

RSFS Executive Director



About us

The Royal Scottish Forestry Society, formed in 1854, is an educational charity focussing on promoting the understanding of trees, woods and forestry.

Every year RSFS puts on what we believe to be the most extensive programme of practical forestry events across Scotland. The Society continues to publish a semi-academic journal, *Scottish Forestry*, dating from 1858, promoting all aspects of good practice in forestry. RSFS is the parent body of Cashel Forest Trust.

Having agreed a refreshed strategy in 2023, RSFS is now looking to increase its delivery resource by appointing an Executive Director. We are looking for someone who shares our passion for Scotland's trees and forests to develop closer links with members, partners and stakeholders. Your experience in operational delivery will allow us to improve our practices and professionalise our delivery to secure a sustainable future for the RSFS.

Purpose of job

Support the Board in advancing its mission and representing RSFS to members and the community. Manage the day-to-day operations of RSFS to deliver its Strategy.

See <https://www.rsfs.org.uk/index.php/strategic-plan>

Job Description

The Executive Director will lead on the following aspects of the Strategy.

A provider of relevant, practically focussed forestry events

- Support our Regional Committees in the planning, delivery and evaluation of events especially the Regional Field Days and the Annual Study Tour
- Liaise with employers and potential participants to define Continuous Professional Development requirements. From CPD requirements, find suitable providers and venues for training days. Support the planning, delivery and evaluation of events.
- Manage awards and bursaries. Set up processes for applications and dispersal of funds. Work with donors to deliver their aspirations for their funding.

A body valued by our membership

- Maintain links with members, partners, stakeholders and sector organisations. Develop and promote membership of the Society to a broad and relevant constituency. In conjunction with the Administration Officer, monitor membership characteristics and develop plans to address significant gaps and grow the membership.

A well-run and developing charity

- Evaluate and implement procedures for RSFS, and as appropriate for Cashel Forest Trust, to deliver an efficient and effective organisation, minimising operational, financial and reputation risk.
- Ensure, in conjunction with our Secretariat, that RSFS remains in compliance with prevailing laws and regulations with regards, but not limited, to:



Charity laws and regulations; and

- Health & Safety, Data Protection and Safeguarding legislation
- Advise the Board on resources required to enable delivery
- Be responsible for delivery of the financial performance of the charity against budget and in conjunction with our Finance Partner service:
 - Contribute to the formulation of the annual budget and funding plans; and
 - Manage finances within budget and in accordance with financial policies and the scheme of delegated authority
- Manage staff and contractor resources as agreed by the Board.

Skills and Competencies

Essential

- As RSFS is a virtual organisation, you must be highly-organised and able to work independently contributing to the overall organisational outcomes.
- Effective communicator
- Able to build effective relationships with colleagues and stakeholders
- Experience of delivering business improvement through effective use of IT systems
- Experience working in the non-profit and charity sector including supporting volunteers.
- Full driving licence and a willingness to travel across Scotland

Desirable

- Knowledge and awareness of the rural sector, particularly forestry and land management would be advantageous
- Knowledge and awareness of how CRM systems can be used to simplify processes and improve interactions with members and stakeholders.
- Ability to attend meetings in the Central Belt.

Details

Part time 3 days/week on average but with seasonal peaks

- Home/remote working.
- £45-55k pro rata depending on experience
- 28 days paid holiday – pro rata
- Access to our employee well-being assistance programme.

Get in touch -If you would like to have a discussion in advance of making an application, please contact our Treasurer, Tom Mitchell by email at recruitment@rsfs.org.uk to arrange a call. No agencies.

Early application encouraged. The closing date for applications is 11th December 2024. Interviews will take place in Edinburgh on 18th December 2024.