



LOCH LOMOND AND THE TROSSACHS COUNTRYSIDE TRUST

(trustinthepark)

CHIEF EXECUTIVE JOB DESCRIPTION

INTRODUCTION

The Loch Lomond and The Trossachs Countryside Trust (The Trust) is the official charity of the Loch Lomond and the Trossachs National Park. Established in 2012, we are a small but growing team of experienced staff supported by amazing volunteers, delivering benefits to people and nature within the national park.

Over the next 2-3 years our ambition is to grow our funding base to become more resilient as an organisation. We also recognise the need to develop more strategic partnerships to enable us to deliver our charitable objectives over the coming years. We are therefore looking for a Chief Executive who will be able to balance the need for hands on delivery skills, such as policy development, alongside strategic leadership and partnership skills to supporting a growing organisation.

We seek someone who can provide inspirational leadership to The Trust and provide a clear direction, setting strategic goals and milestones. As CEO, we will expect you to lead and develop the team of staff and volunteers whilst also reviewing policy and guidance, to ensure the effective delivery of The Trust's objectives, ensuring that all Trust activities are legally compliant and executed to the highest standard.

Acting as the principal external face of The Trust you will play an ambassadorial role in strengthening relationships with stakeholders, partners, supporters, agencies, and other organisations. You will raise the profile of The Trust whilst also protecting and enhancing the positive reputation and influence of The Trust.

We're looking for someone that has the skills and experience to continue to develop and translate our vision and plans into practice, to capitalise on the high profile of the environmental and conservation agenda, and how this supports health and well-being in communities. This role will require a high level of flexibility, covering a wide range of activities including, drafting and writing policy, as well as delivering inclusive leadership and nurturing an effective and ethical culture with our highly skilled and motivated workforce.

We're looking for a strong leader with an authentic, engaging, open and inclusive approach that inspires and motivates people to engage with nature. The Chief Executive should be ambitious and dynamic, with high levels of integrity and honesty. They will also be a strategic thinker, able to develop and translate the best ideas into practice; be a strong partnership player with a collaborative approach and specifically with experience of bringing diverse stakeholders together. You should have a good understanding of the complex environment in which the organisation operates and the ability to identify and grasp opportunities whilst assessing and mitigating risks.

Ideally, you will have previous experience in a senior leadership role, preferably at Chief Executive level or in the senior management of a large departmental function or programme, with oversight of staff, budget, and risk management. We are looking for you to have a good working knowledge of charitable governance, so experience from a charitable background would be a distinct advantage. Recognising the modest size of our organisation, this role will require a flexible, hands-on approach to delivery. However, if successful the role will become more strategic as the organisation evolves.

Please note for this post, you will be expected to be based within easy distance of the national park headquarters and to work flexible hours if required, including some evening and weekend working

For more information please visit our website [trustinthepark](https://www.trustinthepark.org.uk) and read our 2024/2025 [Annual Report](#) or download the recruitment pack

Job description

The **Chief Executive** role provides strategic and operational leadership to the organisation, reporting to the Chair of the Board of Trustees and working closely with, and accountable to, the wider Board.

Salary band The starting salary will be within the range of £46-55k, subject to levels of skills and expertise, with a six-month probationary period.

Following a Board pay review in 2024, it is agreed that over the next two financial years the salary band for the Chief Executive role will increase to £50,000 - £65,000 (subject to achievement of specific financial targets).

Contract Permanent contract. Full time role - 37 hours per week.

	Employer pension contribution of 7%, employee contribution is 1%.
Location	The default work base is the Loch Lomond and the Trossachs National Park Authority's head office in Balloch. The role requires regular travel throughout the national park area. Specific hybrid working arrangements may be available subject to negotiation.
Holiday entitlement	28 days, 10 statutory public/bank holidays (of which 6 may be taken flexibly).

Purpose of post

This role has three strategic purposes: -

- 1) ***To maintain an effective and efficiently run organisation*** in line with charity (OSCR) good practice, (including risk management, effective staff performance, financial standards, and operational and health and Safety standards), so that we are trusted, respected and operate within a positive culture.
- 2) ***To manage and maintain successful operational projects*** which deliver our strategy, and vision, (including existing programmes of work and development of new initiatives) so that we do what we say we will, and our outputs deliver our desired outcomes.
- 3) ***To Increase business resilience, including good governance and risk management,*** to ensure long term sustainability, so that the organisation can grow and thrive. Increasing the visibility of the Trust as an organisation with a proven track record.

