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**Job Description – Chief Executive Officer**

**Salary:**  £70,000 to £80,000

**Contract length:** Permanent

**Location:** Hybrid Working 50/50

**Responsible to:** Chairman & Board of Trustees

## Purpose of the job

Thames21 is a dynamic, rapidly developing and highly successful environmental charity which is committed to transforming the River Thames and its tributaries, working hand in hand with communities. Today, this work has never been more important. The climate emergency will affect all of us and tackling its impact will require much greater focus on our river networks. Thames21 plans to ramp up our work in response.

Thames21 has strong finances, a skilled, motivated and growing staff team and an ambitious new Five-Year Plan to deliver. The charity will deliver increasingly resilient and healthy rivers in landscapes that are closer to their natural state with an abundance of fish and wildlife; empowering and working with people to bring multiple benefits to the natural environment, to individuals and to our communities.

Our current Chief Executive, who has led the charity successfully for the past seventeen years, is now relocating to work on other environmental issues. We are therefore seeking the right individual with the vision, drive and passion to take the opportunities which lie ahead.

To be successful, you will be a skilled and facilitative leader of people, with experience of change management, and an exceptional communicator who will engage effectively with partners, stakeholders, funders, communities and all levels of government to promote Thames21’s concerns, values and activities. You will have significant experience of complex stakeholder management, working collaboratively and effectively through partnerships and a proven track record of successful advocacy. You will have a keen understanding of income generation.

Above all else, you will have a genuine passion and understanding of our mission and a love of the most famous river catchment in the UK.

## Main duties and responsibilities

The Chief Executive has overall accountability to the Thames21 Board for the strategic direction, performance, public promotion, values and culture of the organisation. The key responsibilities are:

* **Strategy and Direction**:

Role modelling our values and leading a multi-disciplinary team to deliver continuous improvement and consistent high performance against the Five-Year Plan. Developing and delivering a business plan that supports delivery of our Plan.

* **Governance, Policy and Decision Making**:

Advising and informing the Board on all matters including best practice in river and wetland management towards fulfilling the charity’s purpose. Leading a continuous change process ensuring all policies and procedures are updated.

* **Leadership and Management:**

Overall management of the organisation; leading, managing and motivating staff, building and maintaining organisational focus and a positive, inclusive and supportive culture.

* **Finance and funding**:

Ensure our continued financial growth and sustainability and all financial processes and systems provide accurate and timely information for all income and expenditure

* **Promotion and Representation of the Organisation**:

Promoting the charity to external stakeholders, overseeing the Charity’s brand, image and key messaging. Developing and maintaining effective relationships with key partners and a wide range of stakeholders.

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other reasonable duties from time to time which are broadly consistent with other Thames21 activities and with those in this document.

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| **1. Strategy and****Direction** | • Report annual progress to the Board towards delivering Thames21’s Five Year Plan. • Develop a Business Plan to support and enable delivery of the Five-Year Plan.• Ensure that effective Monitoring and Evaluation procedures are embedded across the organisation’s projects and programmes.• Periodically review and make any amendments to goals and targets to take advantage of new and developing opportunities and a changing policy or operational environment.• Ensure that T21’s charitable purpose continues to be framed, articulated and of optimal relevance in the 21st century • Evolve an organisation fit for the future and able to deal with long term issues, risks and opportunities.• Ensure Thames21 leads by example in working towards the UN’s Sustainable Development Goals |
| 2. **Governance, Policy****and Decision Making** | • Work with the Chairman to ensure that the Board receives appropriate advice and information on all relevant governance matters and that it fulfils its responsibilities.• Develop policy proposals for Board discussion and decision; review existing policies and present revised policies to the Board for agreement.• Ensure strong and effective relationships between Senior Management and Trustees. • With designated employees, ensure governance procedures are up to date including compliance, financial and risk management issues, involving the Board as appropriate. • Accountable for the organisation’s legal, regulatory and contractual compliance. • Support the planning and delivery of effective decision-making through agreed practices for both delegated and Board decisions and identify opportunities for continuous improvement in the decision-making processes. |
| 3**. Leadership and****Managing the****Organisation** | • Lead the Senior Management Team, supporting their personal development and wellbeing through leadership and line management skills. • Engage and inspire across all levels of the whole organisation, to support, challenge and build Thames21 to deliver greater impact. • Ensure the organisation is fit for purpose, is performing effectively and that its systems and processes support the successful implementation of the Five-Year Plan. • Ensure that the welfare, health and wellbeing of staff and volunteers is protected and maintained.• Ensure the organisation complies with and works towards best practice in all aspects of Health and Safety legislation and that compliance requirements are understood and applied to partner organisations involved in programme delivery (including volunteers, contractors and other third parties) and similarly ensure Safeguarding policies are in place and actively being implemented.• Champion equality, diversity and inclusion across Thames21’s staff, volunteers, projects and programmes.• Establish and maintain an HR system which ensures leadership and maximises the potential of staff and is in keeping with the vision and values of the organisation. |
| **4. Finances and** **Funding** | • Drive strong financial management of the charity, including securing significant external funds as well as overseeing budgets, preparation of annual accounts and required reporting. • Responsible for the overall financial health of the organisation; ensure that expenditure is controlled in line with budgets as approved by the Board and income is maximised wherever possible.• Direct financial planning, management and control in accordance with best practice, having regard to short and long-term organisational requirements.• Prepare the annual budget with the Senior Management Team, ensuring effective budgetary monitoring and control of expenditure.• Work with the charity’s management to develop and deliver a funding strategy to ensure resources are sufficient to meet short and long-term requirements of the organisation.• Ensure that the organisation’s finances and fundraising are managed in accordance with current legal frameworks and best practice including the latest charities legislation and Statement of Recommended Practice (SORP).  |
| **5. Promotion and** **Representation of the** **Organisation** | • Clearly articulate the value, impact and future role of rivers and wetlands. • Communicate Thames21’s beliefs, vision, work and goals through external advocacy across London, the Thames River Basin and UK in line with its Five-Year Plan.• Develop and maintain strong and positive relationships with key external stakeholders including local, regional and central governments, policy makers, statutory bodies, funders, stakeholders, volunteers and communities. • Maximise the potential of Thames21’s voice to influence government policy, and to ensure the charity’s ability to respond to political change and opportunities. • Build partnerships, relationships and collaborations to maximise income and support and maintain financial sustainability for the charity.  |

