

# Deputy CEO

## RECRUITMENT INFORMATION PACK

Salary: £58,608

Location: St Nicholas Park, Gosforth, home-working (hybrid)

Hours: 35 hours per week

Permanent contract

[nwt.org.uk](http://nwt.org.uk)

[mail@northwt.org.uk](mailto:mail@northwt.org.uk)

 [northumberlandwt](https://www.facebook.com/northumberlandwt)

 [northwildlife](https://twitter.com/northwildlife)

 [northwildlife](https://www.instagram.com/northwildlife)

 [northumberland-wildlife-trust](https://www.linkedin.com/company/northumberland-wildlife-trust)

Registered Charity No. 221819

Registered Company No. 00717813

Common blue butterfly © Ross Hoddinott/2020VISION



**Better Health**  
at Work Award  
Silver Award



Registered with  
**FUNDRAISING  
REGULATOR**



**Northumberland**  
Wildlife Trust







# About us

## WHO WE ARE

Northumberland Wildlife Trust was founded in 1971 to protect wildlife and promote nature conservation within Newcastle, North Tyneside and Northumberland. Today, our voice for wildlife is stronger than ever. We are a non-government funded charity, supported by membership, donations, local businesses and charitable trust grants.

## WE WORK AS PART OF A NATIONAL MOVEMENT

There are 46 local Wildlife Trusts across the whole of the UK, the Isle of Man and Alderney, all working for an environment rich in wildlife for everyone.

With 944,000 members, we are the largest UK voluntary organisation dedicated to conserving the full range of the UK's habitats and species, whether they be in the countryside, in cities, or at sea. 135,000 of our members belong to our junior branch, Wildlife Watch.

We manage 2,600 nature reserves covering more than 98,500 hectares; we stand up for wildlife; we inspire people about the natural world and we foster sustainable living.

All 46 Wildlife Trusts are members of the Royal Society of Wildlife Trusts (RSWT) which operates a separate Grants Unit administering major funds on behalf of the Big Lottery Fund and the Landfill Communities Fund.

Find out more at [nwt.org.uk](http://nwt.org.uk) and [wildlifetrusts.org](http://wildlifetrusts.org).



# Our vision and strategic objectives

## A WILDER FUTURE FOR OUR AREA

We want: Everywhere and everything here Wilder, including people's lives and jobs, with landscapes richer in wildlife and better-connected land, wetlands and seas.

We want: To reach more people, form more partnerships and play a greater part in wilding and greening locally and contribute globally to restoring nature and tackling climate breakdown.

We will create Wilder Places, Wilder People and a Wilder Future, with more, bigger and better joined up areas for wildlife to thrive, more people taking action and connecting to nature and influencing more decisions to secure nature's recovery locally, regionally and nationally.

### We will achieve our vision by:

- Defending wildlife and wild places
- Enabling nature's recovery: protecting the best and improving the rest
- Inspiring people and communities to care and enabling them to act
- Influencing organisations to behave in nature's interest
- Growing our resources and partnerships to be more effective and agile

### We will deliver our vision through three key strategic objectives

- 1 Lead nature's recovery
- 2 Inspire people and organisations to care and mobilise them to act
- 3 Ensure an agile green culture and sustainable NWT



# *Equality, Diversity and Inclusion (EDI) and Safeguarding*

Northumberland Wildlife Trust believes that everyone should have the opportunity to experience the joy of wildlife in their daily lives, that's why we're committed to putting equality, diversity and inclusion at the heart of our movement.

We value passion, respect, trust, integrity, pragmatic activism and strength in diversity. Whilst we are passionate in promoting our aims, we are not judgmental and are inclusive. We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

For more information, please see [Our commitment to Equality, Diversity & Inclusion \(EDI\) | The Wildlife Trusts](#).

For more information about our safeguarding commitment, please see [Safeguarding Commitment Statement](#).



