
Chief Executive Officer

Recruitment pack March 2023



Devon
Wildlife Trust





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Dear candidate,

Welcome and thank you for your interest in the role of Chief Executive (CEO) for Devon Wildlife Trust (DWT). We are seeking a new CEO to lead its work within Devon and the wider Wildlife Trust movement.

I have been a trustee of DWT since 2018 and Chair of the Board of Trustees since November last year. I have loved working in such a dynamic organisation and seeing up-close the difference being made to wildlife in Devon. DWT has much to celebrate with a proven track record of developing and delivering high profile projects including the reintroduction of beavers in England and the restoration of internationally rare habitats like Culm Grassland. We play an active role in shaping future priorities for the movement, and we regularly achieve best results from national campaigns. And not forgetting that Devon is one of the nation's most beautiful counties with two national parks and two stunning coastlines!

DWT's ambition is shaped by the planetary crises we face – an ecological crisis, widely regarded by scientists as an unfolding sixth mass extinction – and a climate crisis, with the world on course to far exceed the two-degree threshold of dangerous climate change. We cannot solve these crises alone. But we can take giant strides to reversing these trends in Devon and make our county stand out as a beacon of hope, from which others can draw energy and inspiration.

As well as looking outwards, we need to look inwards. We make progress by being part of a strong national movement, with shared aspirations and goals to underlie our work and bind us together. We need a strong network of supporters, funders, and partners to help our aspirations become reality, and a highly effective and committed team of staff and volunteers to ensure we succeed. Above all, we need to be an organisation that holds true to its values and beliefs, inspired by a strong vision.

We are in a financially strong position and continue to strengthen our funding to support our long-term vision. We are looking for someone to build on this success to ensure that the Devon of the future is far more nature rich, environmentally resilient, and healthier to live in than it is today. We work with a broad range of organisations and individuals including universities, other NGOs, local authorities, businesses, campaigners, farmers, and rewilding enthusiasts to achieve these goals.

You will be supported by Trustees and lead a team of skilled and highly motivated staff and volunteers. Within the rest of this pack, you will find further information about DWT, values and structure and our plans for the future.



Vicky Pope
Chair of the Board of Trustees
Devon Wildlife Trust



Devon
Wildlife Trust



Devon Wildlife Trust

Founded in 1962 by a small group of volunteers, Devon Wildlife Trust is the only charity that exists to safeguard Devon's unique natural environments and their wildlife. DWT is a member-led organisation with over 36,000 members. It has over 100 staff, 63 nature reserves, 350 regular volunteers and a turnover of approximately £6 million per annum. It has six offices including its headquarters at Cricklepit Mill in Exeter.

We believe wildlife affects every part of everyone's lives and that everything we do impacts nature. We know that the natural environment is under immense threat here in Devon, nationally, and globally. Our ten-year strategy includes ambitious, innovative and large-scale conservation approaches to protect and enhance wildlife: species reintroductions; wide reaching education and engagement programmes; and campaigning and advocacy work.

As part of a national network of 46 Wildlife Trusts - known collectively as The Wildlife Trusts (TWT) - we have national reach, so our work makes a difference for wildlife everywhere.

DWT operates two wholly owned subsidiary companies:

- **Devon Wildlife Enterprises** (DWE) delivers commercial ecological consultancy work
- **Warren Crocus Company Limited** holds the lease for land and property owned by DWT at Dawlish Warren

Along with 7 other Wildlife Trusts, we jointly own and run **South West Wildlife Fundraising Limited** (SWWFL), a business which works to recruit new members.

Our **website** provides a good overview of the range and reach of our work, as well as details about our many assets (properties and nature reserves). We highly recommend you have a read of the **What we do section** of the website. You can also find the following documents: **Ten year strategy**; **Our Annual Report and Accounts**; **Your Support – our annual review**.

