

Chief Executive Officer
National Biodiversity Network Trust

Job Pack, March 2025



National Biodiversity Network Trust

Chief Executive Officer

Salary: £65,575 - £68,854 depending on experience.
Location: Fully remote, working from home, with some travel.
Contract: Permanent.
Hours: 35 hours per week. Flexibility regarding working pattern.
Closing date: 9am, Friday 11 April 2025
Interviews: 1st round, week commencing w/c 28 April.
2nd round, week commencing 5 May.

We're looking for a new Chief Executive Officer to lead our vital work, bringing their expertise in data and technology and their passion for nature to drive the NBN Trust forwards.

The NBN Trust is a nature charity with a difference. Our mission is making data work for nature. The UK is one of the most nature-depleted countries on Earth and, if we're to stand any hope of fixing it, we're going to need data. Lots of data. "What gets measured gets done", as the saying goes. We need to understand what we've lost and what remains. We need to set targets for nature's recovery. And we need to measure success as nature turns the corner and starts to make a comeback.

That's where the NBN Trust comes in. We support the entire UK conservation movement by providing public access to the wildlife data that's needed to make good decisions for nature. We're a conservation charity, tech charity and people charity rolled into one – a unique combination!

You'll be responsible for:

- Driving the delivery of our strategy and vision of making data work for nature.
- Developing and maintaining excellent relationships with our partners, funders and stakeholders.
- Overseeing the day-to-day management of the NBN Trust, ensuring financial sustainability, staff performance and wellbeing, and good governance.

We're looking for someone with a data or digital background, with a track record of overseeing the delivery a high-quality user experience through digital products and commercialising data or digital services. Passion for nature conservation is essential, as well as a desire to engage with the many natural history specialists who contribute data to the NBN Atlas. We're looking for an ambitious individual with an agile, entrepreneurial mind-set, who can drive income generation and growth. The ideal candidate understands what an excellent data platform looks like and how to continually evolve this to keep up with trends and developments. Attention to detail and ability to horizon-scan is key in overseeing the Trust's projects and key work streams and ensuring good governance. The NBN Trust is a small team, with a big responsibility, undergoing a period of change, and your role will be to steer the staff through this change and deliver the NBN Trust's strategy.

About the NBN Trust

The NBN Trust was founded 25 years ago by a visionary group of people and organisations who recognised that poor access to wildlife data was severely hampering efforts to protect and restore nature. Wildlife data is collected by hundreds of organisations and tens of thousands of volunteers and professional ecologists across the UK – it's potentially a phenomenal resource. But all too often this data is locked away in lonely spreadsheets and databases, inaccessible to all but a handful of people. What was desperately needed was an organisation focused on breaking biodiversity data out of its silos and helping it live its best life, to be used over and over again to help nature. That's us!

What we do

We manage the UK's largest partnership for nature – the National Biodiversity Network – which brings together more than 200 organisations with an interest in collecting, sharing and using biodiversity data. They include household names like the Natural History Museum, the National Trust and the Royal Horticultural Society, as well as specialist bodies like the Bat Conservation Trust and the British Dragonfly Society.

Our data portal, the NBN Atlas, is the UK's largest biodiversity data repository. It's one of the largest publicly accessible wildlife databases in the world. A treasure trove of information about more than 50,000 species from seals to centipedes, it's relied upon by conservationists, researchers and educators across the UK and beyond.

Much of the data we share is created by the UK's remarkable community of volunteer wildlife recorders. We manage iNaturalistUK, one of the fastest growing wildlife identification and recording apps, used by more than 50,000 people nationally.

You can read more about us here:

- [Our team](#)
- [Our 2022-2027 Strategy](#)
- [Our 2023-2024 Impact Report](#)
- [NBN Atlas](#)
- [iNaturalistUK](#)

Chief Executive Officer

The Chief Executive Officer is responsible for strategic leadership, growth and development, staff management, leadership and external relationship management for the NBN Trust, reporting to the Trust's Board of Trustees. The Chief Executive Officer is also responsible for leading the work of the Trust's wholly owned subsidiaries. Your responsibilities will include:

1) Strategy, Development & Growth

- a. Setting a clear vision for the NBN Trust, driving the work of the team to deliver the Trust's strategy.
- b. Leading and developing the work of the NBN Trust in order to achieve the agreed strategic plan and its objectives, vision and mission, in line with the Trust's strategy, budget and policies.
- c. Developing an organisation that is constantly seeking ways to grow, learn and improve its performance.
- d. Driving financial sustainability through fundraising, corporate partnerships and building commercial revenue.

