



JOB DESCRIPTION:

Post Title:	Executive Director
Salary:	£50,000 (pro rata) plus 5% pension contribution
Duration:	Permanent Contract (following a successful six month probation)
Hours:	30 – 37.5 hours per week (option of 4 or 5 days)
Start-Date:	December 2019 / January 2020
Location:	Cardiff
Line-Management:	Chair of the Board of <i>Cynnal Cymru – Sustain Wales</i>
Application deadline:	11 October 2019
Interview date:	28 October 2019

Job Purpose:

The post-holder will play a key role in driving forward the sustainability agenda in Wales, being responsible for the successful leadership and management of *Cynnal Cymru* and its commercial direction. The Director will:

- serve as the head of the professional and administrative organisation, providing leadership and clear direction to the work of *Cynnal Cymru*, ensuring integration and co-ordination of activity across the whole organisation;
- be highly visible to our partner organisations, membership and clients within the private, public and third sectors and take responsibility for building and deepening key relationships with them;
- build on our existing relationships and develop new ones with a view to expanding *Cynnal Cymru's* commercial operations, identify new opportunities, and consolidate existing work streams;
- support and provide strategic advice to the Board on all matters relevant to its remit;
- ensure that the activities of *Cynnal Cymru* are carried out in accordance with its constitution and in pursuit of its objects and agreed outcomes;
- identify and drive income generating activities to maintain and develop the future of the organisation;
- develop and manage the relationship between *Cynnal Cymru* and WCVA within its Group Structure.

DUTIES AND RESPONSIBILITIES

Leadership

- participate with the Board and other senior staff as appropriate in developing a vision and strategic plan to guide the organisation in the next two years during a time of potential change and opportunity;
- foster an organisational culture that promotes innovation, creative solutions and business acumen as the norm, actively promoting *Cynnal Cymru's* reputation as a stimulating advocate and delivery agent for sustainable development;
- build good relationships with the Welsh Government and the Future Generations Commissioner's Office, continuing to support the Welsh Government's sustainability legislation;
- maintain and increase *Cynnal Cymru's* revenue. This will include broadening the portfolio of activities of the organisation, continuing its established commercial direction as well as seeking other appropriate sources of revenue;
- foster effective team work with the Board and the Executive Director, between the Executive Director and staff and with the Chief Executive of the WCVA;
- embrace *Cynnal Cymru's* core values and act as a role model across the organisation.

Operational Planning and Management

- oversee the efficient and effective day-to-day operation of *Cynnal Cymru*, and ensure that the work of the company is conducted according to the principles of sound performance management, and that progress is regularly maintained and reported upon;
- oversee the planning, implementation and evaluation of the organisation's programs and services. Ensure that these contribute to the company's mission and agreed priorities. Ensure effective project management principles and procedures are followed;
- develop and implement an annual operational plan which incorporates goals and objectives that work towards the strategic direction of the business, and ensure that the operation of the organisation meets the expectations of *Cynnal Cymru's*, members and partners;
- provide support to the Board of Directors by preparing meeting agendas and supporting materials. Ensure that the Board is kept fully informed of the developing sustainable development agenda and related issues, and identify, assess and inform the Board of internal and external issues that affect the business;
- ensure *Cynnal Cymru* complies with all legal policies and guidance in its service delivery. Oversee the development and review of policies for the approval of the Board and prepare procedures to implement the organisational policies;
- oversee the organisation of the Company's AGM, and report on the company's achievements and forward plans to Members;
- manage relationships with major clients, sponsors and other major donors.