Specific responsibilities include

1) Maintaining an effective and efficiently run organisation

a) Strategy and planning

Maintain and evolve the Trust strategic plan, strategic goals and objectives in partnership with the Trust's Board

b) Governance

Effective delivery of Health and Safety, Safeguarding and key operational policies, practice and governance

Effective management of organisational assets, including IT systems and equipment

Provide appropriate accountability, briefing and executive support to Board and sub-groups

Reporting quarterly finance and project progress

Preparation of Trustees Report, Annual Accounts (annual accounts service is currently outsourced) and oversight of the annual external audit

Maintain risk assessment and management of organisational Risk Register

Acting as Health and safety Responsible Officer

Maintain up to date organisational policies, assurance and compliance processes

Act as lead for OSCR and Companies House

Act as responsible officer for GDPR

c) People Management

Direct line management and performance of

x2 Programme Managers,

x1 Communications and Admin Officer,

x1 Finance Officer, (See recruitment pack for organisational structure)

Leadership of Staff recruitment and induction

Updating of and compliance with personnel-related policies and organisational culture

Oversight of staff wellbeing, skills, and development

Oversight of volunteer safety and Health and Safety policy compliance

d) Financial Management

Responsible for leading financial planning (cash flow) and forecasting and reporting to Board.

Maintaining oversight of project and organisational budget setting and monitoring

Maintaining oversight of financial systems and processes - liaising with external accountants and banking processes and operating delegated financial approvals.

Maintaining operational oversight of outsourced payroll and pensions

2) Maintaining successful operational projects

a) Project development and management

Accountable for delivery of existing operational projects and contracts and monitoring of agreed Key performance Indicators

Development of proposals for new projects and preparation of detailed funding applications

Oversight of the Trust's full portfolio of work, ensuring that all projects, programmes, sub committees and policy initiatives have clear objectives, outcomes, and delivery plans.

3) Increasing Business Resilience

a) Partnership and Stakeholder Relationships

Liaise with key stakeholders, including communities of the National Park area and other relevant networks, as part of ongoing operational delivery and to further trust visibility and influence.

b) Communications and Engagement

Develop and implement communications and funding strategies, including campaigns, based upon branding and our corporate 'story'

Increasing our reach to engage directly with more diverse audiences and communities as and when appropriate.

c) Business Development and Fundraising

Development of sustainable and diverse funding sources, strategic partnerships and stakeholder or sponsor relationships – where they support The Trusts’ interests (e.g., Corporate Sponsorships, The National Park Authority, other appropriate networks etc. Increasing our reputation, profile and influence through planned strategic engagement with local and national partnerships and organisations where appropriate

Develop new, diverse, strategic partnerships and stakeholder or sponsor relationships – where they support the Trusts’ interests (e.g., Corporate Sponsorships, the National Park, other appropriate networks etc)

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PERSON SPECIFICATION

Essential skills (D= Desirable, E= Essential)

Experience of Senior Director or Chief Executive

Summary

The Chief Executive should be a strong leader with an authentic, engaging, open and inclusive approach that inspires and motivates people to engage with nature and communities through delivering health and well-being activities within the national park. The Chief Executive should be ambitious and dynamic, with high levels of integrity and honesty. They will also be a strategic thinker, able to translate the best ideas into practice; be a strong partnership player with a collaborative approach; be able to understand the complex environment in which the organisation operates and identify and grasp opportunities and assess and mitigate risks.

Specialist Knowledge, Skills and Experience

The leader we are looking for will have a demonstrable and proven track record of: -

A senior leadership role, preferably at Chief Executive level (D) or senior level programme management (E), with experience of reporting to a Board.

Developing high-impact strategic plans and delivering measurable results (E)

Developing and implementing successful income generating strategies and effective resource management (E)

Prior experience of successfully managing significant and strategic change (E)

A natural communicator who has the skills to influence, inspire and enthuse a broad range of staff, and senior level stakeholders (E)

Ability to proactively establish and develop trusted relationships and partnerships with a range of stakeholders from the business sector, charities, and environmental Non-Governmental Organisations (E)

Sound knowledge and understanding of environmental issues and the ability to apply these effectively in debate and engagement with key strategic partners (D)

Good working knowledge of charitable governance (D)

Strong analytical skills and evidence based decision making (E)

Financial acuity to understand complex income, and wider expenditure streams and financial accounts (E)

Expertise in achieving performance excellence (D)

Personal Qualities (linked to the Summary of this section)

Commitment to the highest levels of integrity, honesty, and good governance (E)

Capability to anticipate future changes, combined with a strong and genuine interest in Loch Lomond and the Trossachs, its wildlife, and its people (E)

Engaging communication style with a confident public presence and an ability to work with, and inspire, staff, volunteers, members, and Trustees at all levels (E)

Self-motivated with a consultative, transparent, and collaborative leadership style (E)

Ability to identify, resolve and handle problems (D)

Experience of media exposure and representation (D)

Capacity and ability to sustain a diverse role with wide ranging responsibilities. (E)

Qualifications

Degree in a relevant environmental science or land management discipline or evidence of equivalent capability (E)