

Birmingham Friend of the Earth

Job Description - Chief Executive

Hours	22.5 hours per week (0.6 of full-time) including some evening and weekend work
Salary	£18,600 - £20,400 (actual pay) £31,000 - £34,000 (pro rata to full-time)
Location	Birmingham City Centre with some home-working possible
Flexibility	As part of a small team, a flexible attitude to work is required
Direct Reports	Two
Budget Responsibility	c. £100,000

Introducing Birmingham Friends of the Earth

Birmingham Friends of the Earth is a unique community organisation with a history going back more than 40 years. It combines being the local Friends of the Earth campaigns group for Birmingham with owning and managing “The Warehouse”, a community building in Digbeth which provides meeting, office and trading spaces for a range of social enterprises, campaigns groups and charities. Income is earned from donations, regular donors, letting space in the building, providing phone charging, valuables lock-ups and other services at festivals, and grant funding to deliver projects.

Incorporated as a Community Benefit Society, called Friends of the Earth (Birmingham) Ltd, membership is open to regular campaigners and financial supporters as well as those who invested in the 2017 Community Share Offer. Each member has one vote for the election of the Board of Directors who are collectively responsible for setting overall strategy. Day to day operations and management are undertaken by a small team of paid staff.

About the Role

Following a successful Community Share Offer in 2017, which funded the redevelopment of The Warehouse, this exciting new role is an opportunity to consolidate the progress made in the past 5 years and create the capacity to increase the positive impact of Birmingham Friends of the Earth at a crucial time in terms of tackling the ongoing Climate Emergency.

The Chief Executive will work with the elected Board of Directors to develop and implement the organisation’s short medium and longer-term strategy, line manage staff, secure funding and be responsible for the delivery of all aspects of day to day operations including overall responsibility for the premises.

Main Responsibilities

(a) Strategy

- Lead the development of a Strategic Plan with the Board and manage its implementation.
- Work with the Treasurer and Society Secretary to prepare an annual budget.
- Build relationships with existing and potential partners, policy-makers and opinion-formers in the region.

(b) Day to day operations

- Operate within the annual budget and ensure management and HR policies are up to date.
- Work with the Society Secretary to implement effective risk management procedures including maintaining a Risk Register for the organisation.
- Participate in working groups and sub-committees as appropriate.
- Work with the Society Secretary to ensure that the organisation fulfils its legal, statutory and regulatory responsibilities.
- Be willing to cover for the some of the work of other staff members such as during sickness and holidays in the context of a small team.
- Take a hands-on role in the building if required in terms of trouble shooting of premises, IT and other issues.

(c) Managing Staff and Volunteers

- Lead the recruitment of staff.
- Line manage the Administration & Facilities Officer, Campaigns Support Worker and other staff as required.
- Ensure the organisation's staff and volunteers are focused on achieving its mission and aims.

(d) Working with the Board

- Build an effective working relationship with the Chair and other Board members.
- Work with the Board to agree key indicators of the organisation's impact and financial health and report on these regularly.
- Supply regular reports to the Board and attend Board meetings.

(e) Fundraising and Projects

- Develop and deliver a Fundraising Plan for individual donors, trusts and project funding.
- Manage the planning and delivery of externally funded projects.
- Work with our linked charity, Birmingham Environmental Education Project, as appropriate.

(f) Communications

- Represent the organisation at internal and external events as required.
- Represent the organisation to the media and give interviews if required.
- Establish mechanisms for listening to the views of internal and external stakeholders.

Person Profile

Essential	Desirable
(a) Qualifications and Knowledge	
<ul style="list-style-type: none"> • Good command of English and Maths. • Understanding of environmental issues and the environmental movement. • Knowledge of how to operate a shared community building. 	<ul style="list-style-type: none"> • Degree or equivalent level qualification. • Management qualification.
(b) Experience	
<ul style="list-style-type: none"> • Managing budgets of c. £50,000+. • Line management of paid staff. • Working with volunteers. • Working in a values lead organisation. • Preparing reports, budgets and project plans. • Reporting progress against budgets, project plans and agreed indicators. • Working in a small team that requires a flexible approach to time and tasks. • Working in an environment in which you have to manage your own time and tasks within agreed priorities. • Delivering agreed activities on time and within budget. • Successful delivery of fundraising plans, activities and externally funded projects. 	<ul style="list-style-type: none"> • Working in a member-based organisation. • Working with and reporting to a non-executive board. • Work in the voluntary, community or campaigns sectors. • Managing a social, community or co-operative enterprise. • Managing shared community spaces or facilities.
(c) Skills and behaviours	
<ul style="list-style-type: none"> • A flexible attitude to time and tasks. • Good interpersonal skills. • Ability to lead and motivate staff, volunteers and members. • Excellent oral and written communication. • Ability to deal appropriately with individuals who exhibit challenging 	

<p>behaviour.</p> <ul style="list-style-type: none">• Good personal time management.• Attention to detail.• Ability to prioritise within limited time and resources.• Ability to multi-task and meet deadlines.• Financial acumen and an enterprising attitude to growing the organisation's income.• Confident public speaker.• Trouble shooting and fault finding in terms of premises and systems.• Basic DIY skills.	
---	--