



**Herts &
Middlesex**
Wildlife Trust

CHIEF EXECUTIVE, RECRUITMENT PACK

NOVEMBER 2024



Archers Green Nature Reserve © Lesley Davies

Contents

- 1 **Message from the Chair of the Board of Trustees**
- 2 **About Hertfordshire & Middlesex Wildlife Trust**
- 3 **Strategic framework**
- 4 **Job description**
- 5 **Person specification**
- 6 **Terms and benefits**
- 7 **Recruitment process**



Thank you for your interest in the role of Chief Executive for Hertfordshire & Middlesex Wildlife Trust. The next few years are crucial to address the ecological and climate crisis and halt the decline in habitats and species. You could lead the fightback locally to benefit people and wildlife.



We are the primary nature conservation organisation in our area, leading species and habitat recovery on our nature reserves and in the wider countryside and working with partners to achieve this. Hertfordshire and Middlesex cover a wide variety of habitats including chalk grassland, wetlands and ancient hornbeam woodlands, and we have a special responsibility with 10% of the world's chalk streams in our area. Our work is supported by over 1,100 volunteers and 23,500 members. Our area is relatively prosperous but faces challenges including from a growing population, demand for new housing and infrastructure, a changing climate and pressure on water supplies.

The Trust is in a strong position professionally, reputationally and culturally. This appointment provides an excellent opportunity for an inspirational leader with a passion for nature, willing to innovate, who works well with others to make a difference. They will lead our team of dedicated and hardworking staff and volunteers to deliver our vision of a thriving natural world alongside an inclusive society where nature matters.

We welcome applicants from all backgrounds. While you are most likely to be a senior leader looking for a worthwhile and challenging role, we would like to hear from anyone who believes they have the drive, knowledge and experience we need and who would like to work with people who care passionately about wildlife.

A handwritten signature in blue ink, which appears to read 'Peter Tallantire'. The signature is fluid and cursive.

Peter Tallantire

Chair

Formed in 1964, the Trust plays a leading role in nature's recovery in our area. We are part of the national federation of 46 individual Wildlife Trusts which collectively make up the Royal Society of Wildlife Trusts (The Wildlife Trusts). Together, we have some 900,000 members and employ 3,600 staff. We work closely together to raise awareness of wildlife and deliver landscape-scale conservation.

There is great contrast within Hertfordshire and the four Middlesex boroughs we cover, from urban areas to quiet agricultural landscapes. Our nature reserves include ancient woodland, lowland meadows, heathland, wetlands and lakes. They are managed to maximise their value for wildlife and to be welcoming places for visitors. In our nature reserves and the wider countryside, we have nationally rare species such as Water Voles and Black-necked Grebe. Protecting existing places which are important for wildlife and seeking to connect these sites is a vital role for us. We also provide advice to landowners such as schools, golf courses, local authorities and farmers on how they can help wildlife.

Not only do we face the challenges of climate change and biodiversity loss, but our area will also see high levels of new housing and infrastructure. Advocacy is an important role of the Chief Executive, working with key decision-makers including local and national politicians, and business leaders. We run high profile campaigns to draw in support, for instance where important sites for wildlife are threatened with development. We seek to inform the planning agenda, commenting on planning applications, local and infrastructure plans to ensure the ecological implications are fully considered and important places for wildlife are protected.

Working at the heart of communities across our area, we have 23,500 members who support us financially, and over 1,100 volunteers. Inspiring people to take action for wildlife through events, communications, projects and advocacy is core to our success and aims to help us to achieve the step change needed to give wildlife and wild spaces a more positive future. Through our Wilder Communities programmes, we run a variety of partnership projects which aim to inspire the local community and be the catalyst for action, such as our events programme, and projects like Wilder Watford which is focused on working in areas of social deprivation.

We host the Herts Environmental Records Centre and in 2020 we published the Herts State of Nature report. This analysed changes to species and habitats over the last 50 years and identified priorities for conservation action in our area. This research underpins our work, and we use it to inform the work of others, such as the upcoming Local Nature Recovery Strategy.

Our board of 12 Trustees are drawn from a variety of backgrounds, from business, government, communications and the charitable sector. Our Trustees are driven by a collective interest in nature and so that they can use their professional skills to benefit the Trust. The Board meets quarterly and is supported by committees and advisory groups.

Our office is based in the beautiful Verulamium Park on the edge of St Albans city. We have around 50 members of staff, made up of full time and part time roles who are friendly and committed to making a difference. We encourage all the members of the team to get involved in our public events and visiting nature reserves. We regularly get together as the full staff team to hear about new projects, recent wildlife discoveries and communities we are working with. We currently have several working groups which staff volunteer to participate in, including our Wellbeing Team, Carbon Team and Digital Transformation Team.



The Trust's 'Wildfest' event 2024 © Debbie Bigg & Lea Ellis

Our vision

We believe wildlife should be able to thrive alongside our everyday lives and that everyone benefits from having access to nature, and by working together as a community, nature can recover.

