

## Introduction

Following the recent resignation of our longstanding Head of Operations, we now feel it is the right time to recruit our first Chief Executive Officer. Our aim is for this role to drive the organisation forward with our plans for organisational growth and development by being the key advocate and leading and inspiring our small team of (10) staff (all remote workers) to implement our recently completed Strategy and Fundraising plans. This is a homeworking role.

BSBI is at an exciting moment in its development. In society there is growing interest in the natural world and the challenges it faces. The BSBI is seeing a growth in interest in our wild plants at a time when there are few opportunities to learn about them in mainstream education. There is an acute need for more and better training. BSBI provides a number of opportunities for people to engage but could do more. Our data represents one of the largest and most scientifically robust sources for analysing the changes that are happening to our native flora. We want to continue to grow and develop that database and share it more widely so that it influences policy and conservation decisions. We have a membership of c.3000 but are ambitious to reach out to new people to recognise and celebrate the wild plants that are so often overlooked and yet are so vital to functional ecosystems, human and the planet's wellbeing.

**Chris Miles, Chair of the Trustees and Lynne Farrell, President**





## About BSBI

The Botanical Society of Britain and Ireland originated as the Botanical Society of London in 1836 when the emphasis was on discussing, identifying and exchanging both views and specimens of plants. Today we still enjoy discussion and identification, especially in the field, but the emphasis on collecting specimens has changed to collecting records, and providing and interpreting botanical data.

This is undertaken by an 'army' of intrepid volunteers, whose common characteristic is a love of plants. The collection of over 40 million records by our dedicated Volunteers has allowed the BSBI to publish two Atlases of the British Flora. The first in 1962 was a pioneering example of what we now know as 'citizen science'. The second in 2002 will shortly be followed by a third in 2022 the completion of which is one of the priorities in the short term. This data is proving crucial in illustrating change, in relation to our climatic and plant population trends.

The BSBI also publishes scientific papers on-line through British and Irish Botany, free to both authors and readers. BSBI Handbooks, which provide definitive guides to identification of particular plant groups, are valued and used by both beginners and more experienced botanists.

In recent years our small team of employed staff, has enabled us to make a much greater contribution to botanical recording and knowledge throughout Britain and Ireland and to give greater support to our members and volunteers. Many government agencies, societies, consultants, universities and students, value and use the robust data and information that we gather and our training resources.

The Trustees approved a new Strategy in June 2020 which sets out the following vision purpose and goals which is underpinned by our values.

For much more detail see [www.bsbi.org](http://www.bsbi.org)





## Our Vision

### A world where wild plants thrive and are valued

This is our 'big picture' of the world that we would like to see, one in which there is understanding and appreciation of wild plants and the need for their habitats to thrive at a time of rapid biodiversity loss and climate change.

## Our Purpose

**To advance the understanding and appreciation of wild plants and support their conservation in Britain and Ireland**

Our Purpose is supported by our three **Goals**

- Build a diverse community of botanists to sustain and develop the skill base
- Provide high quality, impartial data and interpretation for research and to help address biodiversity loss and climate change
- Disseminate information to drive a passion for plants

## Our Values

Our values reflect who we are as a community now and how we aspire to be in the future:

- **A love of plants** - Our love and appreciation for wild plants underpins all that we do
- **Inclusive** - We seek out and engage with others with respect and sensitivity
- **Inquisitive** - We are committed to botanical & organisational learning & sharing knowledge
- **Intrepid** - We go out in all weathers and terrains to pursue our passion for plants





## The role

..... We are seeking an individual who can bring the drive and determination to realise our Vision, Purpose and Goals. They will provide leadership for the growth of BSBI and its influence in helping address the biodiversity loss and Climate change challenges.

This is an exciting role to be a lead advocate for BSBI work externally, working with key volunteers like the Board of Trustees, Chair and President to lead the strategic development and day-to-day operations of BSBI. This includes developing and implementing the strategic vision and accompanying plans. The CEO will be responsible for the day to day management of the BSBI and its staff and reports directly to the Chair of the Board of Trustees. The CEO runs the operational side of the Charity, leading the team, taking responsibility for the management and development of the BSBI and for the management of its resources, securing sustainable funding, leading on matters of governance, representing BSBI, ensuring people within the Society are appropriately managed and furthering its influence and reach. The role will seek to achieve a sustainable, vibrant Society, widely respected for its botanical science and training activities and products.



# Responsibilities

## Developing and implementing the Society's Strategic Vision

- Plan and lead the implementation of the BSBI's Strategic Vision, Plan and Business Plan alongside Trustees, the President and other relevant parties.
- Develop annual operation plans and associated budgets.
- Manage a suitable delivery infrastructure (policies, processes, staff, committees, volunteers, contractors, technology etc.) and manage any necessary change required in the implementation of plans.
- Monitor and evaluate progress towards delivering the plan and the overall health of the Society and reporting to the Board on a regular basis.

## Financial Planning and Management

- Take overall responsibility for all aspects of financial planning and control and working with the Finance Manager to develop annual budgets and ensure ongoing and long-term financial security and growth;
- Be accountable to the Board for the overall financial health of the organisation ensuring that income and expenditure remain within financial plans and targets;
- Implement and review the income generation strategy with the Fundraising Manager to identify and diversify income streams and maximise opportunities for income generation.
- Grow the Society's membership and income from membership subscriptions, donations and legacies.
- Deliver a diversified income portfolio from statutory, charitable and earned sources through the fundraising strategy working closely with the newly appointed Fundraising Manager.
- Lead on bidding for some project funds, either individually or collaboratively with other organisations.
- Establish strong relationships with current and potential funders and stakeholders.

