



Director's role brief

Reports to: Chair of Trustees

Responsible for: Project Co-ordinator (P/T), Administrator (P/T), ten professional/ skilled volunteers, and 300 volunteers (approx) available for land work, event support and fundraising.

The role: Part time (%) - to be reviewed within six months to allow for extension to full time if necessary. 2 year contract, working from own premises. Some flexible working required to attend trustee meetings and events.

There is the potential for this role to become full time as new land is bought and responsibilities increase.

Location: It is important that the Director is able to attend meetings within the Bristol-Avon catchment area, plus some on-site events at land that ANT owns.

Salary: £35,000 pro rata.

Avon Needs Trees

Avon Needs Trees is a new charity (registered July 2019), set up to create new, permanent woodland in the Bristol-Avon catchment area. The objectives are carbon sequestration, biodiversity improvement, natural flood management and public engagement on the climate and biodiversity crises we face.

ANT bought its first 34 acres (Hazeland) in August 2020 with the support of multiple funders, big and small. This includes the National Lottery Heritage Fund, and these funds commit ANT to a three-year project delivering improvements to natural and industrial heritage on site, and a wide variety of public engagement activities.

A Project Coordinator (p/t) has been contracted to deliver this and ANT is now seeking a paid Director to manage and support the Project Coordinator, and lead on all operations relating to ANT's functioning and growth. It is anticipated that ANT will also be recruiting a part-time Administrator to support ANT's fundraising, outreach and core administration, a post also to be managed by the Director.

ANT is poised to acquire a second piece of land, and the aim is to continue this growth, year by year, making an impact on the catchment area.

ANT has a well-functioning Board of Trustees plus three sub-committees (Land Management and Biodiversity Team; Fundraising; and Public Engagement). Trustees meet monthly as a team (3rd Tuesday of month) and the Director will be expected to attend each of these meetings.

In order to keep ANT's administrative costs to a minimum, ANT relies heavily on active trustees to help deliver its outreach, publicity, fundraising and engagement goals. ANT also relies heavily on a number of skilled / professional volunteers to deliver woodland planning and management, biodiversity surveys and management plans, design work and other professional services. The Director will need to be able to work with trustees who are both the Director's employers and active in key aspects of ANT's operations, as well as key volunteers.

- 1. Main purposes of the role**
- 2. Key tasks and areas of responsibility**
- 3. Knowledge, skills and experience required / desirable**
- 4. Terms of 'employment'**
- 5. Application procedure**

1. Main purposes of the role

To give leadership and work with the Trustees to provide strategic direction; implement trustee decisions

To increase ANT's resilience and grow the organisation by building the funder base and improving ANT's name recognition throughout the Bristol-Avon catchment area.

To be responsible for all operations required to ensure ANT achieves its charitable aims of buying land to plant and rewild, creating and managing new, permanent woodland and species rich habitat throughout the Bristol-Avon catchment area.

To manage the Project Co-ordinator and Administrator, giving support and building a collaborative and effective team.

2. Key Tasks and areas of responsibility

- To work collaboratively with trustees and provide them with full information so that they can determine policy; report into monthly trustee meeting;
- To manage the Project Coordinator, and Administrator, and other freelance or paid posts as the organisation grows, giving support and direction; cover urgent work that falls outside the hours of such staff;
- To be responsible for the delivery of current and future projects, particularly the Hazeland 3-year project (2020-2024); ensure that public access to the site remains safe; attend public engagement sub-committee meetings;

- To represent ANT and promote objectives to other relevant organisations; public speaking, presenting; to actively seek opportunities for engagement across the Bristol-Avon catchment area, and particularly in areas where ANT owns land;
- To lead on communications; publicity and media relations, building relations with local media, seeking positive opportunities for publicity, writing press releases, giving interviews; writing/editing copy for news email twice/month for supporters and liaise with Administrator on design and distribution; oversight of web page and social media, updating as required; over-seeing design and production of printed publicity materials;
- To lead on fundraising, working with existing funders, responding promptly to new leads; write grant applications (with support of trustees); attend fundraising sub-committee meetings; seeking and promoting new opportunities for community-based fundraising; seeking opportunities for income generation from ANT activities / land ownership; oversight of card design and sales, and other merchandise;
- To work with the Treasurer and other trustees to ensure that all financial information is correct, current and in presentable format; that budgets are produced and that all personnel are aware of these; that all financial matters are dealt with in a transparent manner; joint authorisation of invoices;
- To write briefs and reports including the preparation and updating of ANT's business plan (in conjunction with the Treasurer and other trustees);
- To work with trustees to ensure that all risk assessments, biodiversity records, policies and procedures are up to date and policy reviews are at least annual, and to maintain records of all activities including digital records;
- To be the main lead when negotiating on a new piece of land; be the main point of contact for land agents and solicitors; ensure that ANT objectives are met during the conveyancing process; ensure that permissions for change of land use are obtained;
- To participate in land management decisions and attend Land Management and Biodiversity sub committee; responding to urgent issues that arise from land owned; liaising with, and engaging, neighbours around land owned; negotiating insurance for ANT;
- To work collaboratively, being part of a team and helping build that team; recruitment of skilled volunteers to fill particular roles and ensuring that they are well managed.

3. Knowledge / skills / experience

Essential

- Passionate commitment to ANT's objectives
- Ability to build and work within a team collaboratively

- Ability to work independently
- Communication skills – written and verbal – accurate and concise English
- Leadership, strategic direction – ability to think ahead, spot weaknesses etc
- Personnel management
- Experience of working with volunteers, supporting and managing
- Presentation and public speaking
- Experience of media, proactively finding news opportunities
- Experience of writing funding requests, bids
- Organisational and IT skills

Desirable

- Personnel recruitment
- Background in ecology / woodland management
- Experience of working within the charitable sector; working with trustees to deliver charitable objectives

4. Terms of employment

The Director will be employed by Avon Needs Trees on a two-year fixed term contract. ANT will make pension contributions, pay National Insurance, and provide essential office equipment.

The salary is £35,000 pro rata.

Holiday entitlement is 28 days pro rata, plus Bank Holidays.

5. Application procedure

A letter of application, with a CV, should be sent to Nikki Jones, Chair, at avonneedstrees@hotmail.com by **Wednesday 17th March**.

The letter should clearly explain how you meet the requirements of the person specification, the key tasks and areas of responsibility.

Answers to any questions relating to the job will be posted on www.avonneedstrees.org.uk/jobs regularly for all to see. Please check this page before submitting your application.

