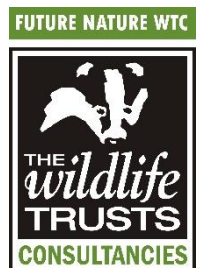


APPLICATION PACK

CONSULTANCY MANAGING DIRECTOR

FEBRUARY 2021



Introduction

In 2020 Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) took the decision to set up a wholly owned trading subsidiary, Future Nature WTC, as a mechanism to deliver income and impact for the charity. The aspiration is for Future Nature to be a standalone, independent consultancy offering biodiversity related services that are aligned to the mission of BBOWT in contributing to Nature's Recovery.

BBOWT have been working alongside Biodiverse Consulting throughout 2020 to set up Future Nature, through the development of a costed 3 year business plan (provided with application pack) which received formal approval from the charity's Board of Trustees in October 2020. In the meantime, a small number of contracts have been won and are being co-ordinated through an Interim Consultancy Manager and delivered through the network of Wildlife Trust Consultancies, which Future Nature is the latest member of.

Start-up funding has been secured from the parent company, the brand is being developed, governance arrangements are underway, and proposals are being written. Next, we need to recruit. We are looking for:

- An exceptional Managing Director to develop the business and deliver the services clients require and,

This pack summarises the Mission, Vision and Goals of Future Nature and describes the role and key attributes we are looking for. If you would like an informal chat once you have read through the pack then get in touch.

Your application should take the form of a CV (max 2 sides of A4) and a cover letter detailing why your experience, knowledge and skills make you ideal for the job.

We look forward to hearing from you.

Yours faithfully,



Estelle Bailey

Chief Executive of BBOWT and Executive Chair of Future Nature WTC

Business Plan 2023

FUTURE NATURE WTC

Mission: TO DELIVER PROFESSIONAL & CLIENT FOCUSED BIODIVERSITY RELATED SERVICES THAT GENUINELY CREATES INCOME AND IMPACT TO SUPPORT NATURE'S RECOVERY.

Future Nature's 2023 Vision

Future Nature will be recognised for its ability to offer creative, quality assured and profitable biodiversity related services that clients need and nature benefits from. Services will be delivered through a commercially focused and professional core team and a network of trusted collaborators that are valued, trained and supported to reach their potential. It will turnover £350,000 with a sustained profit margin of 20% and in a position to contribute financially to its parent company.

Core Objective: Year 1 Core Objective: Year 2 Core Objective: Year 3

To establish fully functioning commercial standalone biodiversity consultancy capable of delivering range of core services on time and on budget.

Develop the consultancy into a stable and established business with capacity to deliver in house by motivated core team with a growing reputation for professional, quality services

A sustainable, profitable commercial consultancy with a strong, trusted reputation that delivers measurable and meaningful impact through core team and is able to financially contribute to parent company

Goals Goals Goals

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| <ol style="list-style-type: none"> 1. Set up strong governance structure by Jan 2021 2. Employ consultancy manager & set up network of trusted collaborators to facilitate delivery including inhouse trading models by Jan 2021 3. Establish core operational processes to include H&S, financial management, contracts & HR by March 2021 4. Develop brand; including logo, web & social media presence by Jan 2021 5. Deliver a core range of commercial biodiversity services to generate income using existing leads by Dec 2021 | <ol style="list-style-type: none"> 1. Break even by Dec 2022 2. Employ assistant & senior ecologist by Mar 2022 3. Establish talent programme to support staff fulfil their, and the company's potential by Apr 2022 4. Create website to act as a trust enforcer by April 2022 5. Develop operational policies & procedures including quality assurance, independent financial management alongside KPIs that measure impact by Apr 2021 | <ol style="list-style-type: none"> 1. Generate a 20% profit margin and provide a financial contribution to parent company by Dec 2023 2. Develop internal investment plan for sustainable growth and financial security, including reserves policy by Oct 2023 3. Broaden range of biodiversity services delivered utilising inhouse WT expertise e.g. planning, natural capital etc. and ancillary services e.g. Landscape Architect by Apr 2023 4. Achieve accredited H&S, Quality & Environmental management systems by Mar 2023 5. Employ three additional team members at various levels as required by Dec 2023 |
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The Job Description

Location	Littlemore, Oxford, OX4 4XT & home working
Position	Managing Director
Salary	Competitive package
Hours	37.5 per week
Responsible to	Future Nature Board via BBOWT Chief Executive (Executive Chair of FN)

Summary

As Managing Director, you will lead and manage the day to day running of the consultancy business. You will be responsible for identifying new business, developing client relationships, and managing the company's finances and personnel, together with project management of key contracts and delivery of a range of biodiversity services. You will work alongside the Future Nature Board to ensure the business is legally compliant by developing and implementing relevant policies and procedures that ensure the safety of staff and quality of work.

