and supportive work environment where all employees can flourish and feel a sense of purpose.
- ❖ Encourage succession planning and work with the Leadership Team to identify high potential employees and future leaders. Provide opportunities for growth and promote continuous learning and skills development.
- ❖ Enable an inclusive organisation that actively encourages, supports and values diversity amongst both our clients and our staff.



ROLE DESCRIPTION

Programme and Project Management

- ❖ Lead the effective and efficient delivery of the Trust's programmes, identifying new partnerships and business development opportunities.
- ❖ Oversee efforts to diversify funding streams and help secure financial support for the organisation's programmes and initiatives.

Stakeholder Engagement

- ❖ Represent the Trust externally, shaping its image and reputation through regular interaction with industry peers, partners, policy makers, the media and the public.
- ❖ Develop and embed a stakeholder engagement strategy to maximise relationships with clients, investors, partners and intermediaries.

Financial Management

- ❖ Oversee the financial performance of the Trust, ensuring financial health and sustainability.
- ❖ Work with the Leadership Team to develop and monitor the Trust's annual budget, ensuring corrective action is timeously taken when necessary.

Policy and Advocacy

- ❖ Advocate for environmental policies and regulations that support the organisation's mission and goals.
- ❖ Lead on delivering the Trust's policy function, including preparing appropriate briefings for colleagues and drafting responses to public consultations.
- ❖ Engage with national policymakers on environmental issues and promote the Trust's strategic vision and ability to provide solutions.

Communication

- ❖ Develop and oversee the delivery of a corporate communications strategy to build the Trust's brand and reputation.
- ❖ Manage the Trust's brand to ensure consistent communication of the Trust's mission and values is delivered.

CANDIDATE PROFILE



Experience

- ❖ Proven experience within a senior leadership role ideally gained within the environmental or third sector.
- ❖ Previous experience of developing successful organisational strategies that align with business need and timeously adapting these strategies and action plans when necessary.
- ❖ Significant experience of working collaboratively and fostering and promoting team/partnership working.

Knowledge & Skills

- ❖ A strategic thinker with sound business acumen and the necessary vision to drive the Trust forward.
- ❖ An adaptive leadership style with the ability to influence others.
- ❖ A clear, concise communicator who utilises their communication skills to help maintain morale and a positive organisational culture.
- ❖ An effective collaborator, able to work with a wide range of people to bring about innovative solutions and creative ideas that help move the Trust forward.

Qualifications

- ❖ Degree level (or equivalent) in a business/management related subject or similar or degree level (or equivalent) in a relevant environment subject.
- ❖ Professional membership of an appropriate body such as the Chartered Management Institute or the Institute of Directors.

WORKING FOR US

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

We look forward to working together to continue our commitment to the United Nations Sustainable Development Goals, supporting action that will address the climate challenges that lie ahead of us.”

Michael Roe
Chair, Green Action Trust



WORKING FOR 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 adaptation, sustainability, biodiversity, environmental impacts and health and wellbeing through engaging communities and partners.



“



Working with multiple partners, funders, project teams and communities is all part of my role at Green Action Trust. Since joining in June 2022, my focus has been on The Leven Programme. It has been fascinating to learn how the Trust has developed multiple projects that will deliver huge environmental and social benefits at scale. Having previously worked in consultancy, this role allows me to apply my experience in an enabling and decision-making capacity, and to meet and work with great people along the way.

Laura, Development Manager

”

“

It's great to be able to focus on delivering projects on the ground and really feel like I'm making a difference to the environment and local communities. Working for the Trust is very different from my previous role in 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 makes this a refreshing workplace to be part of.

Louisa, Development Officer



”

EMPLOYEE BENEFITS



At Green Action Trust, we believe our employees should be well rewarded for their work. We offer a variety of benefits and rewards to support employees, including:

Benefits at Work

- 35-hour work week
- 25 days annual leave
- 9 bank holidays
- Family-friendly policies
- Long service awards
- Professional membership subscription
- Enhanced mileage rates
- Skills development

Benefits for Health

- Private healthcare
- Annual health check
- Enhanced sick pay
- Gym membership
- Period & menopause friendly employer
- Employee assistance programme

Lifestyle Benefits

- Hybrid working policy
- Flexible working arrangements

Community & Social Benefits

- Social activities & events
- 7 hours volunteering leave
- Green activities

Financial Security Benefits

- Contributory pension (8.25% employer, 4% employee)
- Income protection
- 4x life insurance
- Interest free staff loans for purchases
- Savings club
- Living wage employer

APPLYING FOR THE ROLE

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 by visiting the following link or by scanning the QR code.

<https://uk.surveymonkey.com/r/GAT-EqualOpps>



Further Information

We encourage applicants to get in touch for an informal discussion about the role. To arrange this, please email Rebecca Robertson at:

rebecca.robertson@greenactiontrust.org

To Apply

Please provide a covering letter explaining why you are suitable and what attracts you to this role, along with a copy of your CV.

These should be submitted via our HR portal on Breathe.com at the link below.

Apply for this role at:

<https://hr.breathehr.com/v/chief-executive-officer-35910>

Closing Date: 21st June, 2024 (12:00 noon)

Interviews will take place during the week of 24th June. Please notify us of any unsuitable dates and we will try to accommodate these.



**Green
Action
Trust**

POSITIVE CHANGE THROUGH ENVIRONMENTAL REGENERATION

greenactiontrust.org