



the  
**green  
estate**

COMMUNITY  
INTEREST  
COMPANY

# The Green Estate Community Interest Company

## Director of Development

(18 Month Fixed Term, Full Time)

## Job Information Pack



July 2023



## WELCOME TO THE GREEN ESTATE CIC

Welcome to The Green Estate Community Interest Company!

Humanity faces unprecedented social, economic and environmental uncertainty and there are communities with less power, resources and choice to adapt and respond to these challenges.

Over 20 years, The Green Estate has been working hard to grow green and resilient urban places. We have unlocked the potential of physical and social assets and developed beautiful and sustainable landscapes for the benefit of our local community and beyond. Together with our partners we have developed innovative and impactful products and services. Our landscape and facilities are stunning, our team and board are talented, skilled and dedicated and we have fantastic partnerships and wide reaching networks.

With the royal seal of approval through the prestigious King's Award for Enterprise in Sustainable Development we are poised and ready to take a bold leap of faith, grow our impact, influence and income and become a nationally renowned demonstrator of urban resilience.

We look forward to receiving your application to join our amazing team.

Roz Davies, CEO

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# The Green Estate Community Interest Company



## About the Green Estate

The Green Estate is a community interest company with a mission of growing green and resilient urban places for people and nature to thrive. It was originally set up in the late 90's as a heritage and environment project to regenerate urban parkland that had become wasteland. It now employs circa 70 people, has 40+ volunteers, manages 42 hectares of parkland, hosts 20 onsite community enterprises and has a £3m+ turnover delivering a range of products and services from hosting weddings in Sheffield to premium Pictorial Meadow turf in Holland.

## The Green Estate Strategy on a Page

**the green estate** COMMUNITY INTEREST COMPANY

**Centre for Urban Resilience Strategy 2030**

*We believe that there is an urgent need to grow our urban communities and places to become more green and resilient so that people and nature can thrive in an ever more uncertain social, economic and environmental climate. We work in partnership with an ecosystem of communities and enterprises who care about people and nature. With more than 21 years experience we have become a demonstrator for place-based urban resilience*

**Our Mission:**  
**Together we grow green and resilient urban places for people and nature to thrive**

\*We are innovative and impactful \* We act with integrity \* We care for our local roots \* We are collaborative for common global good

**Our 2030 Goal is to become a national urban resilience demonstrator**  
We will achieve this through demonstration radiating from the grassroots outwards by:

- 1. National Demonstrator**  
Become a nationally renowned urban resilience demonstrator
- 2. Leadership & Development**  
Develop a high performing effective team
- 3. Thriving Business**  
Ensure healthy working environment & robust governance and management systems
- 4. Urban Resilience Communities**  
Co-designing & delivering regenerative, skilled & healthy communities
- 5. Urban Resilience Visitor Centre**  
Curate inclusive, impactful, and aspirational visitor experiences
- 6. Nature Based Solutions**  
Design innovative & impactful nature based solutions demonstrated in S2 & delivered through Pictorial Meadows

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## The Team

Our team are dedicated and competent with a diverse set of skills, thinking and backgrounds. People join the team because they want to become part of The Green Estate community and make a positive impact on the world.

Our Values:

We are innovative and impactful.

We act with integrity.

We care for our local roots.

We are collaborative for common global good.

Our teams include:

- Operations including HR, Estate and Customer Success
- Finance and Digital
- Hospitality and Food
- Urban Resilience Visitor Services
- Urban Resilience Learning Centre
- Growing Communities
- Commercial Landscapes including Pictorial Meadows and Green Estate Soils
- Enterprise Hub



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## The Job

JOB TITLE: Director of Development (18 Months Fixed term FTE)  
RESPONSIBLE TO: CEO  
RESPONSIBLE FOR: Fundraising/Urban Resilience Centre and Communities

### OVERALL PURPOSE OF JOB:

The Green Estate is a community interest company whose purpose is to grow green and resilient urban places for people and nature to thrive. We are one of the first 15 organisations who the King selected for the prestigious King's Award for Enterprise in Sustainable Development. Our 2030 goal is to become a national urban resilience demonstrator.

This is a new and pivotal leadership role at The Green Estate at an exciting time of change. With a new CE, Leadership Team, Board and Strategy in place we are seeking an experienced professional fundraiser to develop and deliver our first fundraising and investment strategy to help us achieve our mission and 2030 goal!