Financial Management and Human Resources

- act as Accounting Officer for the charity and company. Work with the Board of Directors to ensure the preparation of annual budgets and procedures for financial control;
- ensure that sound book-keeping and accounting procedures are followed. Administer the funds of the organisation according to the approved budget and monitor the monthly cash-flow of the organisation;
- provide the Board with comprehensive, regular reports on the revenues and expenditure of the company. Ensure that invoices and grant claims are submitted on time and on budget;
- determine staffing and resource requirements for optimum commercial results;
- oversee the implementation of *Cynnal Cymru's* human resources policies, procedures and practices, and establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations;
- implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review. Coach and mentor staff as appropriate to improve performance;

Communications and Engagement

- be an effective advocate for *Cynnal Cymru*, representing its interests in all quarters, contributing to its sustained and enhanced credibility and respect, acting as a key spokesperson for media work and at high profile events;
- build on existing relationships and develop new ones with a range of organisations aligned with our planned activities, as well as ensuring that our programmes continue to generate income;
- establish and maintain good working relationships and collaborative arrangements with businesses, community groups, funders, politicians, and other stakeholders to help achieve the goals of the organisation, and keep them informed;
- help promote a single, distinctive brand, voice and identity for *Cynnal Cymru* and its services and clients in Wales and to deliver the company's messages to key influencers;
- ensure that the activities of the company follow the principles and good practice in stakeholder engagement, and grow and develop a more active membership.

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		Qualified to at least first degree level or equivalent and/or relevant management qualification or demonstrable management training and development.
KNOWLEDGE	<p>An excellent understanding of sustainable development and its status in global, national and local contexts;</p> <p>A working understanding and an appreciation of the social, economic and environmental characteristics of Wales, and that Wales has a distinctive bilingual character and culture;</p> <p>Experience of the commercial sector and income generation;</p> <p>An understanding of the value of digital communications and social networking media.</p>	Experience of working in or starting up a new organisation and all the commercial cultural aspects that this entails.
EXPERIENCE	<p>Significant and recent successful management experience at executive or senior level ;</p> <p>Experience of partnership working and effective engagement with organisations and agencies from all sectors of society;</p> <p>Experience as an effective manager of intelligent teams with a strong sense of the benefits of collaborative working; including a commitment to performance management with the ability to rationalise and establish targets and objectives and secure outputs and outcomes;</p>	<p>Significant and recent successful management experience at executive or senior level in the public, private or third sectors;</p> <p>Commercial experience</p> <p>Experience of managing change within an organisation.</p>
SKILLS	<p>An ability to be adaptable, and flexible in a changing work environment whilst maintaining effectiveness and efficiency;</p> <p>An ability to communicate satisfactorily through the medium of Welsh or demonstrate a commitment to learning Welsh;</p> <p>Excellent organisational skills with an ability to apply and develop organisational governance;</p> <p>Ability to work co-operatively and effectively with others in the organisation to foster teamwork, set goals, resolve problems, and make decisions that enhance organisational effectiveness;</p> <p>Ability to influence persuasively and engage effectively with a wide variety of clients and external stakeholders, and an ability to represent the business' objectives and</p>	

	<p>interests;</p> <p>Proven ability to take the initiative and the responsibility for getting things done;</p> <p>Ability to work under pressure and to tight deadlines;</p> <p>A creative approach to problem solving.</p>	
PERSONAL ATTRIBUTES (Demonstrable)	<p>A leadership style that is creative, accessible, visible and flexible, that inspires trust, respect and confidence from others;</p> <p>Highly self-motivated, flexible, adaptable and a driver of change;</p> <p>Innate relationship builder, a connector of people;</p> <p>Strong inter-personal skills with an ability to network effectively and confidently with prominent figures from diverse sectors and backgrounds (e.g. senior politicians, government officials, academics, leading business people, community and local government leaders, etc.);</p> <p>An understanding of ethical behaviour and business practices, ensuring that his/her own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation.</p>	
OTHER (Please Specify)	<p>Willingness to travel with occasional evening work or overnight stays (for which Time off in Lieu is offered).</p>	

OTHER RELEVANT INFORMATION

Sustainability

We expect you to carry out your job responsibilities in a sustainable manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively, efficiently and ethically.

Welsh Language Policy

Cynnal Cymru – Sustain Wales is a bilingual organisation. In the conduct of public business in Wales, you will treat the English and Welsh languages on a basis of equality.

Equal Opportunities

Cynnal Cymru – Sustain Wales is committed to equal opportunities and may be able to offer flexible working arrangements.

Please apply through: www.cynnalcymru.com/recruitment-director/