



DIRECTOR – JOB DESCRIPTION

Date: March 2025

Background

At More Trees BANES we are passionate about the environment and passionate about people. We aim to bring them together to help us, with others, to achieve our **Vision** of a:

A dynamic and diverse tree rich landscape that regenerates our environment, communities and the natural world.

We grow, plant and care for trees with local provenance, using tree seed collected from a wide variety of sources around Bath and Northeast Somerset. Research has shown that genetic diversity, species diversity and local provenance are important factors in ensuring that our trees, hedgerows and woodlands are resilient to climate change and disease.

We also recognise that growing, caring for and planting trees brings significant benefits to those involved. A key part of our work is to engage a wide range of people in our work, including those that would not normally get the opportunity to be involved in environmental projects. In order to widen our reach, we have developed a **unique model** for growing trees in the community.

We have a central nursery Hub currently based in Redland Park, Bath, which supports an expanding network of smaller community nurseries (currently 17), working with a diverse intersection of the community including schools, businesses and community groups.

Purpose of the role

More Trees BANES is going through a period of change. We are looking for someone who shares our values and has the vision, skills and experience to lead the charity during this period.

Director will be focussed on the smooth design and delivery of our operations and support to colleagues as we make a strategic transition. The Director will also shape and grow the charity in partnership with volunteers, the board and colleagues, in line with our Vision, mission & Values.

We are looking for someone experienced at balancing operational delivery and strategic ambition. You must be able to step in a short notice to support fundraising and coach the team of two colleagues. You will establish good practice early on and high-quality delivery in all aspects of our work from tree growing to volunteer management.

Key Accountabilities and Responsibilities

Strategy and Direction

- Enable strategic direction in order to meet the charity's agreed aims and objectives and in line with its Vision.
- Scan and analyse the internal and external environment for More Trees ensuring we respond to opportunities and challenges by managing resources, prioritising and developing our work accordingly.

Finance and Governance

- Oversee the charity's financial performance including maintaining and managing the budget through effective planning and monitoring of the charity's budget, income and expenditure.
- Work with More Trees Treasurer to provide accurate and timely financial reporting to the Board and ensure the trustees are appraised accordingly to make informed decisions as necessary.
- Provide high quality reporting to board, to enable good governance and informed decisions.
- Responsible for delivering on decisions made by board.
- Take overall accountability and responsibility for the leadership and operations of the charity as agreed with the Board of Trustees and make the necessary annual returns to the Charity Commission.

External Relations / Fundraising

- Raise the charity's profile, forge positive collaborations and partnerships locally and regionally in to build on our great reputation.
- Fundraising from a range of sources and writing bids to secure funding from grant making trusts and foundations, corporate partners and major donors.
- Maximise individual giving opportunities via Local Giving through campaigns and raising the profile of the charity with the public.

Operational Delivery

- Accountable to the Board for overall operations ensuring accepted good practice and high standards are achieved in all our work from growing, caring and planting trees to developing and supporting a diverse volunteer base.
- Oversee the smooth running of the central Hub ensuring it delivers on its aims and objectives.
- Ensure the charity has appropriate monitoring, evaluation and impact assessments in place for all aspects of its work.

Leadership, Management and Culture

- Be a spokesperson for More Trees as required and represent the charity at meetings, events etc. as necessary.
- Be a highly proactive member of the organisation, building strong leadership and working closely with the Board of Trustees as well as actively contributing to the team.
- Provide inspiring leadership and management to a high- performing team by enabling, empowering and motivating individuals to meet their potential and maximise their input to the charity's work.
- Foster a positive culture of mutual support, trust, sharing and commitment across the team where everyone feels valued and able to work effectively.
- Provide structured support for the team with including team meetings, regular 121s and performance reviews and foster continued development through training and skills sharing across the team.
- Lead and manage safety with an awareness of all health and safety policies and guidelines across the charity.

Person Specification

Knowledge and Experience

Essential

An experienced leader and manager with a proven track record within the environmental field and resilient to change and challenge.

A thorough understanding of the voluntary sector, community & grass roots organisations.

Ability to lead on budgets and financial reporting.

Proven track record of fundraising at a senior level with experience of bid writing, trust and foundation grants and corporate giving.

A passion for trees and an understanding of their contribution to mitigate the climate and ecological emergencies.

Desirable

Experience of working in a start-up organisation, building capacity and supporting a talented team.

Degree or equivalent qualification or experience in forestry, horticulture, ecology, conservation or a closely related discipline.

Knowledge and experience of tree planting and/or growing.

Communications and marketing experience.

Experience of working with volunteers and an understanding of their needs.

A willingness to work extra or flexible hours when necessary.

Terms of the Contract

Reports to:	Board of Trustees
Direct Reports:	CTN Manager/Officer Volunteer & Engagement Officer
Location:	Home and site-based with some travel across BANES.
Contract:	Part-time, permanent
Hours:	22.5 hours per week including some evenings and weekends (approx. twice a month)
Salary:	£41.9K pro rata 0.6FTE (depending on experience)
Holiday:	Holidays of 24 days per year (plus public holidays) pro rata
Pension:	NEST pension with employer contribution 3% and employee contribution 5%.
Travel:	The role requires a valid current driving licence and ownership of a vehicle for travel across BANES.