# About the role

## JOB DESCRIPTION

Following a significant expansion in the charity over the last 5 years, this new role recognises the need for a cultural shift and realignment on operational efficiency and cultural cohesion. We now have a turnover of over £5m and employ more than 100 staff.

We are the largest environmental charity in the North East and punch above our weight in the influence we exert; come and help us carve out a sustainable and exciting future for people and nature.

The Deputy Chief Executive is a pivotal leadership role, supporting the Chief Executive in delivering the Trust's strategic objectives and ensuring operational excellence across the organisation. You will provide strategic oversight, manage governance & compliance, lead cross-organisational initiatives, and deputise for the CEO as required. You will also head up the business support teams and be responsible for transforming the culture, 'from good to great'.

This is an exciting opportunity for a dynamic and values-driven leader to help shape the future of nature conservation in the North East.

The role is offered on a permanent contract and is for 35 hours a week. Salary is from £58,608 per annum (or pro rata). There will be opportunity for salary enhancement based on exceptional performance.

## JOB ROLE

Reporting to the CEO, this role forms part of the senior leadership team, which guides strategic development and activity towards achieving NWT's mission. Key components include ensuring financial sustainability and operational excellence, managing governance and compliance, managing and motivating teams, and creating a creative, supportive and dynamic organisational culture.





## MAIN RESPONSIBILITIES

### Strategic Leadership

- Support the CEO in the development and delivery of the Trust's strategic and business plans.
- Lead on cross-cutting strategic projects and organisational change initiatives.
- Provide leadership to directors and senior managers across key departments (e.g. conservation, fundraising, engagement, communications).
- Supporting the CEO in governance and administration for the Rothbury Project.
- Oversight of the progression of Biodiversity Net Gain/Green Finance work.
- Represent the Trust externally with TWT, key stakeholders and partners.
- Overview of data and digital transformation of the organization.
- Deputise for the CEO when required.

### Operational Leadership

- Provide line management (3 direct reports) to the business services team (Finance, HR and Executive support, IT support, volunteer co-ordination, H & S, facilities) – see structure diagram.
- Ensure financial performance is transparent, timely and well-managed – this role has overall budget control and responsibility for financial stability.
- Ensure effective planning, delivery, and evaluation (vs KPIs) of programmes and services.
- Drive continuous improvement in policy development, systems, processes, and performance.

### Governance and Compliance

- Support the CEO and Council of Trustees in ensuring good governance, legal and regulatory compliance.
- Contribute to risk management, safeguarding, and health & safety oversight.

### People and Culture

- Champion a positive, inclusive, and collaborative organisational culture.
- Support staff development, wellbeing, and performance management.
- Promote equity, diversity, and inclusion across all areas of the Trust's work.

## OTHER RESPONSIBILITIES

- Build close links with RSWT and other TWTs to maximise the movement's power. Abide by Trust policies and procedures.
- Promote the Trust wherever possible, in particular assisting with key Trust events, meetings or conferences.
- Undertake other duties requested by the Chief Executive, commensurate with the role.
- Undertake any other tasks which the Trust may reasonably require.
- Work within the Trust's policy framework.





Lapwing © Mark Hamblin/2020VISION

# Job specification

## POST TITLE

Deputy Chief Executive

## LOCATION

St Nicholas Park, Gosforth, NE3 3XT and  
home-working (hybrid)

## RESPONSIBLE TO

Chief Executive

## RESPONSIBLE FOR

- Head of Finance & Central Services (includes IT)
- Manager for H & S, Facilities and Volunteer Co-ordination
- HR and Executive Support Manager

## INTERNAL RELATIONSHIPS

- Senior leadership team
- Interdisciplinary and project teams
- Trustees of Council and Sub committees
- EcoNorth, our subsidiary company and environmental consultancy

## EXTERNAL RELATIONSHIPS

- RSWT and TWT
- Local/regional government bodies
- Partner organisations
- Solicitor, auditor, pension and insurance brokers
- Banks



#### **SALARY BAND**

Scale F4 £58,608 for 35 hours per week or pro rata.

