

About the Director of Operations Role

The Director of Operations will be responsible for contributing to shared leadership, developing and implementing Landscape Research Group strategic and operational plans, leading on partnership and business development, and overseeing day-to-day policy and procedures. 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, partnerships, and income. They will contribute to a senior management team (the Director of Operations, the Director of Communications, and an Administrator), and will share in ensuring financial control and good governance across all aspects of the charity. This post is a first-tier post directly responsible and reporting to the LRG Board of Trustees.

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

This position is a part-time appointment (0.4 FTE; 15 hours per week) at a salary of £36,000-£45,000 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 operational and 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.

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.

Duties and responsibilities

Leadership

- Lead and model an organisational culture built on foundational principles of empathy, diversity, inclusivity, and sustainability in line with LRG's *Ethos of Care*.
- 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.

Partnership and Business Development

- Assist with the promotion and development of LRG's work, raising the charity's profile, and maximising its reach.
- 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.

Operations

- Be responsible for the implementation of all the charity's operational plans.
- Take executive responsibility for administration, finance, fundraising, 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.
- Participate in shared management and governance, and co-ordinate with the journal staff and publisher.
- Be responsible for the maintenance and efficient use of the charity's assets.
- Build and maintain good working relationships with suppliers and contractors, in particular the journal's publisher.

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.
- Contribute to 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.

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.

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 reference to best practice and regard to health and safety, equality and diversity, safeguarding, and Data Protection regulations.
- 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.