



## Interim chief executive

<b>Salary:</b>	£45,000 to £55,000 pro rata or equivalent day rate
<b>Place of work:</b>	London, Southwark/London Bridge, SE1
<b>Accountable to:</b>	Chair of trustees
<b>Hours of work:</b>	Part time – negotiable but three or four days a week
<b>Contract:</b>	Three months starting from late Jan/beginning Feb - we are open to a range of contractual arrangements, including a part-time fixed term contract or freelance consulting.

Campaign for National Parks is the independent campaigning voice for National Parks in England and Wales. The chief executive is responsible to Campaign for National Parks' Board, who are the trustees and directors of the organisation, for the effective performance of all Campaign for National Parks' work.

---

### Context of the vacancy

Campaign for National Parks' existing chief executive will leave the organisation for a new role in late January. While the organisation is in the process of recruiting a new, permanent chief executive there will inevitably be a gap and so we are recruiting an interim chief executive to oversee the organisation and support the staff team ahead of the new person coming into post.

2019 is an exciting time for the organisation and the National Parks because it is the 70<sup>th</sup> anniversary of the legislation that created the National Parks in England and Wales. The anniversary provides an opportunity for the organisation to be more visible, get its messages heard more widely and engage more people with the National Parks.

The successful applicant will be responsible for maintaining the strategic and operational running of the organisation and will support, and work effectively with, both the board of trustees and the small staff team of five. In light of this being an interim role it will also have a more inward focus, with a particular priority being placed on working with the staff team, and the fundraising and partnerships officer in particular, to drive forward our fundraising work. Further information about our current sources of income can be found in our [annual reports and financial statements](#).

### About Campaign for National Parks

Campaign for National Parks is the only national, independent charity dedicated to protecting, improving and promoting all of the National Parks of England and Wales. It is a small and dynamic national (i.e. England and Wales) organisation with a strong emphasis on campaigning work. We approach campaigning by using our significant expertise and knowledge to persuade and influence a positive and supportive policy- and decision-making environment for National

Parks. Founded 82 years ago, Campaign for National Parks has been a leading voice in setting up National Parks and has tirelessly campaigned to keep them safe and unspoilt for everyone to enjoy, now and in the future.

The work of Campaign for National Parks is guided by a Council (a partnership that brought about National Parks, with members drawn from around 20 national environmental and amenity charities). There is a Board of dedicated and supportive trustees who are responsible for the charity itself and a small, talented and energetic staff team of five in the London office.

As an umbrella organisation for national and local organisations and individuals with an interest in National Parks, Campaign for National Parks' membership represents more than four million people.

All of Campaign for National Parks' work requires high-impact, cost-effective campaigning, and lobbying and partnership work. Our achievements over 80 years have been many. Recently, they include:-

- A significant role in securing the extensions of the Lake District and Yorkshire Dales National Parks in 2016, which means that even more beautiful landscapes have been protected.
- Being key to stopping cuts to funding for English National Park Authorities and Areas of Outstanding Natural Beauty (AONBs).
- Ensuring that National Parks are protected from damaging developments such as roads, pylons and building developments.

---

## **Main responsibilities and accountabilities of the interim chief executive**

### **Strategy and operational management**

1. Work with the trustees and team to facilitate effective governance including advising, supporting and enabling the board of trustees to fulfil its functions, and risk management.
2. Lead, manage and motivate Campaign for National Parks' talented team of five with dedication and care, maximising their talent and potential;
3. Work closely with the fundraising and partnerships officer to deliver the fundraising strategy and the current programmes and projects. This should include refining our approach to Campaign for National Parks income-generating activities;
4. Monitor the implementation of the annual business plan and budgets, with overall responsibility for the budget;
5. Ensure that Campaign for National Parks subscribes to voluntary and charity sector best practice in all areas; and ensure compliance with relevant legislation and policy including health and safety, employment and charity law;

## **Other responsibilities**

1. Oversee the work of the policy and research manager, who leads on advocating and championing Campaign for National Parks' interests at the national level in a wide variety of circumstances including to governments, civil service and the media;
  2. Support the campaigns and communications officer to strengthen Campaign for National Parks' profile and reputation in the media, among policy- and decision-makers, and with donors and the public. This should include fostering a culture of partnership working and engagement that supports its campaigns.
  3. Undertake such other duties as may be reasonably required of the post holder.
- 

## **Person specification**

### **Essential**

#### Experience and knowledge

- Strong leadership and strategic sense, with demonstrable experience of leading and managing teams, projects and budgets
- Excellent communications skills, both written and oral
- Excellent interpersonal skills, able to work constructively with stakeholders, the staff team and the board
- Experience of generating income and resources for an organisation and developing work into attractive packages for funders
- Commercial and financial acumen with evidence of the ability to set and manage budgets effectively
- Excellent project management experience

#### Skills and abilities

- A strong and compelling communicator with a variety of audiences and, in particular, funders
- Able to thrive under pressure and be resilient
- Ability to work within a small and dynamic team
- Excellent listening skills, able to understand other points of view, even in challenging situations
- Consistent good judgement
- Able to combine strategic thinking with delivery of operational work

### **Desirable**

- Experience of leading a charity and/or working with a board of trustees
  - Experience of developing trust and foundation funding applications
  - Experience of line managing staff and/or volunteers
  - Knowledge of environmental issues, policy and practise
-

## To apply

To apply please send your CV and a covering letter no longer than two pages, setting out how your expertise and experience meet the requirements set out above and when you would be available to start the role, to [fiona@cnp.org.uk](mailto:fiona@cnp.org.uk).

Closing date: midnight Thursday 10 January

Our intention is to hold screening interviews (either in person or over the 'phone) during week/commencing 14 January and interviews for short-listed candidates on Monday 21 January. **If you would not be available on any dates during this period please state that in your covering letter.**

If you require any further information about the organisation please visit our website ([www.cnp.org.uk](http://www.cnp.org.uk)). If you would like to arrange an informal conversation about the role please contact Fiona Howie at [fiona@cnp.org.uk](mailto:fiona@cnp.org.uk) but please note she is on leave between Christmas and new year.

FH  
December 2018