



Ymddiriedolaeth  
Natur  
**Gwent**  
Wildlife Trust



# Chief Executive Officer

May 2024

# Welcome Letter

Dear candidate,

Welcome and thank you for your interest in the role of CEO at Gwent Wildlife Trust.

Gwent Wildlife Trust is a registered charity supporting a growing network of thousands of people in diverse communities to collaborate for nature's recovery at a local level. The air we breathe, water we drink and food we eat all rely on biodiversity – the variety of life on Earth. Right now in Wales, there's a biodiversity crisis and Gwent Wildlife Trust is at the forefront, working to put nature into recovery.

We directly manage or advise on thousands of hectares of land and work with diverse communities to create joined-up, nature-rich spaces of all sizes across Gwent's counties: Blaenau Gwent, Monmouthshire, Torfaen and Caerphilly.

Established in 1963, we share decades of ecological experience, learning and evidence to protect wild places and wildlife with and for the people of Gwent. We are part of a movement of 5 Wildlife Trusts in Wales and 46 Wildlife Trusts across the UK, Isle of Man and Alderney.

Our vision is of people close to nature in a landscape rich in wildlife. So, by 2030, we need at least 30% of our land and sea in recovery and a tipping point of at least 1 in 4 people taking action for wildlife in their work and daily lives.

As a result, we are looking for someone to provide inspirational and effective leadership, including the setting and delivery of strategic goals, providing clear direction and managing change for the Trust, in accordance with the Trust's charitable objects, and in line with its Vision and Mission Statement.

Within the rest of this pack, you will find further information about the job description alongside our vision, mission and values. We hope this stimulates your interest and if you recognise yourself in our vision, beliefs and person specification, we very much look forward to hearing from you.

Thank you,

Marc Leppard

**Chair, Gwent Wildlife Trust**





# Our Vision

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Our vision is of people close to nature in a landscape rich in wildlife.



# Our Mission

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Our mission is to stem the decline in biodiversity whilst addressing the climate crisis that threatens Gwent's people and wildlife.



We will stand up for wildlife and promise to sustain our enthusiasm and effort for the long-term benefit of nature. We are driving a people-powered nature recovery that is informed by science and encourages diversity and participation for all. We are sustained by our vision of people close to nature in a landscape rich in wildlife.

Report after report has shown the devastating loss of wildlife in recent years. Across the UK, the average abundance of wildlife has declined by 13% since 1970. Over 600 species are threatened with extinction in Wales. Nightingales no longer nest in Gwent and the sound of the cuckoo is becoming scarcer and scarcer.

There is so much that needs to be done, and we are determined to play our part, guided by our core values of integrity, commitment and inclusivity.

To read more about how we work and our impact, visit our website at [www.gwentwildlife.org](http://www.gwentwildlife.org)



# Role Description

**Job Title**

Chief Executive Officer

**Location:**

Gwent Wildlife Trust Offices,  
Hybrid

**Working Area:**

Gwent with UK travel

**Reports to:**

Chair of Trustees

**Salary:**

Up to £60,000

**Overall Purpose of the job:**

To provide inspirational and effective leadership, including the setting and delivery of strategic goals, providing clear direction and managing change for the Trust, in accordance with the Trust's charitable objects, and in line with its Vision and Mission Statement.

**Line Management:**

Ultimate overall responsibility for staff within the Trust's organisational structure, together with direct reporting lines from the Head of Nature Recovery, Head of Nature Based Solutions, Head of Finance and Head of Fundraising and Communications.





# Main Responsibilities

## **Strategic Leadership and Development:**

- Providing strong and visible strategic leadership for the Trust as a whole, both internally and externally
- Directing, inspiring and motivating staff and volunteers
- Supporting and working with the Senior Management Team on the development and implementation of the Trust's long-term strategy, through development and delivery of annual business plans and associated budgets and KPIs
- Providing strong financial and budgetary management oversight and focus the development of diverse and sustainable income sources
- Ensuring that management policies and decisions support the agreed vision, mission, values and strategy of the Trust
- Role modelling the values and behaviours of Gwent Wildlife Trust to continue developing a positive high-performance culture

## **External Relations and People Contacts:**

- Be a persuasive and influential advocate, raising the profile of Gwent Wildlife Trust, The Wildlife Trusts, and the importance of nature in solving society's challenges
- Develop and enhance relationships with key stakeholders and strategic partners
- Support the Senior Management Team to develop contacts with key stakeholders and develop strategic partnerships
- Engage with key decision-makers including SMs, MPs, Local Authorities, local councillors, corporate leaders, and community champions, to position the Trust and promote its objectives
- Support the Senior Management Team with major fundraising initiatives
- Co-operate and collaborate with the The Wildlife Trust central team, other Wildlife Trusts in Wales and across the UK



# Main Responsibilities

## **Organisational and Operational Management to include:**

- Establish and maintain excellent working relationships with the Chairman, Honorary Officers and Trustees to ensure lawful and effective governance
- Lead the Trust's Senior Management Team including holding monthly one to one meeting and annual appraisals
- Oversee financial management systems, ensuring the timely preparation and effective achievement of annual budgets
- Co-develop and deliver an annual Business Plan which aligns with the 2030 Strategy
- Oversee compliance with all statutory requirements (including Health & Safety, Equal Opportunities, Employment Law, GDPR, etc.)
- Ensure effective communication with staff, trustees and volunteers
- Work with the trustees to implement appropriate risk management systems
- Deepen the Trusts commitment to the Welsh language

# Person Specification

The Chief Executive will be a visionary leader whilst ensuring the efficient and effective running of the Trust and its long-term sustainability.

## Experience:

- At least five years' experience of working at a Senior Management level;
- Proven track record of strategic planning and associated operational delivery;
- Experience of generating substantial income from multiple sources, ideally in the not-for-profit sector;
- Experience of financial management;
- Track record of successfully developing and maintaining partnerships with external organisations;
- Experience of advocating for organisations with senior external stakeholders and through media appearances

## Personal Qualities:

- A visionary leader and a great communicator;
- Able to work with others as part of a team;
- Excellent organisational and time-management skills;
- High level of personal integrity and professional standards of behaviour;
- Confident public speaker;
- Enthusiasm for nature conservation and the wider environmental movement and the ability to communicate this to others;
- Genuine interest in Wales, its wildlife, culture, language and natural history

## Skills:

- Financial and organisational management skills which demonstrate an ability to set and manage accurate budgets, and assess and present financial information;
- Excellent staff management and team development skills;
- Proven ability to operate in an open, collaborative way with stakeholders from different backgrounds
- Negotiation, influencing, and conflict resolution skills;
- Excellent networking ability
- A successful communicator able to represent the Trust in a variety of public forums

## Knowledge and Qualifications:

- Evidence of Continued Professional Development;
- Strong knowledge of the environment and nature conservation movement and the voluntary sector;
- Charity law and governance in the not-for-profit sector;
- Understanding of regional, national, and UK policy



# How to Apply

To apply for the role, please complete an application form

The deadline for applications is 24th June 2024 with interviews taking place on 15th and 16th July 2024.

If you wish to have an informal discussion about the role, please contact Marc Leppard, Chair of Trustees  
[mleppard@gwentwildlife.org](mailto:mleppard@gwentwildlife.org)

## Thank you!



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