Our strategy to 2030

This is a pivotal time for nature and action must be taken for wildlife before it is too late. Our 10-year strategy is underpinned by the Hertfordshire State of Nature report and has three goals:

- 30% of land in recovery for nature by 2030
- More people standing up for wildlife and taking action for nature's recovery
- Nature recognised for its role in helping to address climate issues and people's health and wellbeing

Our values

We are passionate about standing up for wildlife and offer leadership in wildlife conservation in Hertfordshire and Middlesex. We do this by being:

- Driven to inspire and support others to take action for wildlife
- Forward looking with ambition and innovation
- Collaborative and partnership minded
- Delivery and solution focused
- Lead by science

Our culture

We are a welcoming organisation which encourages professionalism and consideration of others. We expect all our team members to strive to:

- Be a positive member of the team
- Be open to new ideas and ways of working
- Be aware of self and others
- Be a great representative of the Trust
- Demonstrate good organisation and planning
- Strive to communicate well
- Demonstrate trust and integrity

The Chief Executive reports to the non-executive Chair and is accountable to the Board of Trustees. The Chief Executive provides the operational leadership of the Trust supported by a Senior Management Team comprising the Director of Nature Recovery, Director of Development, Head of Business Support and Head of Finance.

The Chief Executive is responsible for ensuring that the Trust delivers on its vision and strategic plan; is organised in the most effective way with the necessary resources to achieve its goals, meets all its statutory obligations and that the staff team are led well and supported.

The Chief Executive represents the Trust at regular external meetings convened by the national Federation of Wildlife Trusts, is also a member of the Board of Wildlife Fundraising Central, a not-for-profit body formed by six Wildlife Trusts, including Herts & Middlesex Wildlife Trust, to recruit new members, and sits on the Board of the Local Nature Recovery Partnership Board.

Leadership

- Provide strong, inspirational and visible leadership, internally and externally.
- Work with the Senior Management Team and Trustees on the development and delivery of the Trust's Strategy.
- Ensure delivery supports our vision, values and strategy.
- Engage staff and volunteers with the Trust's vision and goals to inspire and motivate them on its delivery.
- Ensure our values and policies are relevant and fair.
- Provide strong financial and budgetary management oversight and help to develop diverse and sustainable income sources.

Governance

- Establish and maintain excellent working relationships with the Chair and Trustees to facilitate appropriate and effective governance.
- Ensure communications with Trustees are open, timely and effective.
- Keep up to date with legislative, regulatory and governance issues that may impact the Trust and ensure mitigation measures are in place.
- Ensure we maintain financial security in both the short and long term and that it has procedures to manage both financial and reputational risk.
- Ensure compliance with statutory requirements (including company and charity law, employment law).

Advocacy and engagement

- Be a persuasive and influential advocate, raising our profile and the importance of nature's recovery.
- Build relationships with partners, funders, businesses and other Wildlife Trusts locally, regionally and nationally.
- Ensure timely and effective engagement with our members, supporters and volunteers.
- Engage with key decision-makers including MPs, local authorities, businesses and community champions, to promote the Trust and secure support.
- Ensure volunteers are involved and supported in all aspects of our work.
- Engage with major donors and our profile-raising activities, to support major fundraising campaigns and generate new sources of income.
- Ensure a robust approach to recognising and addressing reputational risk.

Organisational Management

- Lead, manage and motivate the Senior Management Team.
- Ensure annual delivery plan targets are set and monitored.
- Ensure regular, open communications with staff.
- Ensure performance management is carried out across the organisation.
- Lead risk management and ensure appropriate risk management systems are in place.
- Promote a culture of continuous learning to encourage staff to develop their skills.
- Champion equality, diversity and inclusion throughout the organisation.

The Chief Executive must demonstrate a strong passion for wildlife conservation and a commitment to lead nature's recovery in Hertfordshire and Middlesex.

We are looking for a candidate who can demonstrate an appropriate range of skills, experience and personal attributes.

Essential skills and experience

- Strong advocacy skills and political astuteness, with clear and persuasive communication skills.
- Proven ability in strategic planning, translation into operational delivery and monitoring of outcomes.
- A track record of delivering in partnership with others.
- Provide strong financial and budgetary oversight and help to develop diverse and sustainable income sources.
- Able to evaluate information logically and thoughtfully and to make rational high-level judgements and decisions.
- Demonstrate a focus on organisational improvement, innovation and business efficiency.

Personal attributes

- A leader with presence, resilience and integrity.
- Strong people skills, someone who listens and brings people together.
- Able to inspire trust and confidence, foster an inclusive approach and provide clear direction.
- An effective, imaginative and pragmatic problem-solver.
- Able to motivate and empower people to achieve our goals.
- Able to work confidently with Trustees, staff and external contacts.
- A skilled negotiator, able to apply a range of influencing style.
- Can understand and seize the opportunities presented by technological change.

