



**NBN Trust**

**Chief Executive  
Officer (CEO)**

**November 2020**





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## INTRODUCTION

As a result of our current CEO moving on to take up another position, a vacancy for a new CEO has arisen. We are looking for someone to join us to complement the skills and experience of our small team and trustees and lead the NBN Trust and build on our achievements based on an ambitious five year strategic framework currently in development.

We are looking for someone who is passionate about the natural world, sees and can demonstrate the value of biodiversity data for a myriad of uses including planning, policy making and tackling biodiversity loss and the climate crisis. Preference will be given to those who have demonstrable experience in building and maintaining strong relationships with stakeholders, inspiring and influencing others, business and fundraising skills and who is an excellent communicator with new perspectives to help navigate the NBN Trust through the opportunities and challenges ahead.

## ABOUT THE NBN TRUST

The National Biodiversity Network Trust is a charitable organisation with a membership that collects, collates, shares and uses biodiversity data and information under the banner of the National Biodiversity Network (NBN). The NBN is the UK's largest partnership for nature, its membership includes most of the UK's national biological recording schemes and societies, many of the UK's largest wildlife charities and Local Environmental Record Centres, as well as government agencies, research institutions, museums, botanic gardens and members of the public.

The NBN Trust was set up as an independent charity in 2000 to oversee and facilitate the development of the Network. Our strength is in our ability to bring together the constituent parts of the NBN to develop and promote common standards, agree and implement best practice for data collection sharing and use, and provide a collective voice to champion the economic and intrinsic value of biodiversity data. The Trust also provides a digital infrastructure to facilitate the sharing of wildlife information in the UK. By providing easy access to the information people need about wildlife, informed decisions can be made to ensure our natural environment is diverse and sustainable now and in the future. To date, over 200 million records have been shared via the online NBN Atlas.

We currently have nine members of staff (7FTE), five based at our head office in Nottingham and four home based. See our [Annual Report](#) and [Accounts](#) for further details.







## THE OPPORTUNITY

We are seeking an individual who will bring the necessary drive and ambition to realise our vision of ensuring biodiversity data are collected, shared and used for the benefit of nature.

The role of Chief Executive Officer (CEO) provides leadership to the NBN Trust staff and the wider National Biodiversity Network.

The new CEO will build on the strategic framework currently being developed in collaboration with the Board of Trustees and the Network to deliver a programme of work that will advance the NBN Trust and the wider Network. Key to the role is further developing positive relationships with stakeholders including relevant government agencies, conservation NGOs, National Recording Schemes and Societies, Local Environmental Record Centres and funders.

The CEO is responsible for the day-to-day management of the NBN Trust and its staff and reports directly to the Chair of the Board of Trustees. The CEO structures the operational running of the charity – leading the team, taking responsibility for the sound financial management of the charity and the management and development of the Trust with the appropriate resources.

Whilst the CEO needs to have an overview of operational matters and ensure the workplan is being delivered, the core role is to inspire and lead the various stakeholders crucial to the successful delivery of the strategy. The CEO will also advocate for the appropriate and wise use of biodiversity data, particularly with regard to planning, policy and conservation, with a range of stakeholders including government and the private sector.

The CEO will be an excellent communicator, skilled at partnership working and developing positive collaborations across a range of organisations. Skills in fundraising and identifying income generating opportunities will also be crucial to the role.

## KEY RESPONSIBILITIES

### Strategy & governance

- Agreeing the strategic priorities with the Board of Trustees
- Developing the yearly business plans and budget for implantation of the strategy
- Ensuring that governance reflects Charity Commission best practice, including annual returns and reporting
- Setting out clear processes for decision making and financial procedures
- Ensuring the Board of Trustees is given the information it needs to effectively perform its duties

### Leadership

- Inspiring, leading and building relationships at all levels within and beyond the organisation
- Leading the NBN Trust team, articulating the vision and building strong relationships within the team
- Developing the work of the NBN Trust in order to achieve the agreed strategic plan and its objectives, vision and mission
- Inspiring key stakeholders within the Network to engage with and collaborate on delivery of the strategy
- Developing an organisation that is constantly seeking ways to learn and improve its performance







## KEY RESPONSIBILITIES (CONT.)

### External relationships

- Fostering good communication throughout the Trust and externally
- Developing the Trust's public profile
- Fostering strong relationships with key stakeholders including government, not-for-profit and private bodies
- Listening to the views of current and future stakeholders on the performance of the Trust, as well as on areas for future development

### Finance and management

- Being responsible for the overall financial health of the Trust including developing, overseeing and monitoring an effective programme of income generation
- Ensuring that major risks to which the Trust is exposed are reviewed regularly by the board, systems are established to mitigate these risks and a risk analysis is automatically carried out when taking on or proposing new work
- Ensuring that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial)



## **WORKING ARRANGEMENTS**

The position of CEO is a full time permanent position based at home anywhere within the UK or at the office in Nottingham. There may be some weekend and out of hours work as required, for example, at conference or events. The successful applicant must also be prepared to undertake travel to meetings and conferences both within and outside the UK.

There is a holiday allowance of 28 days a year.

## **PERSON SPECIFICATION**

With excellent communication, networking and partnership working skills, the candidate will ideally have experience in the environment/conservation sector. They will have the ability to successfully influence and engage individuals and organisations inside and outside the NBN. They will also need to communicate well with funders, the media and the commercial sector to build effective and significant relationships for the benefit of the organisation.







## EXPERIENCE AND SKILLS

### Essential

- Experience in a leadership role
- Experience of networking, developing and maintaining relationships with stakeholders, staff and other organisations
- Strategic thinking and implementation
- Ability to inspire and influence others
- Experience of working with and influencing government bodies
- Excellent communication and listening skills and the ability to present complex subjects to a wide range of audiences
- Excellent ability to work collaboratively
- Experience of fundraising and income generation
- Excellent organisational and time management skills with the ability to plan at both an organisational and individual level

### Desirable

- Knowledge of the biological recording/biodiversity data sector
- Understanding of current and upcoming environmental legislation
- Experience of bioinformatics or data management infrastructures
- Experience of charity governance
- Experience of leading remote teams



## HOW TO APPLY

To apply please submit a CV and covering letter detailing why you are interested in this post and how your skills and experience make you a good candidate for this role.

Your application should be sent by email to [support@nbn.org.uk](mailto:support@nbn.org.uk), with the subject line 'CEO application'

## Selection process

All candidates will receive an acknowledgement of receipt of their application. Only shortlisted candidates will be notified if they are invited for interview. Details of the interview process will be provided with the invite.

## Equality statement

The NBN Trust is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

## Timetable

Closing date: 13<sup>th</sup> December 2020

Shortlisting results: 18<sup>th</sup> December 2020

Interviews: w/c 4<sup>th</sup> January 2021

These dates may be subject to change and candidates will be advised in advance should this happen.

If you wish to have an informal discussion about the opportunity, have any queries on any aspect of the appointment process or need additional information please contact [support@nbn.org.uk](mailto:support@nbn.org.uk) or Jo Judge [j.judge@nbn.org.uk](mailto:j.judge@nbn.org.uk)



NBN Trust