DWT's Culture & People

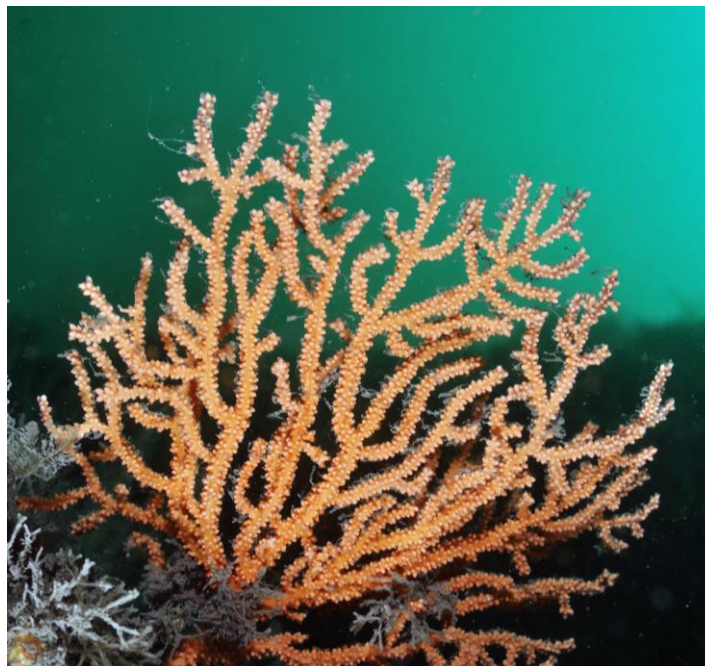
We pride ourselves on being a welcoming community of people - members and supporters, volunteers, partners and staff - who share a love of Devon's wildlife and who work together to protect it. Our passion and dedication are felt amongst those who work with us and we reflect this in our day to day values.

- **Everyone counts** - giving everyone a chance to discover and enjoy Devon's wildlife;
- **Atmosphere of trust** - creating an organisation in which people's views and ideas are heard, and where they are willing to take responsibility for leading;
- **Going the extra mile** - staying the course and delivering above and beyond what our stakeholders would expect;
- **Passion with reason** - pursuing our work with drive, and making sure our arguments are reasoned and based on sound evidence;
- **Considerate partners** - being aware of the needs and concerns of those we work with, recognising mutual strengths and sharing credit;
- **Inspiring minds** - sowing enthusiasm to developing, experimenting and broadening our work.

We know that DWT and the conservation sector has progress to make regarding diversity. We are carrying out this work nationally, within the Trust, and at committee level.

Devon Wildlife Trust is committed to excellence in all areas. We hold a number of accreditations, including Investors in Volunteers, Investors in People, and ISO14001 for environmental management. We are registered with the Fundraising Regulator and adhere to the Fundraising Code of Practice.





The Opportunity

DWT's strategic priorities, which are set out in our Ten-Year Strategy include:

- We need bigger and better managed areas for wildlife, and we need them to be joined up, on land and at sea;
- We need to manage our farmland and cities with nature in mind and reduce the amount of pollution that finds its way into the soil, rivers and our surrounding seas;
- We need many more people to access nature on a regular basis and be inspired to protect it;
- And we need wildlife to be protected in law.

Although DWT is in good shape, we recognise the need to be agile and creative for continuous improvement. The CEO will lead how we deliver our mission and how the organisation needs to change.

Job Description

JOB TITLE: Chief Executive

REPORTING TO: Chair of the Board of Trustees

1. Job Purpose

To shape the future direction of the Devon Wildlife Trust and lead its work within Devon and the wider Wildlife Trust movement.

2. Dimensions

- Full-time (37.5 hours per week) permanent role, hybrid role but based at DWT offices at Cricklepit Mill, Exeter.
- Reporting directly to the Board of Trustees.
- Responsible for DWT's annual budget of approximately circa £6 million.
- Direct line management responsibility for four reports.
- Board member for DWT's trading subsidiaries.

3. Background

DWT is one of a network of 46 Wildlife Trusts. It has over 100 staff, 60 nature reserves, 350 regular volunteers and a turnover of approximately £6 million. It operates under four delivery goals:

- Wildlife is in recovery on at least a third of Devon's landscape
 - Marine wildlife is in recovery in at least a third of Devon's seas
 - Nature Based Solutions are helping nature, water, soil, air quality and carbon storage to recover across all Devon's landscape
 - One quarter of Devon's population is actively engaged in wildlife
-

Job Description

DWT is a healthy organisation with strong finances, a large membership and supporter base and a very good reputation. It is one of the strongest Trusts in providing farm advice, campaigning and species reintroduction, having led the movement with beavers. Its work is sometimes controversial and often in the public eye. Its mission is becoming increasingly urgent and ever tougher to deliver.

The role of the CEO is to lead the organisation forward, developing its work, enhancing its asset base, raising its profile and reputation and increasing its effectiveness. It is more than just a business management role; DWT exists to deliver a mission and achieve a greater good, and the CEO needs to play the leading role in this.

