



Director, Fidra

About Fidra

Founded in 2013, Fidra seeks to achieve pragmatic and proportionate solutions to discrete environmental issues using best available science, working in collaboration with the public, industry and government. We are reducing plastic and chemical pollution from pellets, packaging and pitches through our projects The Great Nurdle Hunt, PFASfree and Pitch-in. Our work on the Cotton Bud Project led manufacturers and retailers to change plastic cotton bud sticks to paper, resulting in the first successful single-use plastic action in the UK. Our Best Fishes project aims to minimise Scottish salmon farming's environmental impacts and we continue to evolve new projects to reduce threats to the environment from pollution and habitat degradation.

Fidra is a trustee led charity, and benefits from clarity of vision, a clear approach, focus, engaged and active trustees, and a small strong team. We are fortunate to have a solid funding base and have stability to continue to realise our vision at this challenging time.

Fidra is a Scottish registered charity and SCIO no.SC043895

The Role

Supported by an engaged Trustee board and working closely with the Chair and the Fidra team, you will be responsible for delivery of organisational and project strategy.

You are an exceptional individual bringing significant experience of programme, senior management and strong people management skills alongside an enthusiasm for motivating and mentoring your team. You will have experience of reporting to a board of Trustees or equivalent and a strong commitment to the environment.

This is a rare opportunity to join a thriving organisation and we look forward to welcoming you to Fidra.

Terms and Conditions:

Salary: Competitive

Benefits: 25 working days or pro rata equivalent and ten days over Christmas and New Year in lieu of public bank holidays. 8% employer pension contribution.

Location: North Berwick, East Lothian, Scotland (temporarily home based in accordance with COVID 19 restrictions)

Start date: December 2020



JOB DESCRIPTION

Job Title: Director

Reporting to: Chair of Board of Trustees ('the Chair')

Direct reports: 5 Direct

Projects Managers (including Senior Projects Manager), and Operations Manager

Purpose: Responsibility for ensuring delivery of organisational and project strategy

Contribute to organisational strategy as determined by the Trustees

Location: North Berwick, East Lothian, Scotland.

Hours: 4-5 days per week with scope for flexible working

Of this, 1-2 hours a week will be required @ 8am/8pm depending on the time of year, in order to speak to Chair and Trustees in Scotland and (currently) Australia.

Key Objectives

Organisational Strategy

To contribute to, support and ensure delivery of the wider vision, mission, values and aims of the organisation in consultation with the Chair and in accordance with the organisational strategy

To oversee and support the Comms Lead in developing and implementing a Communications Plan that reflects and enhances the organisational strategy

Leadership

In collaboration with the Senior Projects Manager and the Operations Manager, to provide strong visible leadership within the office, ensuring and advancing positive and effective relationships internally within the organisation and identifying and addressing any significant internal issues

To support the Projects Managers (including Senior Projects Manager) in ensuring and advancing positive and effective relationships externally with stakeholders

In addition to the Chair and the Senior Projects Manager, to provide organisational representation at non-project related external events

To ensure adherence to defined management structures and defined staff responsibilities (and informing their regular review) achieving accountability, efficiency and effectiveness

Management

To report to the Chair, developing and maintaining a close, positive, and effective working partnership, ensuring demarcation of responsibilities is clear and respected.

To maintain regular contact with the Chair reporting on and discussing at a high-level project delivery and internal operational issues.



To attend annual appraisals with the Chair in collaboration with the Trustee (Operations) and with the support of the Operations Manager.

To comply, and to ensure compliance, with operational policies and procedures in consultation with the Operations Manager.

To work collaboratively with the Chair in the recruitment of Projects Managers. To support the Projects Managers (in collaboration with the Senior Projects Manager) in recruitment and management of Project Staff.

To line manage Projects Managers (including the Senior Projects Manager) providing, in collaboration with the Operations Manager, day to day support, management of absences (holidays and sickness), changes to working patterns and pastoral care (in application of HR policies).

To undertake annual appraisals of Projects Managers (including the Senior Projects Manager) in collaboration with the Chair and with the support of the Operations Manager.

Project Strategy

To inform and support the Chair (and Trustees) and the Projects Manager with project strategy and high-level project planning (articulation of goals and objectives).

To inform, facilitate and oversee project planning by the Projects Managers ensuring project plans which translate objectives into clearly articulated tasks, measurables, and budgets (financial and staff time).

Project Delivery

To oversee and support the execution of project plans, ensuring delivery of project objectives and ultimate goals within agreed financial and staff time budgets.

To obtain and review regular reports on project delivery and to hold regular Project Delivery meetings with the relevant Project Manager.

Project Evaluation

To ensure effective and efficient reporting to Trustees of delivery of project objectives and their evaluation against specific measurables (including time and budget)

To attend Project Evaluation meetings to support the Projects Team (Projects Manager and any Projects Officer) and the Trustees with past evaluation and future strategy.

Operational Management

Together with the Trustee (Operations), to oversee and support the Operations Manager to create and implement systems of operational management including HR, Finance and Administrative functions.

To line manage the Operations Manager providing day to day support, management of absences (holidays and sickness), changes to working patterns and pastoral care (in application of HR policies).



To undertake annual appraisals of Operations Manager in collaboration with the Trustee (Operations).

To support the Operations Manager in the recruitment and line management of operational staff.

Person specification:

Essential criteria

Knowledge and Experience:

Significant line management experience

Senior management experience

Organisational reporting relationship to a board of trustees or equivalent

Evidence of experience of the management and allocation of resources.

Ability to both lead and work as part of a team with an effective diplomatic approach securing team commitment, respect and engagement

Significant experience devising project strategy utilising theory of change and logic models

Significant project management experience including project planning and evaluation

Significant project delivery experience across a programme of work

Qualifications and Skills:

Excellent people management skills

Excellent verbal and written communication skills enabling effective and appropriate communication with colleagues, the public, stakeholders in industry and government and the media

Strong analytical and organisational skills – able to understand and achieve organisational and project goals to a high standard, on time and in budget

An upper second class (2:1) degree or above

Spoken and written fluency in English

Knowledge and experience of the environmental NGO sector or equivalent NGO or public sector experience with demonstration of environmental commitment

Personal:

Commitment to our vision of sustainable societies; healthy ecosystems

Ability to maintain our values of analytical, pragmatic and collaborative

Integrity

The right to work in the UK and demonstration of that right

Desirable criteria

Organisational management experience



Business acumen and financial literacy

This Job description will be updated and revised from time to time.

How to apply:

Applications, consisting of a covering letter indicating the reasons for your application to this role, full CV and contact details for two referees (who will not be contacted without your permission) should be addressed for the attention of Dr Becky Gait, and emailed to:

catherine.amis@fidra.org.uk and becky.gait@fidra.org.uk

Please mark your application: **Director Role, Fidra**

All candidates must have the right to work in the United Kingdom

The **closing date** for applications is: **14th October 2020**

Candidates selected for interview will be notified by: **20th October 2020**

We anticipate holding **two first round interviews per candidate on a virtual platform week commencing 26th October 2020**

As an equal opportunities employer, we are committed to equality of opportunity in recruitment and will not discriminate on grounds of gender, age, disability, sexual orientation, race, pregnancy or maternity, gender reassignment, religion or belief, or marriage or civil partnership.

Regrettably, due to limited resources and the high number of applications we receive, we are unable to respond to all applications. If you have not heard from us within four weeks of your application, please assume that you have been unsuccessful on this occasion.