



We care for the Chilterns

Role	Chief Officer
Location	Chesham, Bucks
Salary	£50,000 p.a.
Contract	Full time, permanent

The Charity

The Chiltern Society is a charity dedicated to championing the conservation of the Chilterns' unique landscape of over 650 square miles of woodlands, hillsides and valleys stretching from Goring-upon-Thames in the south to Hitchin in the north.

Threats to this landscape have never been greater and the Charity campaigns for a Sustainable Chilterns; conserving biodiversity, habitats, heritage for local communities and visitors. With around 7,000 members and 500 volunteers the Charity has been a respected authority in this area for over 50 years. It now maintains 12 conservation and heritage sites, 2,000 miles of footpaths and rights of ways, 7 special interest/ campaign groups, and organises a varied annual programme of events, guided walks and cycle rides.

The Charity is led and managed by the Trustees sitting as the Executive Council. The role holder will report to the Chair of the Trustees.

Role

We are looking for a dynamic, forward-looking Chief Officer to manage the small staff and office volunteers and to assist the Trustees in the development and delivery of ambitious expansion plans.

A key role of the Chief Officer will be to support the Executive Council in the execution of its responsibilities including reporting to them on all aspects of the Charity's performance – finance, people, operational performance, marketing and member recruitment

Supporting the Executive Council

- Advise the Executive Council on financial, staffing and other operational issues and on compliance issues and all other relevant legislation, e.g. company and charity law, health and safety, employment etc.
- Liaise with other organisations, in conjunction with the Chairman and other Trustees to

develop and maintain officer level connections with those organisations as appropriate

Planning and development

- In conjunction with the Executive Council, develop, implement and monitor the 5-Year Business Plan and annual Budgets.
- Translate organisational objectives into team and individual work plans with clear and realistic targets.
- Maintain an awareness of the operating environment such as those legislative developments, social trends and local needs likely to affect our members and volunteers.
- Develop IT and other resource needs and strategies required to meet the Plans.
- Recommend to the Executive Council such organisational changes as may be necessary to execute the Charity's strategies, commensurate with resources

Financial management

- Maintain day-to-day financial control of the service within budget heads agreed by the Executive Council
- Ensure that all finances are properly administered and monitored and that appropriate financial regulations and controls are in place and in use at all times
- Advise on the proper allocation of resources commensurate with the strategic direction set by the Executive Council
- Prepare and review detailed budgets for approval by the governing body in conjunction with the honorary treasurer and / or appropriate sub-committee and auditors
- Oversee the preparation of monthly accounts and financial statements in conjunction with the honorary treasurer
- Ensure that all financial reporting obligations are met in relation to grants, contracts and any other initiatives
- Ensure that the appropriate insurances are in place to protect the Charity from all eventualities, liaising with the Secretary and the Treasurer

Staff management

- Create a positive working environment in which equality and diversity are well-managed, dignity at work is upheld and staff can do their best
- Manage staff performance in line with the Charity's principles and best practice employment guidance
- Assist the Executive Council in implementing and monitoring employment policies and procedures

Public relations and campaigns

- Promote and protect the aims, principles, policies, interests and reputation of the Charity and ensure that the organisation has a high profile at all times
- Develop effective relations with appropriate authorities, agencies, organisations and

individuals, including councillors, MPs, MEPs and local and national statutory and non-statutory organisations

Person specification

Essential Qualities

- A commitment to the aims, principles and policies of the Charity
- Proven ability to communicate effectively in person and in writing
- Ability to lead a contribute to a team, delegate effectively, handle pressure and take day to day decisions on the running of the Charity
- Track record of successful income generation through fundraising and market activities
- Candidates should also be willing to attend occasional meetings outside the agreed hours of employment
- Demonstrable track record of financial management and budgetary control and ability to manage a budget under the guidance of the honorary treasurer
- **A full and valid driving licence.**

Desirable Qualities

- Familiarity with membership and voluntary organisations
- Demonstrable ability in people management
- Track record of managing IT in a business environment, including the ability to: use IT packages; undertake IT business planning; develop and maintain management information systems and procedures
- Manage supplier relationships
- Experience of working with volunteers
- Experience of working in an Environmental/conservation organisation

Benefits

In addition to a competitive salary, the successful candidate will be entitled to a contributory pension and 20 days annual holiday plus statutory public holidays

How to apply

Applicants should contact the General Secretary by sending a CV together with a covering letter to Generalsecretary@chilternsociety.org.uk or to The Chiltern Society Office

We welcome applications from people of all backgrounds, experience and cultures regardless of gender, marital status disability or race.

Closing Date; 31 January 2019

Interviews; Week commencing 11 February 2019

The Chiltern Society, White Hill Centre, White Hill, Chesham, Bucks HP5 1AG

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