This will involve delivering ambitious fundraising targets from a range of sources including grants, donations, corporate and philanthropic fundraising and investment. The postholder will need to 'hold the pen' and produce high quality funding applications and investment proposals.

The postholder will provide leadership and business development support for expert and talented service managers and work with the rest of the Leadership team to grow the income, impact and influence of The Green Estate.

The postholder will need to be commercially minded, have an excellent track record and expertise in fundraising from multiple sources and have a commitment to our mission and values. This role will require significant fundraising experience across multiple income streams, combined with leadership qualities and a track record of delivering ambitious fundraising targets and business growth

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## MAIN RESPONSIBILITIES

- Developing and implementing an ambitious growth fundraising and investment plan aligned with the strategy
  - Build business models for our urban resilience communities and centre enterprises ensuring they are financially sustainable and generating profits for purpose.
  - Lead and inspire a high-performing team of expert service delivery managers, fostering an entrepreneurial and sustainable culture.
  - Build a robust fundraising pipeline encompassing major donors, corporate partnerships, grant applications and other income streams.
  - Developing and maintaining a funding database and systems and procedures to support efficient and effective fundraising and regular reporting on ambitious fundraising targets
  - Proactive approach to fundraising to ensure The Green Estate is well informed on the latest opportunities and are well connected into relevant networks and funding bodies.
  - Production of high quality bids, proposals and award applications for grants and other investment opportunities
  - Identifying and building relationships with high networth individuals and businesses and potential strategic partners which share our values and can support us to achieve our ambitions
  - Working using a professional and collaborative approach across the organisation and with partners
  - Keeping up to date with fundraising trends and using the latest innovative approaches and technology
  - Ensure we operate within fundraising good practice and legislation
  - To undertake any other duties, as requested by the CEO which are commensurate with the level of the post and the purpose of The Green Estate
  - This is a varied role, and you will need to be flexible and willing to take on a range of tasks.
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## PERSON SPECIFICATION

### ESSENTIAL

- Degree level business development and/or fundraising related qualification or equivalent experience with membership of relevant professional organisation
- Significant senior level experience in a business development and fundraising role.
- Proven ability to build an impactful fundraising and investment strategy
- Excellent track record of successful large figure fundraising through bid and proposal writing and from multiple sources.
- Detailed understanding of the principles and practice of bid, proposal and award writing
- Excellent track record of building strong and productive relationships with high networth individuals and businesses
- Evidenced success in setting and delivering stretching income targets and building enterprises and organisations which are financially sustainable and generating profit.
- Evidenced success in using innovative approaches and technology
- Understanding of the latest trends in fundraising
- Understanding of guidance and legal obligations of fundraising
- Excellent proven ability to lead and inspire high performing teams building trust, openness, involvement, responsibility and a focus on results
- Able to plan and prioritise workload efficiently and successfully perform duties under pressure.
- Outstanding communication and influencing skills, with the ability to network and work collaboratively internally and externally with a wide and diverse audience

### VALUES AND BEHAVIOURS

All staff, regardless of their role, are expected to contribute to making Green Estate a truly great place to work by adhering to our values and helping to fulfil our vision, mission, and purpose.

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JOB SPECIFICATION

SALARY: £42,575-£50,000

PENSION: We offer entry to the company's stakeholder pension scheme after 3 months into post

WORKING HOURS: This post is full time equivalent and fixed term for 18 months. The Green Estate's standard full-time hours are 37.5 per week. It is likely there will be occasional evening and weekend work and where necessary flexible working and time in lieu (toil) systems are in place.

LOCATION: Flexible hybrid working to be agreed.

PROBATIONARY PERIOD: All new employees are required to undertake a period of probation for 6 months, in which they are expected to establish their suitability for the post

ANNUAL LEAVE: 31 days per annum pro rata (this includes all bank holidays)

DBS DISCLOSURE: **Enhanced DBS check**

EQUAL OPPORTUNITIES: The Green Estate CIC is an equal opportunities employer and selection of applicants is based on merit. Our company policy document is available on demand.

ADDITIONAL BENEFITS IN WORKING FOR THE GREEN ESTATE CIC

The Green Estate CIC provides a beautiful location, free car parking, life assurance policy, company sick pay and annual social events.

Signed.....

Dated.....





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# The Green Estate Community Interest Company

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Social Media: [Twitter](#)      [Instagram](#)      [Linkedin](#)

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