2) External relationships

- a. Fostering and maintaining strong relationships with key stakeholders including government, statutory agencies, not-for-profits, national recording schemes and societies, and corporate partners.
- b. Developing strong partnerships leading to increased funding opportunity from a wide range of sources.
- c. Influencing key stakeholders to advocate for the position of the NBN Trust and for biodiversity data nationally and globally.

3) Internal management and governance

- a. Assisting the Board in ensuring that governance reflects Charity Commission best practice, including annual returns and reporting.
- b. Ensuring the Board of Trustees is given the information it needs to effectively perform its duties in a timely manner.
- c. Being responsible for the overall financial health of the Trust including developing, overseeing and monitoring an effective programme of income generation.
- d. Ensuring that major risks to which the Trust is exposed are reviewed regularly by the Board, and that systems are established to mitigate these risks.
- e. Ensuring that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial).
- f. Ensure the Trust's data, technology and digital resources, strategy and approach are fit for purpose and compliant.
- g. Fostering a culture of high performance through excellent and inclusive people management, developing the skills and capabilities of the staff and inspiring a mission-led team.
- h. Leading the work of Trust subsidiaries. (The post holder will be appointed as a director of Trust subsidiaries.)
- i. Overseeing the delivery of large projects ensuring excellent project management and delivery.

Person Specification

Experience

- Senior experience within the charity / non-profit sector.
- Significant experience within data and/or digital sectors.
- Experience of successful fundraising.
- Experience of commercialising data services or digital outputs.
- Experience in developing and delivering strategy.
- Experience of leading, organising, developing and growing the work of organisations or large teams.
- Experience of high-level financial management.
- Experience of managing large scale projects.

Knowledge

- Excellent knowledge of charity governance.
- Knowledge of the diverse sources of funding available to the conservation sector and the processes involved in applying for and managing grants and government-funded projects.
- Good understanding of the biological recording/biodiversity data sector in the UK.
- Good knowledge of the nature conservation sector including relevant organisations, strategies, legislation and policy drivers at a national, devolved and international level.

Skills

- Agile management at an organisational level.
- Excellent people management skills including developing high performing, inclusive teams.
- Excellent ability to influence key stakeholders including government, statutory bodies, funders, the environmental sector and corporate partners.
- Excellent financial and budget management skills at an executive level.
- Excellent project management skills including overseeing multiple project delivery teams.

Personal Qualities

- Entrepreneurial and innovative mind-set.
- Ability to inspire and lead diverse teams.
- Ability to manage technical and non-technical staff ensuring high-quality outputs.
- Excellent ability to think strategically and convert this into action.
- Ability to horizon-scan for new opportunities or threats.
- Ability to engage and enthuse a remote, dispersed team.

Working arrangements and flexibility

This position will be home-based, with regular UK travel. The post holder may be required to work occasional weekends and evenings.

Applicants must reside in the UK and be eligible to work in the UK.

Salary and pension

The salary for this position is £65,575 - £68,854 depending on experience. The NBN Trust automatically signs staff up to a pension plan through the People's Pension. The Trust will contribute double the employee's pension contribution up to a maximum Trust contribution of 7% of the gross annual employee salary.

Holidays

The annual leave year runs from 1 April to 31 March. All staff are entitled to 28 days per annum (pro rata). In addition to this, staff are entitled to all UK bank holidays and 3 days (pro rata) which can be taken between the Christmas and New Year period.

Hours

35 hours per week. The Trust operates a flexitime system.

Living our values

We're passionate about the Trust being a great place to work. We believe that we're all at our most productive and creative when we're happy, motivated and growing in our roles. As a team, we're continually listening, learning and reviewing what we can do to support this.

Our values, created by the team, are:

- We have **Integrity** – We are open and honest in our work and acknowledge our mistakes in order to learn and grow.
- We are **Trusting** – We are reliable and believe in each other.
- We are **Collaborative** – We work in a flexible, supportive and approachable manner and work as a unified team.
- We are **Resilient** – We show commitment and challenge ourselves, and we act in a sustainable and ethical manner.
- We are **Respectful** – We are positive, kind, and fair in our actions.
- We are **Customer focused** – We use our individual and group expertise to ensure a quality service for our customers, stakeholders and beneficiaries.

