 

**JOB DESCRIPTION AND ROLE SPECIFICATION**

**Head of Nature Economy and Business Development**

**OVERALL PURPOSE OF THE JOB**

As the Head of Nature Economy and Business Development, the postholder is responsible developing and delivering an integrated advisory offer with a focus on nature economy markets and growing the ecological consultancy that provides a vital income stream for Norfolk Wildlife Trust to achieve its vision to create a wilder Norfolk for all.

**ROLE PURPOSE**

* Lead the development and delivery of Norfolk Wildlife Trust’s (NWT) organisational integrated advisory offer with a focus on nature economy markets
* Lead business development and management of Norfolk Wildlife Services (NWS) to achieve increased revenue growth and profitability
* Identify opportunities to expand the scope and reach of nature economy markets and Norfolk Wildlife Services by building new, high value strategic partnerships and business relationships
* Provide clear, values-based team leadership to the Nature Recovery team and as a key member of the Operational Leadership Team

**REPORTING TO:**

Director of Nature Recovery

**LINE MANAGEMENT OF THE FOLLOWING ROLES:**

* Senior Ecologist
* Senior Arboricultural Consultant
* Administrative Assistant

**OTHER WORKING RELATIONSHIPS**

## Within the organisation

The Nature Recovery team, NWT Directors, managers, staff, trustees and volunteers as well as staff at all levels as appropriate to the role. The NWS Trading Board.

Outside the organisation

Potential buyers/investors, businesses and commercial organisations, Local Authorities, other statutory agencies and voluntary organisations, landowners and conservation related external groups.

**MAIN DUTIES**

**Lead the development of NWT’s nature economy approach to increase revenue for nature recovery by:**

* Working closely with the Director of Nature Recovery and the Nature Recovery team and others to develop NWT’s integrated advisory offer
* Developing revenue-generating approaches using nature markets to enable delivery of nature recovery actions
* Leads the nature economy projects pipeline and process from concept to delivery
* Becoming the key advocate for new finance markets within NWT helping explain relevant concepts to others both internally and externally
* Stay updated on relevant legislation, trends, and opportunities within the ecological and environmental sectors
* Seeking out examples of good practice elsewhere and engage with other organisations to learn and share information
* Provide technical support to our work which raises the prominence of nature in Norfolk’s economic prosperity

**Lead the development and delivery of the NWS business strategy by:**

* Identifying and delivering ways to strengthen and grow the provision of ecological and arboricultural consultancy business opportunities to increase revenue growth and profitability
* Acting as a central point of contact for the consultancy, representing the business both externally to key clients, partners and industry forums and internally within the Trust
* Maintaining and fostering strategic client relationships such as Anglian Water, Norfolk County Council, UKPN and others
* Raising the profile of NWS and developing appropriate marketing activity to secure new business that has synergy with Trust focus
* Effectively managing and supporting the NWS team, lead preparation and delivery of bids and tenders, ensuring that work tendered is competitively priced, and monitor income and expenditure budgets
* Building cross working relationships with other Wildlife Trust Consultancies including supporting Wildlife Trust Consultancy group tenders and skill sharing

**Other duties**

* Play an active role in the NWT Operational Leadership Team and support the overall implementation of the NWT strategy
* Work in accordance with NWT policies, paying particular attention to Health and Safety policy, environmental policy, and contribute to the maintenance of a healthy and safe working environment

**PERSON SPECIFICATION**

**Essential**

* Demonstrable relevant experience and a proven track record in working at an equivalent level to this role
* Demonstrable track record of delivering business growth and achieving financial targets, ideally in the conservation, land management, and/or ecology & planning sector
* Applied knowledge of nature finance mechanisms and nature markets and related regulatory frameworks
* Significant experience of networking and securing high value business and partnerships
* Experience of analysis and interpretation of data and financial models
* Experience of leading, managing, motivating and monitoring the performance of individuals and teams
* Ability to manage complex work programmes and relationships
* Excellent written and oral communication skills and interpersonal skills
* Proficient numeracy skills and experience of finance to be able to devise and track budgets
* Experience of using project management systems and other supporting IT systems, including the use of Microsoft Word, Excel, PowerPoint and Outlook

**Desirable**

* Relevant degree or professional qualification, or professional practical expertise in ecology, environmental management, or a related field
* An understanding of marketing, communications and PR
* Knowledge of ecology, an interest in wildlife conservation and/or natural history
* Knowledge of governance relating to charities and subsidiary (trading) companies
* Experience of implementing or working to ISO standards
* Experience of using GIS and SCORO

**LIMITS OF AUTHORITY**

Take full accountability for the implementation of team objectives and programmes, liaising with the Director regarding direction and priorities. Sign purchase orders and commit expenditure to agreed limits.

**HEALTH AND SAFETY**

Attached with contract.