**Person Specification**

It is essential that in your application you give evidence or examples of your proven experience in each of the following criteria including the competencies.

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| **Skills & competencies** |
| A passion for rivers, conservation and the environment and a broad understanding of current and future environmental issues. A good knowledge of water quality and flow issues |
| A record of skilled and facilitative leadership, with experience of change management and building, shaping, and motivating a multi-disciplinary team  |
| An awareness of the social and political context in which Thames21 operates. |
| Exceptional communication skills with the ability to listen, inform, engage, and influence a diverse and broad range of audiences, including traditional and social media. |
| Ability to influence others, especially working in partnerships, alliances or informal collaborations.  |
| Skilful external representation skills and ability to act as Thames21’s ambassador to a wide range of audiences. |
| Sound understanding of political environments and the ability to build new relationships at a senior level across civil servants, parliamentarians, and local government leaders. |
| Exceptional communication, presentation and interpersonal skills. |
| Positive and innovative in the face of challenges; solutions oriented. |
| Expertise in supporting and driving strategic, cultural and organisational change.  |
| Collaborative approach, demonstrating a flexible approach, nurturing resilience in others. |
| An authentic and empowering leader and line manager who genuinely wants to help, support and develop others and respects their views and needs. |
| Financial, administrative and communication skills, together with experience of managing budgets. |
| **Experience of:**  |
| Experience of leading and managing a small to medium sized charity. |
| Experience of working within an environmental charity.  |
| Experience of managing an experienced, highly interdependent team with talent, skills and expertise across a wide range of areas. |
| Experience of environmental improvement projects and programmes and commitment to environmental sustainability, |
| A sophisticated understanding of governance and successful experience of working effectively with a Board |
| A proven track record of successful strategic leadership, working across a range of sectors and stakeholders. |
| Familiarity with the tidal Thames and surrounding areas |
| The ability to interpret changes in the external policy environment and translate them into internal policy and practice as appropriate  |
| Significant financial and commercial acumen, with a strong appreciation of risk management |
| Experience of engaging and working with a wide range of stakeholders, such as politicians, local authorities, NGOs. volunteers and community groups; |
| Leadership experience |
| Evidence of successful advocacy, influencing and/or campaigning |
| Significant experience of complex stakeholder management and working collaboratively, and effectively through partnerships. |
| Experience of advocacy, engaging with external stakeholders to influence social change or public policy, an experienced media performer and used to using social media and digital outreach.  |
| Track record of leading income growth from a range of sources and personally developing relationships with funders.  |
| A track record of relevant professional experience in conservation, community engagement and/or a related field.  |
| An effective and experienced media spokesperson. |

## ADDITIONAL INFORMATION

* 25 days paid annual leave are available pro rata plus public holidays. In addition, the Thames21 office is closed between Christmas and New Year
* Thames21 operate a flexitime system of working
* Interest free season ticket loan or bike loan is available
* Childcare voucher scheme is available
* Mobile phone for company use
* Thames21 have an ‘Auto Enrol’ Workplace Pension Scheme with NEST
* Healthcare scheme available (employee contribution only)
* The postholder must be willing to travel sensibly throughout London and occasionally throughout the UK

Completed applications (CV and covering letter of no more than two sides) should be emailed to: **recruitment@thames21.org.uk**

* Deadline for completed applications: **19th May 2023**
* First round of Interviews will be held the week commencing **Tuesday 22nd May 2023**
* Second round of Interviews will be held the week commencing **Monday 5th June 2023**

Thames21 is committed to achieving a diverse workforce that reflects the communities we serve. We welcome and encourage applicants from all sections of the community regardless of their sex, race, disability, age, sexual orientation, or religious belief. Thames21 will only recruit within the stated salary band for this role.

We appreciate the time you will have taken to apply to this role, and we do appreciate that it is disconcerting when you don’t hear back from a role you have applied for. However, due to the high number of applications we expect to receive, we are unable respond to or give feedback on individual applications, but we do want to be able manage expectations.

Therefore, if you do not hear from us within 4 weeks of the closing date, please assume that your application has not been successful on this occasion. **NO AGENCIES PLEASE**