About the Role – CEO Job Description

The Chief Executive will be responsible for providing leadership, developing and implementing Landscape Research Group strategic and operational plans, leading on partnership and business development, and being an effective advocate for the charity and its beneficiaries. The post-holder will also coordinate the delivery of major aspects of the charity’s activity and oversee work to develop the charity’s membership, profile, networks, partnerships, and income. They will lead a senior management team of three (the Chief Executive Officer, the Communications and Membership Manager, and an Administrator), and will be responsible for ensuring financial control and supporting and advising on good governance across all aspects of the charity. This post is a first-tier post directly responsible and reporting to the Board of Trustees.

In the immediate term, the new Chief Executive will work in close collaboration with the Board, Executive Committee, Officers and Coordinators, the Editor-in-Chief of the journal, and with other staff, successfully to complete implementation of the organisational ambitions outlined above.

This position is a part-time appointment (0.5 fte; 19 hours per week) at a salary of £40,000 per annum, pro rata, depending on experience. The post-holder can be located anywhere in the UK and will be home-based. There is a requirement for some travel within the UK and internationally, for which expenses will be paid.

The successful candidate must have the leadership capabilities needed to take the charity forward, working effectively with the Board. The post-holder will have excellent management skills and a capacity for strategic analysis, vision, and planning.

Main Duties and responsibilities

Leadership

- Be a face and voice of the charity - its ambassador alongside the Chair of the Board of Trustees.
- Lead, support and motivate all staff and secure their loyalty and commitment to the charity’s aims, objectives, and ambitions.
- Seek out, develop and maintain effective working relationships with all relevant organisations and individuals to promote the work of the charity and facilitate the implementation of its strategic objectives.
- Lead by example, instilling a culture of professionalism and inclusion, supported by coaching, training, and development.
Strategy

- Liaise with the Board in relation to the development of the charity’s strategic vision and be responsible for leading the implementation of it.
- Be responsible for the development and delivery of the charity’s agreed business plans.
- Identify and assess strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.
- Seek out and implement opportunities for innovation and diversification to ensure that the Landscape Research Group remains at the forefront of landscape studies.
- Work to develop best-practice for the management, development and engagement of staff and volunteers.

Partnership and Business Development

- Lead the promotion and development of LRG’s work, raising the charity’s profile, and maximising its reach.
- Seek out, develop and nurture beneficial partnerships with supporters, donors, other charities, universities, and all relevant authorities/organisations, including maintaining good working relations with pre-existing partnerships.
- Work towards the achievement of long-term sustainability, developing the charity’s business model and maximising income, for example from fundraising, service contracts, and earned income.
- Adopt a creative and innovative approach to development, remaining open to new ideas and opportunities.

Operations

- Be responsible for the implementation of all the charity’s operational plans.
- Take executive responsibility for all functions including administration, finance, fundraising, marketing, communications, and IT.
- Ensure that LRG objectives, services, contracts, events, and projects are delivered to the highest standard with due regard for timescales, targets, and budgets.
- Take overall responsibility for the recruitment, management and effective deployment of staff, including self-employed presenters; apply robust HR processes covering recruitment, performance management, appraisal, and remuneration.
- Line manage the team and co-ordinate with the journal staff.
- Be responsible for the maintenance and efficient use of the charity’s assets.
- Build and maintain good working relationships suppliers and contractors.

**Financial Control**

- Lead and direct the financial planning, forecasting, control, reporting and management of the organisation's finances and resources, to include support for, and engagement of, Trustees and Board sub-groups to ensure regulatory compliance and sustainable organisational growth.

- Take executive responsibility for the financial leadership of the charity, including forecasting and strategic budget leadership.

- Ensure that the charity’s financial resources are managed effectively and that LRG remains in good financial health, identifying risks and taking appropriate action.

- Liaise with the Board to develop and lead on the implementation of the charity’s financial plans, including setting budgets, formulating income generation strategies and overseeing all fundraising activities.

- Maintain effective financial management and control systems; ensure delivery within budgets and to performance targets and oversee production of management accounts, statutory accounts, and annual reports.

**Governance and Compliance**

- Liaise with the Board to ensure that the charity’s overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary.

- Attend all Board meetings (held four times a year—presently two operational and two strategy-setting meetings) and prepare an agenda and papers in advance of each meeting; ensure that the Board is made aware in a timely fashion of any matters requiring its attention.

- Develop and maintain effective operational policies and processes in all the charity’s functions. Review and update scope and content to meet legal, regulatory, and best practice needs.

- Oversee the development and practical application of all organisational policies and procedures e.g. with regard to health and safety, equality and diversity, and safeguarding.

- Ensure that the charity complies with best practice in all areas of operation including Health and Social Care, Health and Safety.

- Ensure that collection and protection of personal information complies with current Data Protection regulations.
- Ensure that all of the charity’s activities are conducted safely and that Health and Safety policies are understood and followed by everyone.

- Ensure that all major risks are identified and regularly reviewed and that systems and procedures are in place to mitigate all such risks; be responsible for the development and implementation of the charity’s Risk Register.

General

- Carry out any other duties as may be reasonably requested.

- Be conversant with all aspects of the operation and willing to cover and provide support should the need arise.

*Landscape Research Group is a Charitable Incorporated Organisation, registered in England & Wales (No. 287160). We are an equal opportunities employer and welcome applications from any suitably qualified applicant. The data we gather during your application will be retained and processed in accordance with Data Protection law.*