4. Principal Accountabilities

The most important tasks that the postholder will be expected to undertake in his/her day to day work are: -

- Support the Board in setting out long term direction and strategy for DWT and ensuring it is adhered to;
- Playing a leading role in innovation, developing new projects, initiatives and areas of work for DWT;
- Acting as key standard bearer for the Trust's values, beliefs, standards and ethos;
- Generating significant income for the organisation and ensuring relations with key funders are well managed;
- Leading the Leadership Team, Management Forum and wider staff team and supporting the directors in their development and in the delivery of their work;
- Fostering and maintaining excellent relations and partnerships with other organisations to achieve maximum impact for Devon's wildlife;
- Representing DWT at the highest level and standing up for its mission and interests;
- Acting as an ambassador for DWT and a lead spokesperson with external organisations and the media;

Job Description

- Developing DWT's trading subsidiaries and playing an active role on their respective boards;
- Ensuring DWT complies with all legal and regulatory requirements;
- Delivering the annual Business Plan and budget within the ten year Strategy and long term planning framework, and ensuring targets are met;
- Ensuring that DWT's internal systems (including staff and finance) are fit for purpose and they are adhered to;
- Ensuring that DWT's nature reserves, offices and other assets are developed, enhanced and properly maintained;
- Ensuring that good governance structures and processes are in place and that trustees and Honorary Officers are supported and kept informed.

In the course of delivering this work the postholder will need to have regard to: -

- The need to retain external accreditations, including delivering Investors in People (IIP), Investors in Volunteers (IiV) and ISO14001;
- The need to report to Finance & General Purposes (F&GP) committee and the Board of Trustees on a regular basis;
- The need to operate in partnership with the Royal Society of Wildlife Trusts (RSWT) and the Wildlife Trust movement of 46 Trusts;
- The provisions of Health & Safety, wildlife legislation, safeguarding, GDPR and other legislation and guidance of relevance to DWT's work.

Person Specification

	<i>Essential</i>	<i>Desirable</i>		<i>Essential</i>	<i>Desirable</i>
Skills & attributes	An ability to make effective public presentations and to communicate effectively through a variety of media	An ability to fundraise	Knowledge & qualifications	Knowledge of wildlife and conservation sector and an understanding of the issues surrounding nature conservation	Higher level qualification in a relevant subject
	Excellent written communication skills including evidence based reports			An understanding of the principles and practices of charities	An understanding of the demands of Investors in People
	Strategic thinking and planning skills	A creative thinker and innovator			An understanding of the range of opportunities available to charities to generate income
	Professional, credible and passionate with ability to represent DWT externally	A good networker	Experience	A background in successful business management in a dynamic environment	Experience of working with a Board or Steering Group
	An ability to manage risk and make good decisions under pressure			A background in acting as senior negotiator and lead spokesperson	
	A good manager of people			At least three years management at senior level	Experience of developing strong partnerships
	Motivated by the cause of environmental and nature conservation			Experience of successfully managing complex budgets and situations	Experience of working successfully in a federated structure



Key Terms And Conditions Of Employment

Employer

Devon Wildlife Trust

Location

The post is contractually based at Devon Wildlife Trust, Cricklepit Mill, Commercial Road, Exeter, EX2 4AB. DWT has agile working arrangements including office and home based working.

Salary

The package will include a salary of £77,878pa to £86,298pa dependent on experience.

Working hours

The post is permanent and full time, with a standard working week of 37.5 hours worked within DWT's flexitime system. Evening and weekend working is a requirement of the role.

Annual leave

25 days annual leave plus bank holidays (increasing to 28 days after 5 years' service).

Pension

DWT operates a Group Personal Pension scheme with Aviva. DWT pays an employer pension contribution of 7% and staff are asked to contribute a minimum of 3%.

Insurance

Death in service cover is provided at three times annual salary.

Travel

Regular travel within Devon and occasional national travel is required.

How to apply?

Applications should be made through the Networx portal and include a CV together with a supporting statement (no more than two sides of A4 in length) to demonstrate your suitability against the Job Description and Person Specification.

References will be requested prior to the second interview with permission of the candidate.

We welcome candidates of all backgrounds and abilities who meet the essential criteria for this role. We are an inclusive organisation that is seeking to involve more diverse audiences in our work. Please get in touch if there is anything about our recruitment process that is preventing you from making an application.

No agencies at this stage please.

Selection process

The deadline for applications is 2 April 2023.

Interviews will be held on Wednesday 26 April via Zoom.

Second interviews will be held during May in person.

Feedback will only be available for candidates from the interview stage.





Questions

If you have any questions about the recruitment process, please contact Wendy Fernandez (HR Manager) or Hannah Andrews (HR Assistant) on 01392 279244 or email jobapps@devonwildlifetrust.org

To arrange an informal conversation about the role please contact Wendy or Hannah in the first instance.

devonwildlifetrust.org



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