#### **CONTRIBUTION TO PERSONAL PENSION**

A further 5% is payable into the Trust's Stakeholder Pension scheme after three months, conditional on the employee contributing at least 5% of salary.

#### **HOLIDAYS**

22 days basic (pro rata), plus the period between Christmas and New Year and all English bank holidays (pro rata).

#### **HOURS**

Hours 35 hours per week. Occasional weekend and out of hours working may be required.

NWT operates a flexitime system.

#### **CAR & TRAVEL**

NWT has a fleet of vehicles that can be used when travelling to meetings. There is good public transport within the urban areas of Newcastle and North Tyneside along with a network of cycle ways, and we encourage staff to use these where appropriate to help lower the carbon footprint of the organisation.

#### **CONTRACT, PROBATION & NOTICE**

Permanent contract. There is a probationary period of 6 months. A minimum of 3 months' notice is required by either party.





# Person specification

## KNOWLEDGE, SKILLS & ATTRIBUTES

### Essential

- Driven and ambitious, demonstrates a clear belief in the work of The Wildlife Trusts and a commitment to take it forward.
- Ability to analyse data and translate insights into action.
- Excellent line management and team leadership abilities.
- Ability to interpret and communicate financial and technical information to non-specialist audiences.
- Strong communication, influencing, and stakeholder engagement skills.
- Approachable, energetic and driven individual who is courteous and friendly, solution-focussed and promotes a positive performance culture.
- High levels of integrity and professional judgement.

### Desirable

- Understanding of and commitment to nature conservation.
- Knowledge of charity, finance (including SORP) and fundraising regulations.

## SKILLS & EXPERIENCE

### Essential

- Proven senior leadership experience in a charity, public sector organisation.
- Experience working with Boards, senior stakeholders and external partners.
- Experience in line-managing diverse teams and cross-functional projects.
- Demonstrable experience in financial oversight, including budgeting, financial reporting, and risk management.
- Excellent IT and numeracy skills.
- Strong strategic thinking and planning skills.
- Excellent interpersonal, written, verbal and presentation skills.
- Experience of data and digital transformation.

### Desirable

- Background in environmental, heritage, or community-focused organisations.
- Experience in project management and delivery.





## QUALIFICATIONS

### Essential

- Educated to degree level as a minimum.

### Desirable

- Professional qualification or training in finance, business management, or a related field (e.g., AAT, CIMA, ACCA, MBA).
- Full driving licence.

## PERSONALITY

### Essential

- A highly driven, calm and organised person, who will be able to manage multiple priorities.
- Strategic thinker with a collaborative leadership style.
- Process and systems orientated.
- Excellent communicator and relationship builder.
- Creative, adaptable, and solutions-focused.
- Committed to equity, diversity, and inclusion.
- Passionate about nature and the Trust's mission.
- Resilient and able to thrive in a dynamic environment.



## How to apply

To apply for the position of Deputy Chief Executive, please complete the corresponding Application Form in full, and return it by the specified deadline to:

**Paula Turner (HR and Payroll Officer)**

Northumberland Wildlife Trust  
St Nicholas Park  
Gosforth  
Newcastle upon Tyne  
NE3 3XT

0191 284 6884

[paula.turner@northwt.org.uk](mailto:paula.turner@northwt.org.uk)

***Please note, CVs and/or covering letters will not be accepted.***

The deadline for applications is **noon on Friday 20<sup>th</sup> February**, and we expect interviews to take place on **w/c 2<sup>nd</sup> March**. We will endeavour to contact all applicants as soon as possible to inform them of the status of their application.

If you require further information regarding any aspect of the application process, please do not hesitate to get in touch.

Thank you for your interest in Northumberland Wildlife Trust.