

## Interim Chief Executive Officer (Maternity cover / full-time or part-time)

**Contract:** Temporary (9 months with potential extension to 12 months)

**Role:** This role is offered on a 5 days per week basis (1FTE / 35 hrs per week) **Note:** We welcome proposals on different approaches to fulfilling this role, for example, secondment(s), employment on a part-time/flexible basis or as a job share - and invite candidates to indicate their availability and preferences in their expression of interest.

**Salary band:** £45,000-52,000 (pro rata if part-time) based on level of experience.

**Deadline for applications:** midnight 3 April 2023 – apply by 11:59pm on 2 April.

### Interview stages:

- **First stage interviews:** Online, week commencing 10 April 2023
- **Second stage meeting:** In-person, date TBC
- **Start date:** 1 June 2023, with some flexibility if required

**Note on applications:** Bristol Green Capital Partnership recognises the importance of an inclusive society, creating opportunities and access for all individuals. We are committed to promoting equality, valuing diversity, ensuring accessibility, and respecting human rights. We strive to ensure that marginalised groups are represented and that our organisation reflects the diversity of the city in which we operate (considering all protected characteristics). We encourage and welcome applications from candidates from all backgrounds.

**Work permits:** We are, however, unable to offer sponsorship for work permits or visa applications. Only applicants with the right to work in the UK will be considered, evidence of which will be requested during the recruitment process.

## About the role

Bristol Green Capital Partnership CIC is the community interest company that supports Bristol's environmental sustainability network of 1,000+ member organisations. Its purpose is to catalyse collective citywide action towards a zero carbon, socially just Bristol where communities and nature thrive.

Over the last several years, the Partnership has played a strategic role in supporting Bristol to take strides forward in delivering the One City Climate and Ecological Emergency strategies. Simultaneously the Partnership's [values and strategy have developed](#) and, within our upcoming rebrand, these changes will soon be reflected for an external audience.

The successful candidate will lead the Partnership's work at an exciting time, developing relationships and opportunities that will enable the organisation to grow, fulfil its potential and deliver for Bristol. Specifically, during this period, we are looking for an experienced leader to:

- Support the organisation to successfully navigate the changing political context in Bristol and the West of England;
- Ensure high quality delivery of Bristol Green Capital Partnership's programme and key projects;
- Embed the upcoming new brand with existing and new audiences, continuing to raise the profile of the organisation and identify strategic opportunities locally, regionally and nationally;
- Monitor the potential risks to the organisation's income mix arising from the recession/cost of living crisis and diversify income streams accordingly to ensure the Partnership's work can continue; and,
- Review organisational capacity and respond with action, where needed, to liaise with key strategic partners and support effective delivery of projects

Learn more about Bristol Green Capital Partnership CIC at:

<http://bristolgreencapital.org/> and read our latest [Annual Review](#).

## Main responsibilities

Please note the following list of responsibilities is not exhaustive and a comprehensive list will be provided to the successful candidate:

### Leadership & Direction

- Lead delivery of the business plan and contribute to the future direction of Bristol Green Capital Partnership CIC, including guiding policy and overseeing programmes and initiatives.
- Work with the Board of Directors, Partnership member organisations and others to continue and build on a rolling programme of strategic projects and associated activities that enhance the Partnership's role as the key umbrella organisation for environmental sustainability in the city with strong links with the West of England region.
- Report regularly to the Board of Directors providing advice and timely and accurate information regarding finances and progress towards the delivery of the agreed aims and targets and (as appropriate) communicate these with the wider membership.

### Management

- Support the staff team of 6 to deliver successful projects, by facilitating prioritisation within a motivated and positive workplace culture.
- Monitor performance against key performance indicators for the company and individual projects, and report these to the Board of Directors and funders on a regular basis.
- Maintain operational oversight of the organisation including HR, legal, financial, inclusion, diversity and equalities, and all organisational policies– working in conjunction with the Operations and Projects Manager.

### Income generation & fundraising

- Nurture existing relationships with supporting member organisations in order to maintain sufficient core funding to support the Partnership's work and build relationships with potential new supporting members.
- Keep future income generation plans under review and develop plans appropriate to the strengths, aims and ambitions of the Partnership. Identify and pursue new sources of income and funding from private, public and/or voluntary sectors when appropriate opportunities arise.
- Identify and pursue opportunities for new impactful projects that will contribute to achieving the Partnership vision and business plan involving the membership organisations.
- Provide support developing future opportunities for the Community Climate Action project currently underway and work with partners to boost delivery of community-led climate action in Bristol.

### Advocacy & Communication

- Act as an ambassador for the role, value and impact of the Partnership, its member organisations in Bristol and neighbouring areas at regional, national and international levels, raising awareness of the Partnership's work within business, academia, the public and third sector in the city and region.
- Work with partners to ensure that the city's profile as a leading environmentally sustainable city is at the heart of policy-making, project activity and city campaigns..
- Where appropriate, lead or identify leads from within the Partnership to respond to key city, regional or national policy developments and consultations.

### Essential criteria

- Three years' or more experience in a senior leadership position, with a proven track record of developing and implementing organisational strategies and/or business plans
- Three years' or more experience of overseeing company and/or project financial management, including developing budgets, financial reporting and risk monitoring;
- Successful management of external strategic relationships with multiple and varied stakeholders
- Strong verbal and written communication skills, with the ability to use a range of approaches to engage new and existing stakeholders
- Strong inter-personal skills and experience of managing a team, creating a positive and inclusive working environment where staff are supported and developed to reach their potential
- Experience of successful income generation, for example through fundraising, commissioning, grant applications or business development activities
- Knowledge and interest in the environmental sustainability issues currently facing the Bristol city-region and the broader national and global agenda
- Confident and effective use and administration of IT systems, such as Microsoft 365 Business and virtual meeting platforms such as MS Teams and Zoom.

### Desirable criteria

- Experience of working with a board of directors and facilitating successful governance within a charitable, community interest company or non-profit setting.
- Practical knowledge of legal obligations, policies, procedures and data protection regulations the Company is obliged to adhere to.

- Confident public speaker, willing and able to communicate in a range of formats, including in person or virtually.

## Further details

**Place of work:** The role is hybrid but flexible. The Partnership has a centrally-based Bristol office and the successful candidate must be willing to work in the office at least 2 days per week. Travel expenses, outside of usual commuting, incurred within the role will be reimbursed.

**Flexible working:** Company staff benefit from a flexible approach to working, but there is no formal flexitime system. Excess hours may be taken *in lieu* by agreement with your line manager.

**References:** Applicants will be asked to provide the names and contact details of two referees. One should be your most recent Director / Employer

## How to apply

Please send us your CV (or a summary of your experience) and cover letter to [contact@bristolgreencapital.org](mailto:contact@bristolgreencapital.org) with 'Interim Chief Executive Officer' in the subject line.

- The cover letter (ideally no more than 2 pages long) should outline your interest in the role and suitability of your skills and experience, including how you meet the person criteria outlined below. Please also indicate your availability to start and any preference regarding the basis of employment (e.g. full time / part time)
- Please complete our Equality & Diversity monitoring form and return it with your application. Download the form in [Microsoft Word](#) or [PDF format](#).

Interviews are likely to be held virtually, during the week commencing 10 April 2023. Please let us know if you are unlikely to be available during this week in your cover letter, or if you have any specific access requirements

If you have any questions, or would like to have an informal discussion about the role, please email us to arrange a call: [contact@bristolgreencapital.org](mailto:contact@bristolgreencapital.org)