

## **Director of Operations Vacancy - Person Specification**

### **Qualifications**

#### Desirable

- Educated to degree level or equivalent professional qualification and evidence of CPD.

### **Experience**

#### Essential

- Significant proven record of achievement in a senior position within a charity/not for profit and/or professional organisation.
- Experience of effective partnership working and development and external relationship management.
- Experience of managing, motivating, and developing staff.
- Experience of business planning, business development, and fundraising.
- Experience of project management and service delivery across multiple functions.
- Financial management skills including budgeting and delivery of cost and income targets.
- Robust approach to governance, controls and definition/implementation of new processes. Experience of financial and risk management.

#### Desirable

- Experience of working with volunteers.
- Experience of managing organisational change.

### **Skills and knowledge**

#### Essential

- Inspirational leadership, management, and motivational skills.
- Highly organised and personally effective.
- Exceptional verbal and written communication skills.
- Excellent interpersonal skills.
- Strong financial skills, including the ability to analyse budgets and accounts and manage an annual budget of over £100,000.
- Outstanding business development skills.
- A commitment to equal opportunities and inclusivity.
- Rigorous analytical skills.

#### Desirable

- An understanding of the field of landscape research and landscape studies.
- An understanding of the professional dimensions of landscape work including landscape architecture, planning, and landscape ecology.

- Ability to engage with research of various kinds, from lay research to art-based practices, to academic scholarship.

## **Personal attributes**

### Essential

- Commitment to environmental issues, equality, fairness, and diversity.
- Positive, pro-active, and dynamic.
- Inclusive and flexible, with a consultative approach to leadership.
- Confident and assertive.
- Ability to pursue the mission and objectives of the Landscape Research Group with demonstrable passion, drive, and commitment.
- Committed to best practice and with a drive for continual improvement.
- Fully IT literate.

## **How to apply**

Letters of application and a supporting CV should be sent to:  
[vacancies@landscaperesearch.org](mailto:vacancies@landscaperesearch.org)

The deadline for submission of applications is 17:00 on 20 May 2024. We expect to hold interviews for the position during the first week of June 2024. The successful candidate may step into the role immediately.

If you would like to discuss this position informally, please email Professor Tim Waterman, Chair of the Board of Trustees, at [tim.waterman@landscaperesearch.org](mailto:tim.waterman@landscaperesearch.org) to arrange a convenient date and time.