



# Trust Manager

**JOB TITLE:** Trust Manager (TM)

**Location:** home-based and with occasional travel to external meetings.

**Salary:** Grade 5: circa £40,000 Plus pension and life assurance

**Hours:** 37.5 hours/week. The successful candidate may be required to work overtime hours to achieve deadlines. This is balanced through a flexitime and time off in lieu system. Holidays are 28 days annual leave (pro-rata) plus bank holidays.

**RESPONSIBLE FOR:** Directly assisting and reporting to the Chairman of Trustees (COT) in managing the activities and operating of the Trust.

## INTRODUCTION TO THE COTSWOLDS RIVERS TRUST (CRT)

The Cotswolds Rivers Trust (CRT) is a registered charity concerned with the ecology and, more specifically, restoring the habitat, water quality and fisheries of the rivers within the Cotswolds National Landscape (formerly the Cotswolds AONB) and Upper Thames area. CRT are a delivery focused organisation: working in partnership with other organisations, we raise significant funds to address priority problems such as habitat degradation, poor water quality and diffuse pollution, barriers to fish migration etc and advance the education of the public in the conservation of our rivers, landscape, and environment.

Our charitable objects are:

To preserve, protect, rehabilitate, and improve the rivers, streams, watercourses, and water impoundments of the catchments comprising the Thames tributaries located within the Cotswolds National Landscape for the advancement of environmental protection and or improvement for the benefit of the public.

To advance the education of the public or any association, institution, voluntary organisation, company, local authority, administrative or Governmental agency, public body, or representative body in the understanding of rivers, river corridors and river catchments including their fauna, flora, biodiversity, economic or social activity and river catchment management. Plus, the need for and benefits of conservation, protection, rehabilitation, and improvement of aquatic environments.

Our Values:

- Approachable – we are open-minded and value diversity
- Non-judgemental – we focus on the potential, not the past
- Inspiring – we lead by example
- Empowering – we enable positive change
- Passionate – we are absolutely committed to improving the rivers and streams within the Cotswolds National Landscape and their catchments

## **CONTEXT OF THE ROLE:**

Directly reporting to the COT, you will be expected to understand all aspects of CRT's management of the organisation and have the ability to deputise when required. You will benefit from working alongside a supportive of Trustees and eventually a wider team. You will be joining a growing river trust which aims to deliver positive changes to the catchments and aquatic environment and setting the agenda for better catchment management. This is an integral role to the future success of the Trust

## **ROLE DESCRIPTION:**

This is a new role within the organisation created as a result of the expansion in the capacity and remit of CRT. The key purpose of the role is to ensure that CRT continues to move forwards in its efforts to restore the river catchments within the Cotswolds National Landscape and focus on activities in response to increasing knowledge and new opportunities.

Your primary responsibilities will include:

### **Leadership**

- With the COT and key trustees manage the organisation according to the strategic direction agreed with the Board of Trustees (Board) and within current legal and regulatory requirements.
- Foster effective teamwork within CRT and relevant teams and partnerships outside the organisation.

### **Operations**

- Ensure that COT, the Board, Funders, and other key stakeholders have sufficient up-to-date and accurate information so that quality decisions and actions can be taken.
- Ensure that the CRT's operations meet the expectations of its clients, Board and Funders.
- Create annual operating plans with input from the Trustees and CRT team, which incorporate programmes, special projects and services that support the strategic direction of the Trust.
- Monitor the success of the CRT's projects, refining programmes and/or future planned projects/programmes in response to that information.
- Draft policies for the approval of the Board and prepare procedures to implement the organisational policies; review existing policies on an annual basis and recommend changes to the Board.
- Stand in as and when workflow exceeds people resources or expertise in a particular aspect of work.
- Oversee the efficient and effective day-to-day operation of the Trust in line with legal and regulatory requirements.

### **Human Resources**

- Determine staffing requirements so that the organisation can deliver its strategic and operational plans.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Ensure the recruitment and selection process brings in new staff that have the right technical and personal abilities and values to help further the Trust's mission in alignment with its values.

- Use appropriate techniques to enhance staff performance and/or conduct; release staff when necessary, using appropriate and legally defensible procedures.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Implement a performance management process for all staff, monitoring the performance of staff on an on-going basis, meeting regularly, and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance and encourage coaching and mentoring generally.

### **Financial planning and Management**

- Work with staff and the Board to prepare a comprehensive budget and gain approval from the Board.
- Ensure expenditure is approved within the authority delegated by the Board.
- Support the COT and key Trustees in other financial matters

### **Bidding and fundraising**

- Write funding proposals and tenders.
- Ensure timely submission of grant applications and progress reports for funders.

### **Risk Management**

- Work with the COT, board, and staff to identify and evaluate of the risks to the Trust's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risk.
- Ensure that the Board and the Trust carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage.

### **Marketing**

- Oversee the content, production and distribution of all marketing and publicity materials.
- Develop and oversee the implementation of the Trust's marketing and PR strategy, being directly involved as and when necessary and/or appropriate.
- Ensure availability of suitable staff for media/PR events as necessary

## **QUALIFICATIONS, TRAINING, KNOWLEDGE, AND EXPERIENCE**

### **Essential:**

- Significant experience of line management and an understanding of accounting, finance and human resources.
- Experience in budgeting, fiscal management, and efficient and effective delivery.
- Demonstrable competency in strategic planning and business development.
- Proven ability to manage staff, developing processes that ensure the Trust runs smoothly.
- Ability to prioritise and communicate to staff key objectives and tactics necessary to achieve the Trust's organisational objectives and goals.
- Outstanding organisational and leadership abilities.
- Excellent written and verbal communication skills.
- Excellent IT skills including knowledge of Office 365.
- Ability to work on own initiative and be proactive with a 'can do' attitude.

- Understanding of the natural environment, farming, fishing, the public, leisure sectors and industry stakeholders.
- Understanding of, and commitment to the Trust's goals.
- Knowledge of the issues affecting the catchments.

## **Desirable**

- Demonstrable expertise in fundraising and bid writing.
- Experience working with quality and data-driven evaluation.
- Experience in a membership or volunteering organisation and/or experience of working with professionals in other sectors.
- Experience in the not for profit / charity sector.
- Prior experience using databases.
- Experience of river restoration.

## **HOW TO APPLY**

Please submit a CV (maximum two sides A4) and a covering letter (maximum two sides A4) outlining why you are interested in this role and highlighting how your skills, knowledge and experience meet the criteria in the person specification.

Please address as much of the person specification as you can. We recognise that applicants may be much stronger on some of the requirements for the role than others.

Please apply by close of business on Wednesday 31<sup>st</sup> May 2023. Applications received after this date/time will not be considered. Submit your application to the Chairman of Trustees at [richardmartindaleknowles@gmail.com](mailto:richardmartindaleknowles@gmail.com) citing 'TM application' in the subject line.

For an informal conversation about the role (in confidence) please contact Tony Bostock ([director@cotswoldsrivetrust.org](mailto:director@cotswoldsrivetrust.org)) or Richard Knowles ([richardmartindaleknowles@gmail.com](mailto:richardmartindaleknowles@gmail.com))

(Privacy notice: personal information contained in the application will be kept for 12 months and thereafter securely destroyed.)

## **RECRUITMENT PROCESS**

Candidates who are shortlisted at the application stage may be asked to complete a short written exercise (to be emailed back to [richardmartindaleknowles@gmail.com](mailto:richardmartindaleknowles@gmail.com)). For those candidates then invited to progress to the interview stage, interviews will take place at a date to be confirmed after the closing date for applications.