Ideally, you would also have some or all of the following:

- Experience of working with or for an organisation in the environmental field.
- A good knowledge and understanding of local wildlife and habitats.
- Knowledge of charity law and governance in the not-for-profit sector.
- Experience of fundraising and a knowledge of new mechanisms of environmental funding.

6 Terms and benefits

Salary	£70,000 to £80,000 depending on experience
Contract	Permanent
Reports to	Chair of the Board
Direct reports	The Senior Management Team: Director of Nature Recovery, Director of Development, Head of Business Support, Head of Finance
Place of work	The post is based at our headquarters in St Albans.
Hours	37.5 hours per week. A flexible approach to work will be required with some early morning, evening and weekend work needed. Paid overtime is not available, but time off in lieu will be given.
Flexible working	We encourage flexible working, subject to ensuring the needs of the business and the role are met. In order to work closely with the staff and volunteer team, and provide visible leadership, guidance and support, you would need to be in the office regularly. There will be regular travel to events around the local area and occasionally further afield.
Holiday	23 days plus bank holidays, rising to a maximum 25 days after 3 years' service.
Pension	4% employer contribution including salary sacrifice facility. Option available to opt out.
Training & development	We are committed to supporting personal development and training.
Notice period	Three months following satisfactory completion of a six-month probationary period.
Driving	The postholder will need to have a current valid driving licence and be insured for business. Travel expenses are paid.
Employee support	The Trust subscribes to an Employee Assistance Programme.

Company Sick Pay	Up to 1 year's service you will receive 3 months' full pay and 3 months' half pay. After 1 year this increases by 1 week's full pay and 1 week's half pay for each additional year of service, up to a cap of 6 months' full pay and 6 months' half pay.
Life assurance scheme	2 years' salary.
Cycle to work scheme	Through salary sacrifice.
Wellbeing programme	The Trust offers a programme of wellbeing activities to support its employees.
Equal opportunities	We want everyone to feel valued and empowered to contribute to our vision and we are committed to providing an inclusive and diverse workplace where everyone is welcome. As a conservation charity, we know how important diversity is, both in our natural world and amongst the people we employ. As working towards becoming a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

An offer of employment made by Herts and Middlesex Wildlife Trust is subject to:

- A satisfactory Disclosure Barring Check at the appropriate level
- Satisfactory written references
- Satisfactory explanations of any gaps in employment history
- Relevant qualification certificates to verify information provided
- Details of any unspent criminal convictions, enabling the Trust to carry out a risk assessment, understand the implications of the conviction and the suitability of the candidate
- A pre-employment medical assessment to ensure we make any necessary adjustments for you and to confirm suitability for the role

How to apply

If you have any questions relating to the role, or if you are interested but you don't meet every requirement, please do get in touch. You might be the person who could have the biggest impact, and we are committed to supporting professional development. Potential candidates can request a call with our Chair of Trustees, Peter Tallantire. To arrange this, please contact Jo Bayford our HR Manager by email recruitment@hmwt.org or on 01727 858901 (ext. 243).

Should you need any adjustments to the recruitment process, either at application or interview, please let Jo know.

To apply, please send a copy of your CV and a covering letter setting out how you meet the role's criteria. We are especially interested to hear why you would like to play a leading role at Herts & Middlesex Wildlife Trust and what you would particularly bring to the role. In addition, please ensure you include in your covering letter, confirmation of the following:

1. Your eligibility to work in the UK.
2. That you hold a current driving licence.
3. Your current salary and salary expectations.
4. Your notice period.

As part of the selection process, we will be looking at candidates' online presence and social media profiles to look for any public comments that would be contrary to the mission or values of the Trust or that could bring the Trust into disrepute.

The application deadline is **9am on Monday 2nd December 2024**.

All applicants are asked to complete a voluntary, anonymous equal opportunities form online.

Selection Process

Interviews will be held on **Thursday 19th December in St Albans**. All applicants will need to be available for interview on this date. If you are unable to make this date, please email recruitment@hmwt.org to discuss with us before submitting your application.

Candidates may be asked to attend a second stage interview.

Information from your application will be processed in accordance with the General Data Protection Regulations. Individuals have on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - hertswildlifetrust.org.uk/policies.

Predicted start date

We anticipate that the successfully appointed candidate would ideally start in post early April 2025.





**Herts &
Middlesex**
Wildlife Trust



“We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people. A future where nature helps us in the fight against climate change.”

The time is now to create a wilder future.”

Sir David Attenborough
President Emeritus, The Wildlife
Trusts

The Hertfordshire and Middlesex Wildlife Trust Limited (Herts and Middlesex Wildlife Trust), a registered charity in England and Wales (239863). A company incorporated and registered in England and Wales (company number 816710). Registered address Grebe House, St. Michael's Street, St. Albans, Hertfordshire, AL3 4SN.