



Landscape Research Group Ltd
PO Box 1482, Oxford, OX4 9D
www.landscaperesearch.org
Registered Company No. 01714386
Registered Charity No. 287160

CHIEF EXECUTIVE

Job Description & Person Specification

Accountable to:	The Chair of the Board
Salary:	£32-38,000 per annum, pro rata, depending on experience
Pension:	LRG will pay the statutory minimum employer's pension contribution.
Hours:	0.5 fte; 19 hours per week on average; the normal length of a working week will be 19 hours but some flexibility will be required and time off in lieu will be given for time worked over 19 hours per week
Holidays:	23 days annual leave per annum, pro rata, plus public holidays
Term:	Indefinite. This position is subject to a six-month probation period.
Location:	Flexible. Current staff (all of whom are contract staff) are home-based. The person appointed will be expected to attend meetings and events at a variety of locations in the UK and abroad.

Main Purpose

- To ensure the effective management of the operations, finances and people of the Landscape Research Group, and to ensure the charity's good governance;
- To lead and manage the effective delivery of the charity's activities. In particular, to oversee development of the charity's active membership, its public profile and its partnerships with other organisations, and to increase the charity's income;
- To work with the Board to develop and monitor the charity's strategies, policies and plans.

Main Duties & Responsibilities

Staff & financial Management

Working with the charity's Officers, as appropriate, and especially the Chair and Honorary Treasurer:

- lead, manage and develop the directly-employed staff of the charity;
- produce and review annual budgets for the charity's various activities;
- monitor expenditure against agreed budgets and exert financial control;
- ensure that the integrity of all financial systems is maintained and that internal oversight is transparent and timely, with consistent and reliable financial reporting.

Strategy, planning & development

- attend and participate in Board meetings, AGMs and EGMs;
- keep abreast of recent developments and best practice in UK charity and company law and with other legal and regulatory requirements (e.g. health & safety, employment), advising the Board on compliance;
- maintain an awareness of the relevant operating environment, identifying developments and trends that require action or present opportunities;
- advise and make recommendations to the Board on issues of strategy, finance and staffing;
- report to the Board and to the Executive Committee on progress against agreed actions, objectives, strategies and plans.

Working with the charity's Board, Executive Committee, Officers and Coordinators as appropriate, and in line with any strategies and policies agreed by the Board:

- develop strategic proposals and activity and resource plans;
- develop the charity's funding base, to increase and diversify income.

Internal relations & contribution to the delivery of activities

- work closely, outside of Board meetings, with the Group's Executive Committee, Officers, Coordinators and other Directors to enable the delivery of activities and the good governance and effective operation of the charity;
- assist LRG's Officers in compiling statutory reports (e.g. to the Charity Commission);
- ensure that the charity meets its objectives and targets by maximising its own skills and resources while also working strategically in partnership with other organisations;
- oversee liaison and collaboration between LRG'S Directors, staff and Members in the development and delivery of activities, and ensure that these activities are being carried out in an appropriate manner;
- contribute to the delivery of particular activities as appropriate.

Partners & external relations

- promote the interests and protect the reputation of the charity;
- maintain and build the charity's reputation by undertaking and overseeing the active promotion to external audiences and stakeholders of LRG, its aims, principles and activities;
- represent the charity to external parties, as appropriate;
- with the charity's Executive Committee, Officers and Coordinators, manage, monitor and negotiate contracts.

Other Duties & Responsibilities

- abide by the charity's values and organisational policies, procedures and approved practices;
- promoting a positive culture of respect and support and promote diversity and equality of opportunity in the workplace;
- maintain and improve your own competencies through continuous professional development;
- any other duties as reasonably requested by the Chair of the Board and as consistent with the role.

Person Specification

Essential Criteria

- Experience in running organisations;
- Experience in financial management and budgetary control;
- Experience of managing people. Demonstrable ability to recruit, develop, lead, manage and motivate staff and volunteers;
- Excellent leadership and organisational abilities;
- Ability to devise and implement strategic development, activity and resource plans;
- Ability to lead on income generation and diversification;
- Strong interpersonal and communication skills;
- Knowledge and experience of IT and of digital communications;
- The ability to commit to and work within the aims, principles and policies of the Landscape Research Group.

Desirable Criteria

- Previous experience of working with a charity, and a good understanding of the charity sector and the environment within which UK charities operate;
- Qualifications, to graduate level or equivalent, in and enthusiasm for one of the many subjects that are relevant to the remit of the Landscape Research Group;
- Experience of research and of research transfer, exchange and impact, especially in the field of landscape;
- A track record in the developing, delivering and/or overseeing membership activities and services.