



1. JOB DETAILS

Job title:	Executive Director
Reports to:	Chair of Board of trustees
Location:	UCL, Geography Department
Hours:	Fixed term, initially for 12 months with possibility of extension Part-time, 16 hours or 2 days/week (option to work flexibly)

2. JOB AND PROJECT PURPOSE

The Thames Estuary Partnership (TEP) requires an Executive Director with strong strategic planning, leadership, fundraising, stakeholder engagement, business development and marketing skills to head up the charity on a part-time, fixed term contract. Working closely with the Technical Director in the structure below, the postholder will be responsible for:

- Providing overall leadership and direction to the team of 2 full-time, 1 part-time, 6-8 fixed term project-related employees and around 10 volunteers (numbers subject to change)
- Ensuring the charity's financial stability through sound oversight of its finances and active, successful business development for its membership offer
- Providing leadership for overall partnership development and income generation
- Ensuring TEP fulfils its charitable objectives alongside any necessary charity-related legal compliance
- Establishing and developing strong relationships with the Board of trustees, staff and key external stakeholders



3. DIMENSIONS & JOB BRIEF

The overall requirement for this role is to lead the charity in terms of its general management, to implement its *Business plan* as agreed with the Board of trustees, to identify and secure new members, and to sustain positive engagement with existing key stakeholders. When the postholder is not in the office, s/he will be supported by the Technical Director, to whom office management may be delegated.

We therefore need an experienced manager with excellent networks in London, preferably in river-related



sectors, and with a strong business development focus to:

- Undertake senior director level business development
 - Act as primary external ambassador for TEP
 - Identify and secure new members, using own personal networks and influence
 - Network to identify new fruitful relationships, members and funding partnerships
 - Keep up with TEP-relevant national and metropolitan policies, regulation and legislation
- Sustain positive engagement with existing key stakeholders
 - Build and strengthen stakeholder engagement via all available means eg direct communication, making presentations, bespoke events
 - Lead content and speaker selection for TEP keynote events (*Annual Forum, Summer networking*)
 - Represent TEP externally, as time allows, on TEP Forums/at appropriate bodies' meetings, delegating to the Technical Director as necessary
- Manage charity effectively
 - Build on TEP's *Business plan* to establish a sustainable future for TEP financially
 - Working closely with the Chair and Board of trustees, ensure charity complies with all necessary legislative requirements
 - Working closely with the Treasurer and Finance sub-committee, ensure charity maintains a balanced budget, sustains its reserves and ideally increases income generation
 - Be responsible for key Board reports eg *Management report*
 - Lead charity's team of permanent and fixed-term employees and volunteers

5. KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

Knowledge

- Knowledge of commercial, environmental, social and economic landscape of the Thames Estuary
- Business development in a challenging NGO setting
- Environmental and/or marine conservation awareness
- Excellent networks

Skills

- Skilled user of Microsoft Office software
- Strategic thinking, especially in relation to markets and market segments
- Fundraising and income generation
- Able to present ideas effectively and provide information to key stakeholders as needed
- Excellent written and verbal communication skills
- Excellent personal and influencing skills, ability to engage with people at all levels
- Strong problem-solving skills and creativity

Qualifications

- Qualified to degree level or equivalent experience in a relevant field
- Holds relevant professional qualification, ideally related to management, marketing or public relations



Experience

- Extensive experience of business development
- Extensive experience of team leadership, ideally of small teams
- Experience of leading and managing a small charity or NGO

6. KEY RESULT AREAS

- Ensuring TEP's *Business plan* is delivered in line with its objectives, timescale and budget
- Building relationships of trust with Chair of trustees and Board of trustees
- Enabling a positive working environment within the TEP office

7. COMMUNICATIONS AND WORKING RELATIONSHIPS

- Support – Chair of trustees, Treasurer, Board of trustees
- Leadership – Technical Director, Events & Marketing Officer, Finance Manager
- Engagement – external stakeholders, partners and funders

8. SCOPE FOR IMPACT

- To improve TEP's financial and operational resilience as a charity
- To develop the skills of TEP's staff team, acting as an inspiring mentor