



Avon
Wildlife Trust

Director of Finance & Operations

Job Pack, May 2024

Job Pack

www.avonwildlifetrust.org.uk

Welcome

Thank you for your interest in the role of Director of Finance and Operations at Avon Wildlife Trust.

If you are a strong financial leader with a passion for the natural environment and the ability to galvanise teams to deliver ambitious goals, then this could be the role for you.

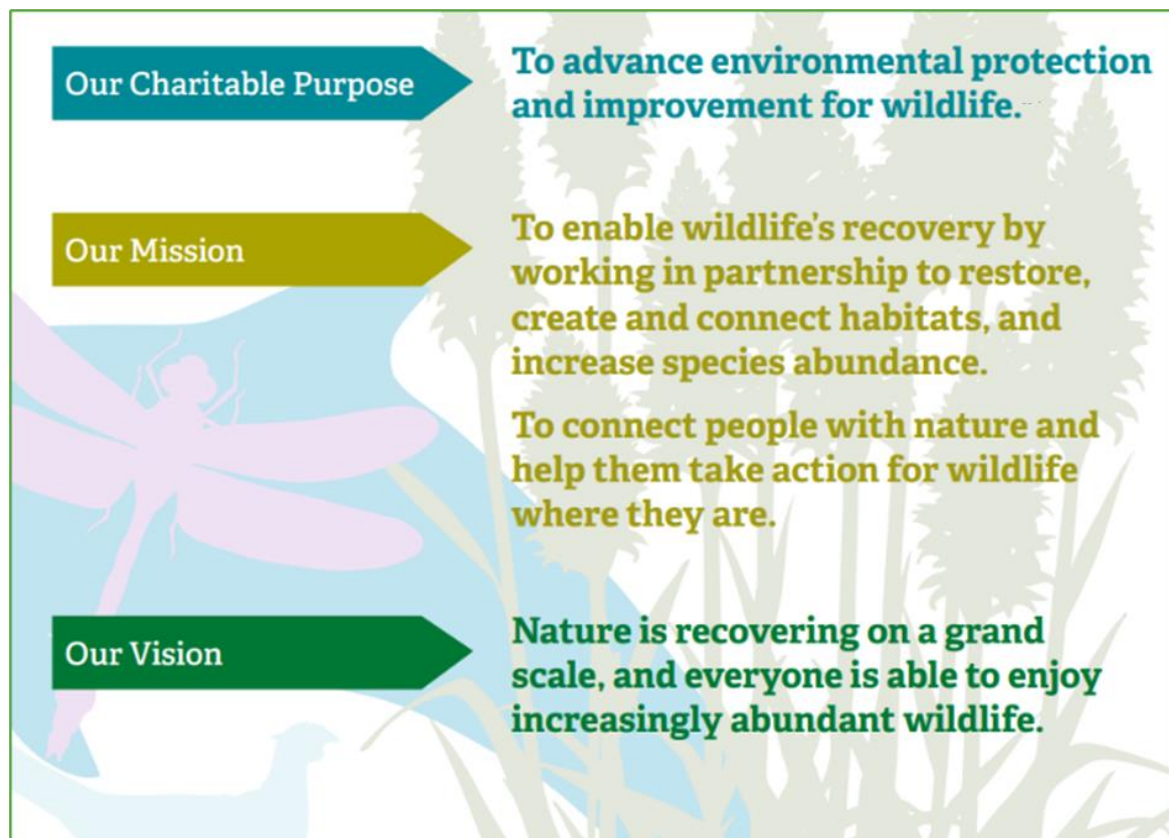
Avon Wildlife Trust has exciting plans to create and restore habitats, enable people to take action for wildlife, and secure more land for nature across the West of England¹. We are looking for someone with the skills and experience to co-ordinate the Trust's Finance, People and Resources and income generation functions, working closely with the Chief Executive to deliver our strategy, develop our organisational health, and support the realisation of our goals.

Who are we?

Avon Wildlife Trust is the largest local charity working to protect wildlife in the West of England area[†]. We are one of the 46 Wildlife Trusts and the *Royal Society of Wildlife Trusts* that collectively form *The Wildlife Trusts*. Together, we are the biggest organisation in the UK working solely for nature.



