

Job Description			
Job Title	Executive Director (ED)	Job Holder	Vacant
Author	Head of People, Beth Baker and Board	Date Created	18.07.2022

Outline Description of Role
<p>At TreeSisters, we envision a world where it is normal for everyone to protect and restore themselves and their world. Our mission is to inspire everyone to rebalance with nature and lead global action to increase reforestation.</p> <p>As Executive Director (ED), you will be responsible for the daily operation of a talented remote team. You will implement the organisation's strategic vision, ensure financial viability, and steer a global network in a social movement of restoration.</p> <p>Reporting directly to the Board of Trustees, you will possess strong communication and presentation skills and have a good understanding of the not-for-profit sector. You will be able to inspire, motivate, engage and manage the complexities of a diverse community of stakeholders, both internally and externally.</p> <p>You will represent the ethos of a restorative leader at TreeSisters and ensure the charity is a thought leader and achieving its charitable objectives.</p>

Responsibilities	
1	<p>Governance</p> <ul style="list-style-type: none"> ● Hold responsibility for reviewing and developing all TreeSisters policies and procedures, ensuring adherence to all legal, statutory and regulatory requirements, including TreeSisters' risk register. ● Ensure that all Charitable objectives and plans are legal and compliant. Adhere where required to Charity Commission rules and regulations. ● Review and update the Health and Safety policies and embed these within TreeSisters, ensuring all staff and Volunteers are knowledgeable of these policies and trained appropriately where necessary.
2	<p>Financial Viability</p> <ul style="list-style-type: none"> ● Work with the Head of Finance to ensure the organisation's financial health in support of the TreeSisters mission, for example, with transparency, integrity and ethics. ● Work in collaboration with the Fundraising and Business Partnerships teams to seek new opportunities and ensure sustainable financial growth. ● Report finances quarterly (minimum) to the Board of Trustees ● Produce yearly budget
3	<p>Strategic Direction</p> <ul style="list-style-type: none"> ● Work with the Board of Trustees to develop, implement and contribute to TreeSisters' strategies, embedding the vision and mission, and taking steps with the Marketing team and other staff to make it a reality inside and outside of the organisation. ● Work in partnership with the Leadership team on the Tree Strategy, feminine empowerment and behavioural change work, rolling out our objectives and maximising reach.
4	<p>People and Culture</p> <ul style="list-style-type: none"> ● Instil the ethos of TreeSisters' unique approach and values. ● In association with the Head of People and the Line Managers you will lead and develop the people within TreeSisters. ● Ensure open pathways for continuous professional development (CPD).
5	<p>Stakeholder Engagement</p> <ul style="list-style-type: none"> ● Stand in integrity with our core values and endeavour to be a role model for the organisation. ● Build relationships, communicate and network with all Stakeholders ● Be progressive and innovative in the development of Stakeholder initiatives.
6	<p>Other duties</p> <ul style="list-style-type: none"> ● Take up and explore other work duties that arise, in accordance with your role, for example, representing TreeSisters on the Board of the US entity of TreeSisters.

Skills and Experience <i>Unless otherwise noted as desirable, all skills are essential.</i>	
1	<p>Strategic vision</p> <ul style="list-style-type: none"> ● Proven high-level visionary thinking capability, with experience in showing innovation and ability to move ideas forward ● Recognised experience in strategic management ● Ability to demonstrate a level of consciousness that understands and embodies de-colonisation, diversity, equity and inclusion (DEI), ● Ability to demonstrate nature-centric practices or have held a leadership role in a similar organisation ● Self-motivated and able to thrive when working in a globally distributed, virtual team environment.
2	<p>Leadership</p> <ul style="list-style-type: none"> ● High-level facilitation and decision-making skills, including in relationships with all Stakeholders - external and internal, Boards, Committees and teams ● Skilled in team empowerment, collaborative coaching, and distributed decision-making ● Proven evidence of creativity and innovative solutions (i.e. "out of the box" thinking)
3	<p>Management experience</p> <ul style="list-style-type: none"> ● A well-developed understanding of people management, fundraising, risk management, financial management. ● Excellent management and reporting skills, including in non-profit arenas (desirable) ● Proven knowledge and experience of working with a Charitable Board of Trustees with an understanding of the Charity Commission's rules and regulations (desirable). ● High-level policy development and analysis experience with (awareness of) knowledge of national and local non-profit law (desirable).
4	<p>Communication skills</p> <ul style="list-style-type: none"> ● A people person with strong collaboration skills ● Excellent communication and interpersonal skills. ● Proven experience in public speaking ● Developed understanding of engaging with a range of stakeholders.