Role Elements

- Development & management of the consultancy as directed by the Future Nature Business Plan and Board.
- Delivery, review and revisions of the company business plan to reflect the external operating market, client requirements and supply chain skills.
- Production and delivery of financial targets and regular financial review & forecasting
- Business development to include establishment of long-term, profitable and mutually beneficial relationships with potential and existing clients, both within the Wildlife Trust movement and externally.
- To create and promote the company's identity and profile as a mission-led consultancy through networks, social media channels and website.
- Develop, promote and deliver of a suite of Biodiversity Services that meet a demonstrable client need including biodiversity net gain, natural capital, ecological and arboricultural survey and assessment.

- Managing external contracts, including sub-contractors, freelance surveyors, graduates and associates.
- Management of staff resources and equipment in order to deliver against tight deadlines via development of efficient ways of working whilst ensuring a work-life balance is maintained.
- Ensuring that robust quality control is implemented in all aspects of the consultancy's work including (but not limited to) report reviewing, implementation of internal standards and achievement of ISO 9001 accreditation within a suitable timescale.
- Undertaking consultancy work within areas of the specialism. Technical delivery will focus on directing and reviewing team's work and completing more complex areas of service delivery including consultation with stakeholders.
- Recruiting, managing and developing staff to ensure Future Nature has the correct in-house skills to deliver projects to appropriately high standards and that staff have an agreed career pathway identified along with appropriate and affordable training.
- General administration for the overall business management of the consultancy. To include appropriate database and management systems for the smooth running of the business and for data collection and research to inform the work of the business.
- Financial management of Future Nature in close liaison with the BBOWT Finance & Governance Director. This will include budget setting and updating, forecasting, cashflow assessments, payment of invoices and client invoicing along with adherence/development of auditable systems and general fiscal probity.
- Responding to opportunities and compiling robust, profitable tender responses.
- Risk management of the business itself and parent company through the development and application of a risk decision tree where appropriate.
- Take a leading and proactive role within the Wildlife Trust Consultancy Association and The Wildlife Trusts nationally– working with other Wildlife Trust consultancies nationally to win work with national clients and placement on appropriate Frameworks.

Key Attributes

Summary

An experienced manager with extensive commercial ecology consultancy experience at a senior level and knowledge of legislation, species and habitats are essential. Sound business acumen and demonstrable financial management a prerequisite. Must be outcome driven and personable to team and clients alike. Membership of CIEEM is a desirable. The person specification details the key attributes that are essential for the post and there will be a requirement to evidence these at interview.

Person Specification

Criteria
Qualifications
Min. of BSc degree in Ecology or closely related subject
Business / leadership qualification desirable
CIEEM membership
Experience
Min. eight years working in ecology consultancy
Min. 3 years' senior management / leadership role
Management of large-scale infrastructure / residential developments from an ecology perspective
Risk Management
Financial management of projects and business
Line management and mentoring with experience of managing teams remotely desirable
Business development & success in winning contracts/tenders
Quality, health & Safety, environmental policy & procedures development/implementation
Application of Biodiversity Net Gain metric (including the DEFRA metric model)
Client relationship building & management
Project management skills (including financial management)
Use of social media
Report writing and review (including GIS map production)

Knowledge**Accredited Health & Safety principles and certification****Business Analysis & systems****Application of Biodiversity Net Gain Principles & Metric****Understanding of the designated sites & citations****Detailed knowledge of Development Planning Regime****Detailed knowledge and application of wildlife and habitats legislation****Personal Attributes****Commitment to ethos of the Wildlife Trust movement****Strong time management & levels of personal organisation****Self-starter with a can-do attitude, use own initiative and work to deadlines****Excellent oral and written communication skills****Ability to maintain client and commercial confidentiality****Prepared to work unsociable hours, occasional weekends and be able to drive**