

Job Advert: Director of Operations

Wild in the City

Wild in the City was established in 2013 and was incorporated as an asset locked non-profit Community Interest Company in April 2016 to address the growing problem of disconnection from nature and generational loss of knowledge and skills, and to help make nature a meaningful part of everyday life.

We are a national organisation supporting well-being through relationship with nature. We offer programmes in hiking, woodland living skills, natural history and ecotherapy, using the skills of our ancestors to develop a deeper relationship with the natural world and nurture a sense of belonging to communities past and present.

We are a black led organisation with a focus on health and supporting Black and minority ethnic communities in accessing nature and the countryside, addressing the widely acknowledged lack of representation and lower levels of involvement of people of colour in nature-based activity. We are a leading organisation in research and the facilitation of forums about race and nature.

Growth Plans

Wild in the City has ambitious growth plans.

Our vision is to be a Black Institution for learning about and caring for nature.

- We want to be the point of reference for people of colour wanting to know how to identify a flower or learn how to dress for the outdoors in the winter.
- We want to be the point of reference for the mainstream environmental field in learning about Black and Asian perspectives about the natural world.
- We want to be a resource for building community amongst Black led nature organisations.

Director of Operations

The role of Director of Operations is central to helping us achieve our ambition and we are looking for someone with the experience to help shape our growth and guide implementation of our plan and who will grow with us to become our Chief Operating Officer.

In this transition phase we are looking for a Director of Operations who is also willing and capable of assuming interim responsibilities in the areas of finance, administration, and fundraising.

The role is offered for 21 hours per week.

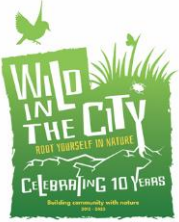
Timetable for recruitment

Closing date: 3rd May 2024

Interview: w/c 13th May 2024

Start date: as soon as possible

If you are interested in applying for this role, please use the link below. You will be directed to our website to complete your application for this position.



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We have an exciting vision for increasing the participation of people of colour in nature-based activity and highlighting black perspectives about the natural world through our core programmes.

- Nature Guides
- Nature Connectors
- Wild in the City Festival
- Black Nature Narratives
- Research and Consultancy

Community Values

As a therapeutically grounded organisation Wild in the City aims to build a community which is emotionally healthy. Wild in the City places a strong emphasis on relationships and how we treat each other. We aim to provide a secure base for developing positive relationships in and with nature.

In building an emotionally healthy community Wild in the City acknowledges the challenge posed by the normalisation of narcissistic traits within social values and in individual behaviour, in part driven by the disconnect of social media.

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Job Summary

<i>Role:</i>	Director of Operations
<i>Working hours:</i>	21 hours a week
<i>Contract type:</i>	Fixed term 12-month
<i>Salary:</i>	£55,000 pro rata
<i>Holiday Entitlement:</i>	28 days per annum pro rata, plus bank holidays
<i>Pension</i>	5% employer contribution. Wild in the City offers enrolment through NEST Workplace Pension Scheme.
<i>Location:</i>	Home based and occasional outdoor sites and office meetings within the UK

The Role

The Director of Operations' role is to direct and control operations in line with WitC's strategy and mission. Collaborating closely with the Director/Chief Executive Officer and the Board, the Director of Operations will ensure that WitC has the resources, infrastructure and working environment to meet its annual plans, long term aims and delivers high-quality programmes.

The role includes leadership of delivery support, finance, governance, human resources, and facilities. Ensuring the efficient administration of operations, problem solving operational challenges and adherence to health and safety, and safeguarding procedures within the organisation.

The Director of Operations will report to the Director/Chief Executive Officer.

This is a home-based role, travel will be required to attend WitC meetings, to meet with partners, to support the management of onsite activities and to meet with WitC staff at outdoor locations. Occasional overnight stays and weekend/evening work

may be required.

Main Duties and Responsibilities

- To direct and control WitC operations in line with the strategy and mission
- To drive and champion individual and organisational development
- To lead HR and Resources
- To act as the organisation's Safeguarding lead
- To be an active member of the Senior Management Team

To direct and control WitC operations in line with the strategy and mission

- Work in partnership with the CEO to ensure WitC has the resources in place to achieve its goals and deliver high-quality programmes.
- Apply business planning processes, coaching and leadership to create short-term deliverable plans, and to develop longer term plans for each of WitC's business areas.
- Lead the development of monitoring tools to provide Board-level analysis detailing progress and impact.
- Analyse internal operations and identify areas for process enhancement/systems management.

Finance

- Set and monitor organisational and project budgets, with responsibility for advising the Non-Executive Directors on emerging opportunities and mitigating risks.
- Manage financial operations including bookkeeping, bank reconciliation, accounts payable, accounts receivable, cash flow forecasts and monthly management accounts, oversee payroll and salary payments
- Prepare annual accounts and consult with the accountant and auditor

Development and Fundraising

- Develop and implement fundraising strategy, building relationships with our funders, prospective funders, and key stakeholders
- Prepare information for funding bids and commercial tenders
- Seek business and collaboration opportunities to meet growth targets and ensure sustainability

To drive and champion individual and organisational development

- Monitor and develop the organisational culture, championing WitC's culture and values.

- Continue the development of our high trust, high accountability model of high performance.
- Empower staff and volunteers to actively inform the direction of WitC and our activities.

To lead HR and Resources

- Ensure WitC fulfills its duties and responsibilities in relation to governance and finance, including the delivery of the annual financial audit, financial statements, and annual report.
- Oversee the robust management of risk, data protection, health & safety compliance and to act as the designated safeguarding lead.
- Lead and support the team, including through the identification and delivery of professional development opportunities.
- Establish objectives linked to strategic priorities, monitoring and assessing delivery.

To be an active member of the Senior Management Team

- To deputise for the CEO as required.
- Provide leadership and support across the organisation, ensuring consistency of operation, high standards of delivery and promoting a one-team approach.
- Agree organisation-wide policies and procedures and ensure their correct implementation.
- Assume corporate responsibility for Board and senior management decisions.
- Develop evidence-based cases to secure funding to support key projects.
- Ensure contractual and funder's expectations are met in a timely fashion.
- Evaluate our work consistently to identify and deliver improvements.
- Create a team culture which manifests our values.

Person Specification

Experience

- Considerable experience of providing internal operational leadership to

ensure WitC is executing its strategy, working towards its mission, and having impact.

- Understanding of advanced business planning and regulatory issues.
- Ability to lead organisational development that creates a resilient organisation and values-led working environment.
- Ability to lead strategic development, including driving innovation that creates diversification in WitC's activity and income streams.
- Experience of financial and people leadership to direct a strategic approach for WitC in these areas.

Skills and Abilities

- Strong analytical skills to evaluate impact and inform ongoing drive to improve all aspects of work.
- Excellent facilitation skills to lead activities that drive innovation, strategic development, and a one-team approach.
- Passion to keep in touch with the latest developments across the charitable sector so that WitC is always in step or ahead of best practice.
- A keen collaborator who motivates and creates the environment for others to work as one team to achieve the organisation's goals.
- Values-led dynamic leader who can effectively manage and coach staff successfully, supporting them to reach their full potential.

Safeguarding

We take safeguarding seriously; staff are required to work within our safeguarding policies and to actively support a culture which prioritises safe environments.

Data Protection

Personal data provided is used for the purposes of recruitment only. Data is stored securely in password protected IT systems. Data related to unsuccessful applicants.