Today, Avon Wildlife Trust employs over 50 staff and works alongside over 800 volunteers, supported by over 18,000 members. We work to bring wildlife back by managing and restoring habitats and inspiring people to take action for wildlife. We manage 30 nature reserves, covering over 1,000 hectares of land from ancient bluebell woods to Iron Age forts, nationally important wetlands, and wildflower meadows. The Trust involves people in nature's recovery by empowering, equipping and supporting them to take action in their communities. We help people connect with nature through events, award-winning educational and community programmes and visits to our nature reserves. The Trust communicates and advocates for nature across the West of England, working with MPs and local Councils to ensure the importance of nature is reflected in legislation and local plans. And we work with landowners in the wider countryside to create living landscapes where people and wildlife can thrive.



¹ Bristol, Bath & North East Somerset, North Somerset & South Gloucestershire

Our Strategy

We have identified three priority areas for our work in our [strategy](#):

- Nature's Recovery** protecting, creating and connecting wilder landscapes where wildlife and people thrive
- Empowering People** inspiring and resourcing people to take action for wildlife
- Nature-based Solutions** unlocking nature to tackle the climate crisis, reduce local flooding and pollution while promoting the abundance of biodiversity cross the region

2030 Targets



Enabling Objectives

Our strategy is ambitious because the problems we face as a planet are grave. We know we need to make changes as an organisation to give us strong foundations for achieving our goals and we have defined six enabling objectives to help us get there. These are:

Grow our membership and income to increase our capacity, by growing our supporter base and diversifying our income streams to provide stable, sustainable funding and generate a surplus each year

Invest in our staff and systems, supporting a shift to more flexible working, with systems, technology and training that support effective working in a wide range of locations

Monitor the impact of our work and the outcomes for wildlife and people; and effectively communicate the difference we are making

Develop more hubs where we can engage, inspire and equip people to take action for nature and provide suitable bases of operations for staff and volunteers

Acquire more land so we can directly implement even more nature-positive practices all over our region – as well as working with landowners to bring wildlife back throughout the area

Develop networks of people and partner organisations to champion, drive and organise action for nature across Avon and help us engage more people from all walks of life

Our Values

- Passion** we behave with belief and passion for the cause, recognising the urgency we face
- Inspiration** we recognise our role in enabling, empowering, and inspiring all people to take action for nature
- Innovation** we know that to achieve change we must use our initiative, push boundaries, and challenge ourselves to improve our knowledge and understanding

Ensuring Nature is for Everyone

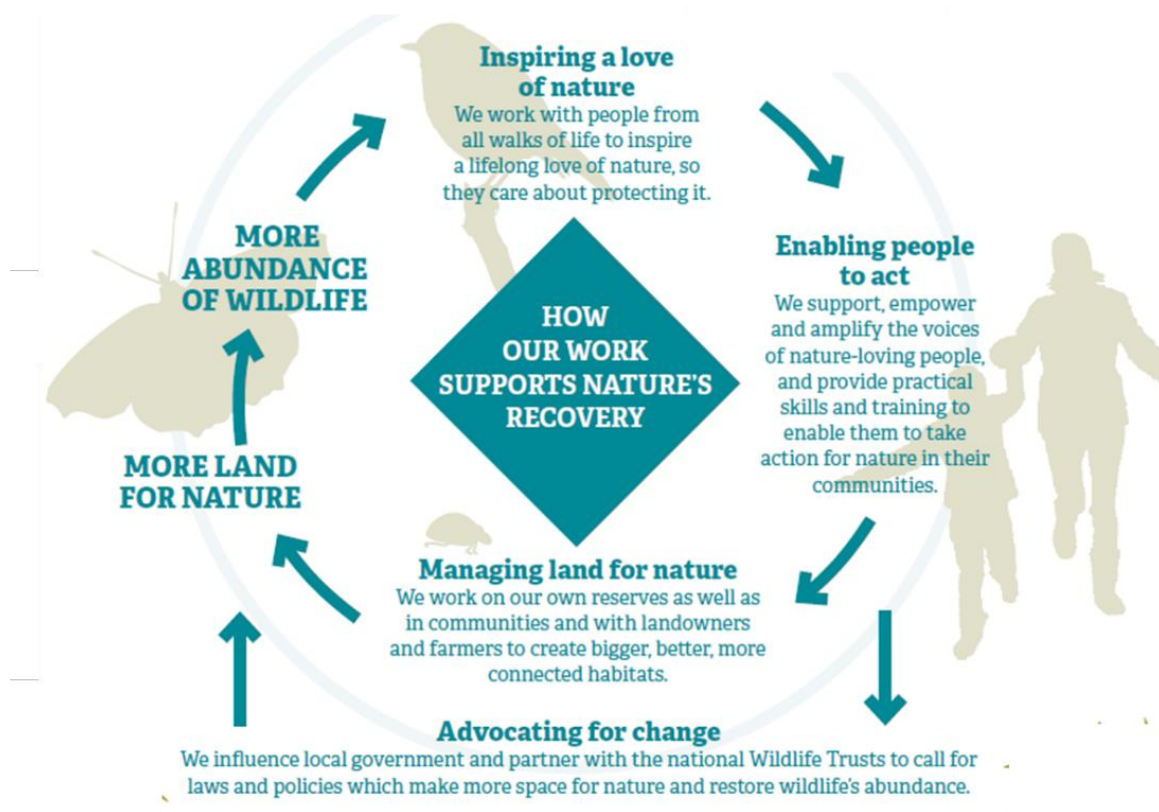
Equality, diversity and inclusion is a key part of our strategy. We want to reach a wider range of communities, remove barriers to getting involved in nature and build an organisation that reflects the strength and diversity of communities in our area.



