

## **JOB DESCRIPTION**

### **Land Management Director**

Hours of work: 35 hours per week  
Type of contract: permanent  
Based at: BBOWT Offices & Home  
Salary Band: E

## **BACKGROUND**

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (also known as BBOWT) was formed in 1959 and has a vision of more nature everywhere. We aim to lead the way to nature's recovery through innovative land management and by connecting with local communities to encourage local action for nature. We work in partnership and through collaborative projects with local communities, businesses, land owners and local authorities. In the three counties BBOWT owns or manages 90 nature reserves covering 2,600 hectares. We have more than 52,000 members, employ over 150 professional staff, and have active support from more than 1,350 volunteers. Each year around 12,000 schoolchildren visit our education centres. BBOWT has an annual turnover of over £6 million and receives income from membership subscriptions, grants and donations. BBOWT is one of 46 Wildlife Trusts working across the UK, each is a corporate member of the Royal Society of Wildlife Trusts.

## **JOB PURPOSE**

This is a forward-looking role that provides strategic leadership and management planning, inspiration and passion to deliver the Trust's strategic aims for its Estate comprising 2,600ha of land, buildings and other assets while contributing to the overall direction, development and management of BBOWT through the Director and Leadership Team forums.

You will be responsible for managing the Trust's nature reserves and related physical assets to a high standard, with all aspects being compliant in their respective ways. You will ensure that sites are managed in a favourable or recovering condition and that the entire Estate is managed efficiently while considering options to diversify operations where appropriate. You will oversee a team of ecology experts in delivering vital ecological evidence to inform conservation management both on our nature reserves and in the wider countryside.

In this respect, you will ensure effective cross team working with the Conservation Strategy Directorate, especially to ensure representation of nature reserves within the Trust's Nature Recovery Network, and priority areas such as our Living Landscapes. Working with the Conservation Strategy Director, you will play a pivotal role in developing impactful landscape scale projects.

## **REPORTING LINE**

This post reports directly to the Chief Executive.

## **STAFF MANAGEMENT**

Senior Land Managers x 3  
Head of Ecology

## **KEY RESPONSIBILITIES**

### **Strategy**

- Contribute to the strategic direction of BBOWT and the wider Wildlife Trusts movement.
- Attend Trustee Board meetings to report on your area of responsibility, seeking approval where necessary.
- Responsible for achieving the Trust's strategic outcomes for its Estate including acquisition, management review and revision of strategy and priorities.
- Work with the Conservation Strategy Directorate to develop impactful landscape scale projects, supporting the implementation of our strategic goal to Put Nature into Recovery.
- Develop plans, where appropriate, for nature-led management of sites.
- Take a long-term view, anticipate, recognise and influence external factors, including challenges and opportunities including RPA, land grants and other matters of compliance.
- Ensure strategic and operational priority setting, decision support, and implementation planning across the department.
- Plan to be visitor friendly with appropriate signage and messaging at nature reserves.
- Be the key interface between Visitor Centre, Education and Community, Communications and Fundraising teams regarding nature reserves.

### **Management**

- Manage and develop a growing team to support strategy implementation across the three counties and at regional and national levels of engagement where appropriate.
- Responsible for high level planning, goal setting, work priorities, and managing the performance of direct reports against plans and objectives.
- Oversee impact monitoring and evaluation of nature reserves outputs and outcomes.
- Oversee the development and maintenance of computer systems used by BBOWT staff to support their conservation monitoring and management activities.
- Contribute to evidence-based research reports and responses to influence public and corporate policy outcomes, as well as internal decisions and organisational direction including monitoring the impacts of climate change.
- Oversee engagement with external policy processes affecting our Estate or people activities at nature reserves.
- Oversee Health and Safety compliance for the Trust.
- Any other duties as delegated by the Chief Executive.

### **Innovation**

- Creative thinking and innovation across the BBOWT Estate including strategy, financing and delivery plans.
- Further develop Estates strategy with attention to developing opportunities to enhance or grow our activities and income streams.
- Lead development of commercial opportunities across our estate.
- Support the Conservation Strategy Director to develop BBOWT's own Habitat Banking and biodiversity offset schemes, which will deliver biodiversity credits through newly acquired, leased or managed sites.
- Support for the Trust's Land Advice Service.
- Lead development of strategic delivery partnerships with businesses that contribute directly to the profitability of the BBOWT Estate.

### **Representation**

- Represent the Trust externally to achieve significant, wide ranging impact across the three counties.

- Liaise regularly with a wide range of internal and external contacts, including other Wildlife Trusts, partner bodies, businesses, companies, sponsors, volunteers, press and all forms of the media.
- Represent the Trust in a professional manner and act at all times in a manner which will enhance & protect its reputation.
- Ensure BBOWT is well-networked and able to influence the right people at the right level and at the right time.

#### **Financial**

- Responsible for the planning, monitoring and control of significant budgets and resources within the department, through senior level management of annual and five-year business plan.
- Ensure all land subsidies and grants are managed and claimed appropriately.
- Work with the Fundraising team to identify potential funding to support Activities across the directorate.
- Oversee strategic Land purchase and acquisition process.
- Responsible for ensuring that all BBOWT nature reserves and related assets are managed appropriately.

#### **Communication – internal**

- Active member of Director Team meetings Leadership Team meetings, Project Board, Health & Safety Committee and Volunteer Steering Group.
- Develop close working relationships across all departments, underpinned by effective internal communications channels.
- Ensure effective storytelling about the magnificent wildlife on our nature reserves and nature-based solution to climate change.

#### **The Wildlife Trusts and other organisations**

- Develop and maintain strong, supportive relationships with other Wildlife Trusts and RSWT.
- Represent BBOWT at national and regional TWT meetings and events and engage in national projects.
- Liaise regularly with a wide range of contacts outside TWT, including partner organisations, businesses, sponsors, volunteers, press and all forms of the media.
- Influence people at the highest level among strategic and delivery stakeholders.

#### **General – internal**

- Liaise closely with all teams to maintain standards, ensure compliance with policies and delivery of organisational plans and priorities.
- Adhere to all Trust policies, procedures and systems.
- Ensure that all health and safety obligations are met in all aspects of the role
- Engender a culture of membership recruitment within the team

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
Demonstrable experience of managing large multi-functional teams	✓	
Degree or equivalent in conservation, ecology, environment or similar discipline		✓
Strong track record in conservation land management	✓	
Experience of reserves land acquisition	✓	
Knowledge of CS, BPS and upcoming ELM	✓	
Track record as an effective leader at a senior level	✓	
Knowledge and understanding of wildlife conservation and land management issues	✓	
Experience of leading the development of strategy documents, and of writing large and multi-partner funding bids	✓	
Experience of programme and project management, including budgeting, developing work plans, and monitoring and evaluation	✓	
Track record in achieving financial and outcome targets, including in uncertain conditions	✓	
Track record in effective stakeholder engagement, partnership development and multi-party project collaboration and delivery	✓	
Track record of developing and delivering new initiatives and ideas	✓	
Proven network and relationship building skills	✓	
Knowledge of wildlife policy and legislation		✓
Excellent organisational skills, ability to work under pressure and to meet deadlines	✓	
Experience of working with the media		✓
Well-developed IT skills	✓	
Good presentation and negotiation skills	✓	
Good verbal and written communication skills	✓	
Ability to communicate well with a broad range of people	✓	
Willing to work some weekends and evenings	✓	
Willing to travel regularly to other Trust offices	✓	
Team player, able to deliver outcomes across teams	✓	
Current UK valid driving licence	✓	
Ability and willingness to demonstrate the BBOWT values & behaviours	✓	