



Saving
Britain's
Wildlife

Mammal Society – Chief Executive Officer (CEO)

Job Description

The Mammal Society

The Mammal Society is the national voice campaigning for conservation that benefits mammals. A relatively small charity, the Society has a large and unique role in bringing together professional scientists who study all mammals with members of the public who share an interest in them.

As detailed on the Charity Commission website: *'The Mammal Society works to protect British mammals, halt the decline of threatened species and advise on all issues affecting British mammals. We study mammals, identify the problems they face and promote conservation and other policies based on sound science'*.

Wildlife needs our help. Our research shows that one quarter of our 48 native mammals are at risk of extinction, and we need urgent, effective action to reverse the loss of biodiversity. The Mammal Society strategic plan sets out our vision for the future where society values and protects our native wildlife and recognises the benefit that nature brings to everyone. We are a small charity but are planning significant growth and improvement in reach over the next five years.

Chief Executive Officer (CEO)

The CEO will report to and be directly responsible to the Board of Trustees (Council).

Working closely with the Chair of Trustees, the CEO will be one of the principal ambassadors for the Society, presenting the scientific, policy, and conservation work of the charity to a range of audiences.

The CEO has primary responsibility for the day-to-day delivery of the Mammal Society Strategic Plan, and will lead, support and motivate staff and volunteers, securing their loyalty and commitment to our charitable objects.

Main duties:

Leadership in delivering the strategic plan within the direction and vision set by the Trustees, ensuring we deliver on our charitable purposes.

Management of the team of staff and volunteers, including responsibility for their safety and wellbeing, performance and delivery.

Project management / direction of major projects such as national surveys or research contracts.

Building the Society's role as the 'go to' advisor' on mammal conservation providing science-based evidence and advice, including responding to enquiries (with the support of the staff and Trustees) from government, NGOs, academics and the public.

Raising awareness of our work through advocacy, presentations, webinars and stakeholder engagement.

Developing (together with the President and Chair of Trustees) our capacity to influence relevant policy and legislation in support of mammal conservation.

Fundraising to support our work, including grant applications, cultivating relationships with donors and supporters, and seeking out new income streams.

Managing (with the support of the Finance Officer and Hon Treasurer) the day-to-day operations and finances of the Society and setting and administering budgets.

Essential Skills and Attributes

Commitment to our aims and ethos and a desire to take an active role in delivering science-led conservation

Excellent leadership and management skills, and the ability to motivate and develop a small team to deliver results

Proven track record of securing funding, whether through research grants, commercial bids for project work or through trust and foundation applications

Experience in financial management and budget development skills

Excellent all-round communication skills and relationship management abilities

Personal drive, integrity, and responsibility.

Desirable Skills and Attributes

A background in mammal research or conservation

Marketing, communications or PR experience

Experience in the charity sector

Experience in developing, advising on, or influencing science or conservation policy

Further information

Hours of work: Full time is 37.5 hours per week with some additional evening and weekend working required in relation to events. We are a flexible employer and would consider a part-time post or job share

Salary: From £40,000 to £50,000 fte subject to experience.

Location: Home based with travel as required. Office space can be provided, if required, in Brighton or Bath.

Reporting Structure: The Chief Executive reports to the Chair of the Board of Trustees.

Application Information

Please submit a comprehensive CV with a covering letter explaining the fit between your skills and experience and this post.

Closing date for applications: 5pm on Friday 3rd September 2021

Interviews: Interviews will be held in Bath (or via Zoom) in w/c 20th September 2021.