Our Approach

Our approach to bringing wildlife back is based on two intertwined and mutually reinforcing strands:

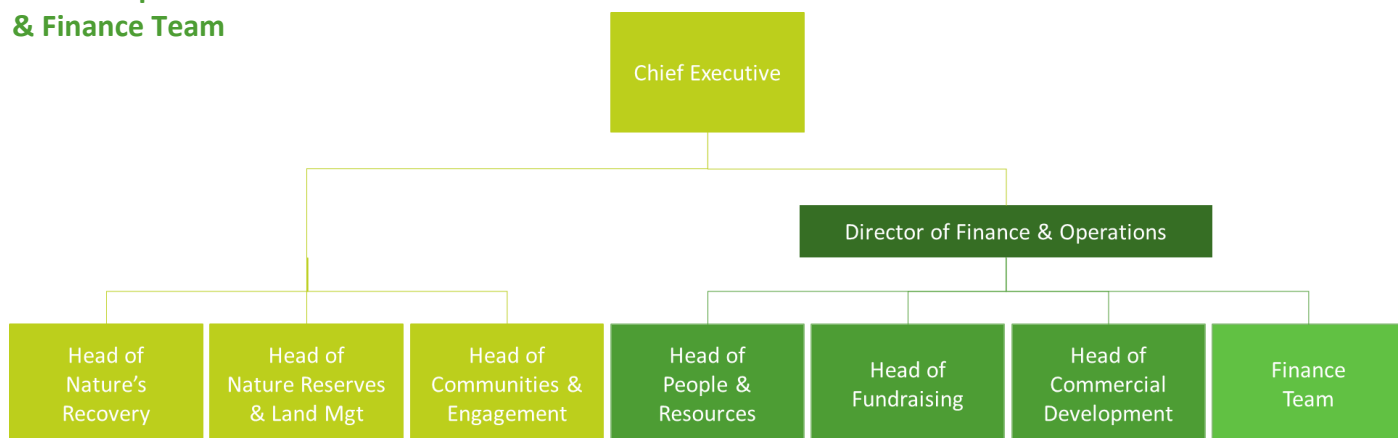
- we manage land for nature, support landholders in managing their land for nature, and work with partners to develop wildlife corridors, strengthen habitat networks and increase species abundance
- we engage, inspire and support people to take action for wildlife – encouraging them to become part of **Team Wilder**, working together and sharing what they're doing to help reach a societal tipping point where prioritising wildlife becomes normal



Our Structure

The Director of Finance and Operations is a key part of our leadership team, working with colleagues to deliver our vision and strategy and help set the direction for our work, under the auspices of our Board of Trustees.