## Governance and Compliance

- Ensure that all operations and administration complies with Company Law, Charity Commission and OSCR best practice, tax and employment law etc. both in the UK and Ireland.
- Lead on the development of compliant and best practice policies and practices, including those arising from the recent strategy and governance work ensuring that lines of responsibilities are clear, alongside trustees and others.
- Work closely with nominated Officers, e.g. Chair, General Secretary, President.
- Implement Board decisions, through staff, the Operations Team, Standing and Country Committees and volunteers and assist in communicating them to committees and the wider membership, where appropriate.
- Ensure that major risks to which the Society is exposed are reviewed regularly by the Board, systems are established and actions taken to mitigate these risks and a risk analysis is automatically carried out when taking on or proposing new work



## Leading and managing People

- Lead and develop a skilled and motivated staff team, embedding a culture of high performance and continuous improvement, and ensuring that recruitment, management, training and retention embody the principles of a diverse and inclusive culture;
- Take responsibility for all HR matters within the Society. Ensure compliance with appropriate practices and procedures in accordance with employment law and with any relevant legislation including equal opportunities and health and safety regulations.
- Line manage a number of staff, delegating tasks where appropriate and ensuring appropriate line management of others, including appropriate task setting and appraisal
- Liaise with BSBI's networks of committees and volunteers and promote delivery of the strategy.

## External Relationships

- Build relationships with key stakeholders including government, business organizations, not-for-profit and private bodies to ensure that the benefits of BSBI's work are understood and position it to allow effective partnerships to develop.
- Create strategies for increasing publicity and outreach, both personally and for delivery through other elements of the Society, using a variety of media.
- Monitor communications activity throughout the Society to ensure it is of a high quality and 'on message'.
- Listen to the views of current and future stakeholders on the performance of the Society, as well as on areas for future development
- Establish a strong external profile through dealings with the Society's accountants, legal advisors, and other contractors.



# Person Specification

We are looking for someone with a passion for the natural world, especially our wild plants, who can champion the role of plants and habitats as indicators of change and the importance of their conservation to address biodiversity and climate change challenges. Preference will be given to those who can demonstrate a track record of building and maintaining strong relationships with stakeholders, inspiring and influencing those they work with, innovative thinking, growing business and fundraising and an ability to communicate with a variety of audiences.

**Job Title:** Chief Executive Officer

**Responsible To:** Chair of Board

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>Educated to degree level or having equivalent experience</li></ul>	<ul style="list-style-type: none"><li>A recognised management qualification.</li><li>An appropriate qualification in charity management and/ or administration.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Successful experience of networking, developing and maintaining relationships with stakeholders, staff and other organisations</li><li>Successful experience in a leadership role</li><li>Excellent communication and listening skills and the ability to present complex subjects to a wide range of audiences</li><li>Successful experience of fundraising or income generation</li></ul>	<ul style="list-style-type: none"><li>Experience of working with a membership organisation.</li><li>Experience of working effectively to a Board or Council.</li><li>Successful experience of charity governance</li><li>Successful experience of leading remote teams</li><li>Experience of working successfully with volunteers</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>Strategic thinking and implementation</li><li>At ease with financial information as a tool in order to deliver long term financial sustainability</li><li>Strong leadership skills</li><li>Evidence of ability to inspire and influence others</li><li>Excellent organisational and time management skills with the ability to plan at both an organisational and individual level</li></ul>	<ul style="list-style-type: none"><li>Knowledge of, and a passion for plants or wildlife</li><li>Understanding of environmental legislation</li><li>Knowledge of data management and exploitation</li></ul>

## Salary and Benefits

The position of CEO is a full-time permanent position based at home anywhere in the UK or Ireland. There may be some weekend and out of hours work as required for example at conferences or meetings. The successful applicant must be prepared to travel to meetings and events in the UK and Ireland and occasionally further afield. Normally travel costs will be met in full.

Salary: £45k - £60k depending on experience

Benefits include an employer's pension contribution of 4%, 25 days annual leave plus bank holidays, flexible working.

## How to Apply

To apply please submit a CV and covering letter detailing where you heard about this role, why you are interested in this post and what relevant skills and experience you can offer particularly against the person specification. Please also include in no more than 200 words what you would do for BSBI in the next 5 years.

Your application should be sent by email with the subject marked "BSBI CEO application" to [recruitment@bsbi.org](mailto:recruitment@bsbi.org).

The closing date for applications is 7 February.

## Additional Information

If you want to talk to someone informally about the role or have queries on any aspect of the role or need more information please contact: Chris Miles, Board Chair at [recruitment@bsbi.org](mailto:recruitment@bsbi.org).

## Selection process

All candidates will receive an acknowledgement of receipt of applications. Only those shortlisted for interview will be contacted subsequently. Details of the interview process will be provided with the invitation.

## Equal opportunities

BSBI is an equal opportunities employer. We welcome applications from everyone and are committed to creating an inclusive environment for all employees.