We want to make a career in nature conservation accessible to everyone. We welcome all applicants, and we're striving to create an inclusive team. We're proud to have signed Wildlife and Countryside Link's [Diversity and Anti-Racism Statement](#) and to be working with partners from across the environmental sector to advance equality, diversity and inclusion, including through the [Route Map towards Greater Ethnic Diversity](#).

We're really into health and wellbeing, and we're conscious that it's harder to look out for each other when working remotely. Currently one-third of our team members are trained in Mental Health First Aid, and we subscribe to a 24/7 Employee Assistance Programme, so there's always someone for you to talk to if you're needing support.

To apply

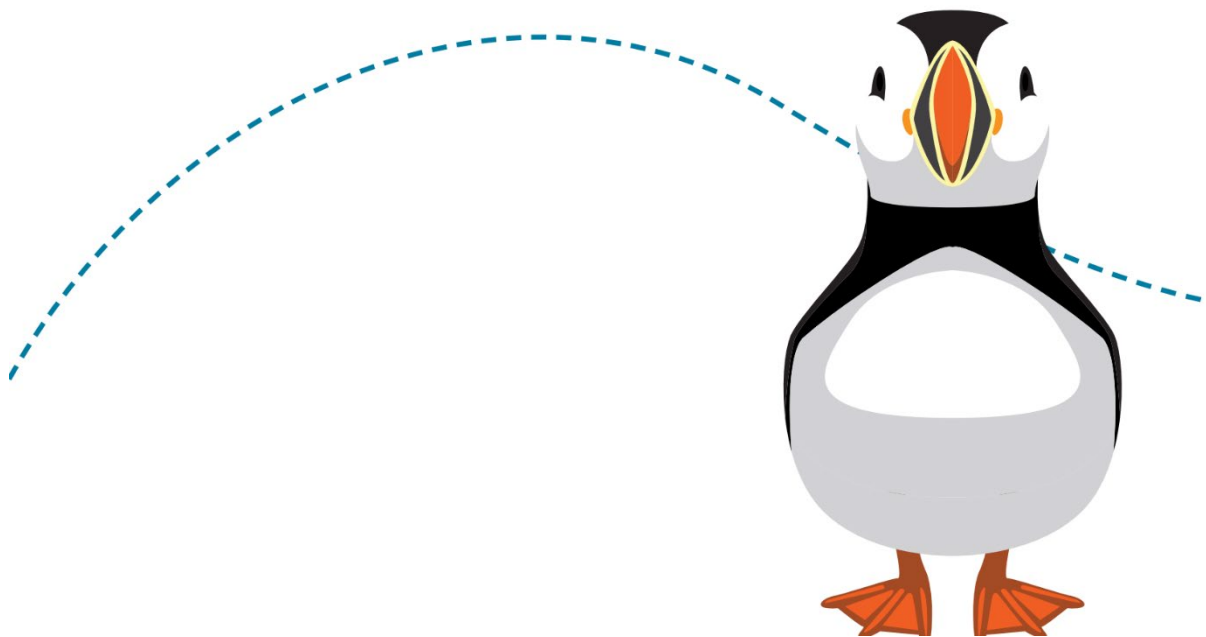
Please send your CV along with a cover letter (no more than 2 sides of A4) to hr@nbn.org.uk Your covering letter should include the following:

- Why does this role interest you?
- Detail how you meet the personal specification, using examples from your relevant professional experience.

When applying, if possible, please also complete and return the [EDI Recruitment Questionnaire](#). This is not mandatory but will ensure we can gather information across a range of questions such as ethnicity, religion, working background, etc. to monitor the diversity of applicants

The closing date for applications is **9am on Friday 11 April 2025**. First Round interviews are expected to take place in the week commencing 28 April. Second Round interviews are expected to take place in the week commencing 5 May. Interviews will take place virtually, via Microsoft Teams.

If you would like to speak to someone about the role before you apply, please email hr@nbn.org.uk to request a call.



Thank you for your interest in the NBN Trust. We hope you'll apply.