Leadership Team & Finance Team



The Role

This is an exciting time to be joining the Trust as we are implementing ambitious plans to invest in our future and increase the impact we have for wildlife. As Director of Finance and Operations, you will work closely with our Chief Executive, co-ordinating the Trust's Finance, People and Resources and income generation functions to support this work, maintain our organisational health, and enable us to realise our organisational goals over the short and long term.

Benefits

- Pension with 5% employer contribution
- Life assurance
- Flexible and agile working
- Wellbeing support including Employee Assistance Programme
- Employee Discounts and Cycle Scheme
- Wildlife Trusts Diversity networks
- Paid volunteering day
- Training and development
- One free AWT course day per year
- Minimum 33 days of holiday (25 annual leave + bank holidays) plus long service loyalty scheme
- The opportunity to make a real and positive difference to nature

Application Process

Many thanks for your interest in this post. We hope that the job pack provides enough information for your application. If you would like more information or just find out a bit more about this post and AWT, please call 0117 9177270 to arrange a conversation with our Chief Executive, Ian Barrett.

Application starts with AWT's standard application form. Please fill this out, paying particular attention to the details of your relevant experience, knowledge and skills, which is used for shortlisting against the person specification. It is best not to assume prior knowledge and higher scoring is more likely if you explain carefully why you meet the person specification in section 3 below.

The deadline for **receipt** of completed application forms is **Monday 3 June 2024**.

Please note that it is not always possible for us to acknowledge receipt of applications.

Selection Process

Step 1 – Apply by filling in the application form. CVs may be supplied as additional information but will not be used for initial shortlisting. **Deadline: Monday 3 June**. This process will produce a shortlist of candidates.

Step 2 – Shortlisted candidates will be invited for interview by an initial selection panel. First interviews will be on or around **Wednesday 12 June**.

Step 3 – Second interview for leading candidates will be on or around **Thursday 20 June**.

(Please let us know in your application if you are unable to make any of these dates - we may be able to arrange a suitable alternative)



JOB DESCRIPTION

Job Title Director of Finance and Operations

Working Conditions and Base

Full time (37 hours per week)

Working base will be Great George Street Office in Bristol, with the option to work a few days a week from home. Some regional travel will be expected. Occasional evening and weekend work as necessary (TOIL awarded)

Responsible to Chief Executive

Team Senior Leadership

Responsible for

Head of People & Resources, Head of Fundraising, Head of Commercial Development, Finance Team

Overall Purpose of Job

To lead the management of the Trust's finances and operations, including finance, people and resources and income generation functions across the charity and its subsidiaries, taking overall responsibility for financial management, planning and reporting.

Main Responsibilities

- Lead AWT Group's financial planning, operations and accounting, including budgets, restricted fund management, banking and investments, payroll, pensions, tax, VAT, financial accounting and reporting, and end of year accounts; providing support to senior managers across the Group in developing forecasts, managing financial plans and budgets.
- Ensure effective management of the Trust's people and resources, including HR, facilities, IT, health and safety, governance and procurement; ensuring that our staff, volunteers and Trustees are supported by the systems, facilities and culture they need to fulfil their roles effectively.
- Drive development of the Trust's fundraising and commercial activities to generate the income needed to achieve our strategic objectives and long-term vision and goals.
- Work with the CEO and Leadership Team to develop, implement and periodically review the Trust's strategy, delivery plan and long-term financial plan, ensuring that streamlined operational processes are in place to support day-to-day delivery, track progress and manage risk.
- Contribute to the Trust's ongoing management, strategy and future direction as an active member of the Senior Leadership Team, working closely with all Departments to ensure effective financial and operational processes, support financial planning and inform future decisions.

Management and Supervision

Manages organisational functions including Finance, People & Resources, Fundraising and Commercial Development. Ensures continuing development of highly effective Finance and Operations teams, with clear plans and objectives that support the Trust's goals. Ensures effective management and governance of the Trust's trading subsidiaries. Supports business planning and operational management across the whole organisation.

Accountability and Resources

Responsible for planning and management of the Trust's finances and resources, including financial management and accounting, payroll, health and safety, risk management and legal compliance. Accountable for the Trust's income generation from fundraising and commercial operations.

Job Impact

Substantial influence on the Trust's internal operations, policies and processes, including responsibility for finance, IT, H&S and HR. Decisions made can significantly affect organisation-wide results.

