

THE GREEN TEAM –CO-CEO – CORPORATE RESPONSIBILITY

APPLICATION PACK

We are an equal opportunity employer and recognise the benefits that a diverse workforce with different values, beliefs, experience, and backgrounds brings. We are committed to building an inclusive culture where all people feel valued, included and able to be at their best.

The Green Team

At the Green Team we are passionate about supporting young people to find their place in nature. Spending time outdoors as a child or young person produces a life-long love of nature and the natural environment. We believe every child has a right to these positive outdoor experiences and we run programmes of activities which help them do so.

Founded in 1995, the Green Team initially supported young people to succeed in achieving the Duke of Edinburgh award. Since then, the team has grown significantly and now offers nine programmes along with corporate volunteering days and holiday activities. From one member of staff and a few volunteers, we now have 10 staff and over 50 volunteers.

We are proud that our programmes support both environmental and personal development goals. As a small charity, we couldn't do it without the help of some amazing volunteers, partner organisations, funders and fundraisers. Their efforts make a huge difference to the young people we work with.

Our vision: A Scotland where everyone values and can enjoy the natural environment.

Our mission: To provide transformational outdoor experiences that connect children and young people to nature, others and themselves.

Our aims: Through our programmes we provide lasting and positive life-changing experiences in three core areas: connecting with nature, connecting with others and connecting with self. Over the next 10 years we aim to build a legacy of positive, transformational and lasting experiences for our stakeholders through securing a sustainable and long term future for the organisation.

The growth of the team since 1995 has been primarily driven by our current CEO, Penny Radway. The size of the organisation and number of programmes run mean that we believe the time is right to introduce a dual CEO approach. Penny will focus on CEO responsibilities for delivering our programmes and we are looking to recruit someone passionate about the outdoors and helping young people to become our CEO for corporate responsibility. We believe this represents an exceptional opportunity to help shape the Green Team strategy for the next decade, continue to grow the team and further enhance its reputation.

The role

- To co-lead the charity promoting the mission, aims, values and objectives.
- To be directly responsible for specific agreed areas of the charity's corporate operations while overseeing and ensuring the success of these operations.
- To enhance existing financial controls and impact reporting.
- To ensure there are clear and impactful communications, partnerships and marketing approaches for the development of the Green Team.
- Work in partnership with the Co-CEO Programmes to advise the Trustees on the strategic direction of the organisation and to implement Board decisions.
- To ensure the sustainability of the Green Team, with a focus on increasing unrestricted funds to achieve longevity of the organisation.

Role details

Post Title:	Co-CEO Corporate Responsibility
Salary:	£45,000 pro rata.
Responsible To:	Chair of the Board
Location:	The Risk Factory 20 New Mart Road Edinburgh EH14 1RL
Start date	November 2024 (actual date tbc)
Holidays:	21 days a year
Hours of Work:	21 hours per week
Benefits	5% pension on basic salary

Key responsibilities

1. To provide co-leadership to the charity and to be responsible for the management and administration of the corporate affairs of the charity within the strategic, policy and accountability frameworks laid down by the Green Team Board of Trustees.
2. Working with the Chair, and the Co-CEO Programmes enable the Green Team Board of Trustees to fulfil its duties and responsibilities for the proper governance of the charity. Ensure that the Green Team Board receives timely advice and appropriate information on all relevant corporate matters.
3. To ensure the sustainability of the Green Team through increased income generation, specifically unrestricted funds, financial control and impact reporting
4. Lead the promotion of the Green Teams work, raising the charity's profile and maximising its reach.

Duties and tasks to fulfil the key responsibilities

Leadership and management

- To lead, inspire, develop and motivate corporate staff and corporate volunteers and be responsible for the management and appraisal of such staff ensuring that work is scheduled and allocated appropriately.
- Be accountable to the Green Team Board for the proper and effective management of the corporate functions.
- To identify appropriate methods for monitoring the performance of the corporate functions of the charity and to report back to the trustees on the performance of the charity against its strategy, its business, operational and annual plans, and against the annual budget as approved by the Green Team Board
- To ensure that the recruitment, management, training and development of staff and volunteers reflect good employment practice and are directed towards achieving the charity's objectives