Independence and Judgement

Exercises individual discretion on a wide range of complex and strategic issues, seeking support from the Chief Executive as appropriate. Continuing responsibility for reviewing policy, practice and service provision across the whole organisation, making recommendations for change and managing its implementation. High-order analytical skills and judgement are essential.

People and Contacts

Works closely with senior managers across the organisation to ensure effective planning and implementation in a range of complex and sensitive areas of finance and operations. Manages relationships with key external suppliers including auditors and VAT advisers. Develops and maintains contacts with finance and operations leads across the Wildlife Trusts by networking and periodic attendance at events. This role requires a good communicator with the ability to connect with people at all levels, inside and outside of the Trust, and handle sensitive issues with discretion.

Creativity and Innovation

Develops policies and processes affecting the whole organisation. The ability to undertake work of a highly complex and diverse nature and find solutions to issues arising in a broad range of fluctuating situations is a fundamental requirement of the role.

PERSON SPECIFICATION

Job Title	Director of Finance & Operations
Team	Senior Leadership Team

Essential experience of

- Managing organisational finances in a Finance Director, Manager, Head of Finance, or equivalent role
- Business/commercial operations requiring strong commercial acumen
- Leading and inspiring successful teams and functions to deliver ambitious goals

Desirable experience

- Operations management, including strategic and annual business planning, developing and managing key performance indicators and reporting against delivery of organisational goals
- Managing charity finances including budget setting, payroll, cashflow, charity VAT, procurement, restricted funds, and preparation of consolidated group accounts
- Financial business partnering with colleagues to track financial performance and provide financial information, forecasting and analysis to help guide strategic direction and decision making

Competence, Knowledge & Skills

- Fully qualified accountant with excellent financial management skills
- Strong business acumen with the ability to analyse and drive the performance of commercial and income generation functions
- Understanding of HR and resources functions with the capacity to ensure high levels of compliance in areas such as safeguarding and health & safety
- Highly proficient in use of financial software, Excel and MS Office applications including Teams

Personal Qualities

- Collaborative team player, with a positive can-do approach
- High levels of motivation and initiative
- Able to manage a busy workload with multiple competing deadlines
- Enjoys galvanising teams to achieve results
- An interest in wildlife and nature and supportive of the aims of The Wildlife Trusts.
- Committed to our goal of developing an inclusive and diverse charity where everyone feels supported, valued, and able to be their full selves.
- Committed to our values:
 - **Passion** we behave with belief and passion for the cause, recognising the urgency we face
 - **Inspiration** we recognise our role in enabling, empowering, and inspiring all people to take action for nature
 - **Innovation** we know that to achieve change we must use our initiative, push boundaries, and challenge ourselves to improve our knowledge and understanding

Terms and conditions

Salary:	£50,000-£60,000 per annum depending on skills and experience
Contract:	Permanent
Hours:	37 working hours per week, Monday to Friday. A flexible approach to work will be required with some early morning, evening and weekend working potentially needed to effectively manage projects. Paid overtime is not available, but time off in lieu will be given.
Holidays:	25 days of paid leave each year (or part-time equivalent) plus long service loyalty scheme
Flexibility:	Subject to ensuring that the needs of the business and the role are met, the Trust, where possible, endeavours to meet the flexible working needs of its employees.
Pensions:	You will be eligible to be auto enrolled into The Trust's Group Personal Pension Plan arrangement. The Trust will contribute 5% of salary into the Plan. Staff can contribute to the scheme and under Auto-Enrolment legislation a minimum employee contribution of 3% is required.
Equal Opportunities:	Nature is for everyone and Avon Wildlife Trust is committed to building an inclusive organisation where the workforce reflects the cities and areas we serve and where colleagues feel confident about being themselves at work. Applications are welcome from people of all backgrounds, regardless of gender, sexual orientation, race, disability, marital status, age and religion, and are particularly encouraged from sections of society that are under-represented in the conservation sector. All appointments are made on merit.
Notice Period:	12 weeks following satisfactory completion of a six month probationary period.
Place of Work:	The post will be based at the Trust's headquarters in Bristol. We support hybrid working from the office, home and Trust hubs.
Training:	The Trust is fully committed to personal development and training.