Strategy and Planning

- To assist the Green Team Board in agreeing the values, ethos, vision and mission of the charity.
- To develop the corporate functions of the charity, complement the programmes in achieving the agreed strategic plan and its objects, vision and mission and thus to ensure that the charity is focused on achieving the strategic priorities
- To co-lead the review and development of a medium to long-term strategy for the charity within its objects, vision, and mission, and to obtain the approval of the Green Team Board

Finance and Risk

- Working with the Co-CEO Programmes, ensure that the major risks to which the charity is exposed are reviewed regularly by the Green Team Board and the management team, systems have been established to mitigate these risks, and a risk analysis is automatically carried out when taking on new work or proposing new work to The Green Team Board
- To ensure that there are effective external and internal controls (financial and non-financial)
- Deliver a sustainable increase in the unrestricted funding to ensure the longevity of the organisation.
- To oversee the development and reporting of key performance indicators

Internal and external relations

- Build collaborative and constructive relationships with all the corporate staff and volunteers.
- Be an ambassador for the Green Team in all external and internal relationships
- Build a strong relationship with the Board through regular reporting, providing the relevant information required by it and implementing Board decisions.

Business Development

- Increase the number of external relationships through the Green Champions programme working with the Co-CEO Programmes on delivery and development
- To develop, as appropriate, the charity's public profile and foster good relationships with government, statutory, voluntary and private bodies, and other external stakeholders
- To set up mechanisms for listening to the views of current and future beneficiaries on the performance of the charity, as well as on areas for future development
- To scan the external environment for changes that may affect the charity, to advise the trustees proactively and to take necessary action

Marketing and Communication

- To oversee and develop the marketing and communications strategy for the Green Team
- To create and implement a plan for internal and external events that promote and develop the Green Team.
- In close consultation with the Chair and Co-CEO Programmes, to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media

Knowledge, Skills and Experience required

We are looking for someone that:

- Has held senior positions in the charity sector
- Is an experienced fund raiser, particularly for unrestricted funds
- Has the vision, drive and motivation to set a clear strategy for the organisation.
- Can demonstrate a passion for the outdoors and helping young people.
- Will relish the joint responsibilities of running the organisation and work collaboratively with the co-CEO.

The specific criteria we are looking for are:

	Essential	Desirable
Qualifications		
Relevant professional qualification, or experience of delivering services in a related field		X
Skills and Abilities		
Ability to operate as the senior person in an organisation and to carry out agreed objectives with minimum direction and support	X	
Ability to lead, manage and motivate a team	X	
Ability to support the Board in carry out their legal and governance duties	X	
Ability to work co-operatively with advocacy partners, colleagues, external agencies and other professionals	X	
Excellent communication skills – reading, writing, listening and speaking	X	
Ability to set and manage budgets and write bids		X
Competent use of IT packages e.g. MS 365/ Sharepoint		X
Developing and implement strategic plans	X	
Developing and implementing business plans	X	
Knowledge		
Knowledge of charity and company law.	X	
Understanding of statutory sector practices and systems		X
Knowledge of HR law and practice		X
Knowledge of funding sources and how to raise funds	X	
Experience		
Independent advocacy practitioner		x
Supervision or management of staff	X	
Working in the Third Sector		X
Working with clients and external agencies	X	
Experience at managing at a senior level		X
Experience of working with young people		X
Experience of fund raising, ideally of unrestricted funds	X	

Personal Qualities / Behaviours		
Ability to work under pressure, managing conflicting deadlines and priorities	X	
Able to drive and current driving licence		X
Ability to review and reflect on personal practice	X	
Non-judgemental approach	X	
Willingness and ability to work collaboratively in joint leadership role	X	
Be open and transparent in all dealings with colleagues and the Board	X	
Be an ambassador for the organisation in all internal and external relationships	X	

The Process

The closing date for receipt of applications is 6:00pm on Friday 6 September 2024. Interviews will be held on Wednesday 18 September. To apply for this post, we ask that you email the following to the Chair of the Green Team: info@greenteam.org.uk.

- A tailored CV outlining your experience, and highlighting your key skills, achievements and attributes
- A supporting letter and/or personal statement which should include;
 - Why you are interested in taking on the role of CEO – Corporate Responsibility at The Green Team and what it would mean to you to jointly lead the organisation
 - What you specifically can bring to the role
 - Evidence of any relevant experience that would help you thrive in the role

Alternatively, the documents can be posted to:

Chair of the Green Team
c/o The Green Team
The Risk Factory
20 New Mart Road
Edinburgh
EH14 1RL