



## CEO/Centre Manager

### Job Description

Reports to: Chair of the Trustee Board  
Hours: 37 hrs per week flexi-time  
Salary: £40 - 45,000 per annum

### Main Responsibilities

- To manage the charity and oversee charitable enterprises of The Sustainability Centre, building the capacity and capability of the charity as a shared resource for practical learning experiences on environmentally sustainable living
- Acting at all times in accordance with the vision, aims and objectives of the charity as agreed with the Trustees
- To provide a role model for an environmentally sustainable approach to meeting challenges of a changing world.

### Strategic development

- Develop and periodically review a 5-year strategic vision and masterplan for the Sustainability Centre that effectively manages and mitigates risks to the delivery of our charitable objectives
- Develop strategic corporate, third sector and / or public sector partnerships to deliver our strategic objectives
- Foster local and national networking that serve to promote the use of The Sustainability Centre in accordance with our charitable objectives and associated business plan
- Identify potential funding streams and other means of income generation to assist in meeting the charitable objectives and securing the long-term financial viability of The Sustainability Centre
- Attend and present at appropriate conferences and meetings, acting as an ambassador to develop and promote The Sustainability Centre
- Secure the long-term future of the South Downs Natural Burial Site, currently the principal source of revenue for the charity
- Identify, manage and report on the Centre's environmental impacts with a view to avoiding, minimising, and mitigating such impacts.

### Effective management of assets, staff and volunteers

- Ensure that The Sustainability Centre is compliant with all legal requirements and best practice guidelines for charitable, educational, employment and public access purposes; liaising with an external HR consultant as necessary
- Create and model inclusive and effective leadership and team management skills, managing and motivating paid staff and volunteers effectively and constructively
- Engage staff, volunteers and stakeholders in decision making processes as appropriate
- Facilitate effective communication at all levels within the organisation
- Ensure organisational policies and procedures are maintained and accessible to all staff, volunteers and site users
- Maintain and improve buildings and land owned by the charity within the terms of any restrictive covenant

- Take overall responsibility for monitoring and implementing health and safety policy and practice on site
- Develop and maintain volunteer programme with the Volunteer Coordinator
- Oversee customer care, feedback, and complaints
- Manage The Sustainability Centre budget setting and reporting with the Finance team

### **Project management**

- Oversee management of existing projects to optimise the social, environmental, and financial outputs for the charity
- Identify and develop new projects in accordance with the aims and objectives of the charity, notably projects that educate and demonstrate in practical ways more environmentally sustainable ways of living
- Identify potential project funding and sustainable sources of revenue generation to ensure the financial security of the organisation
- Complete appropriate grant applications & manage all budgets
- Evaluate projects and submit relevant reports
- Analyse and effectively interpret information and data relating to all aspects of The Sustainability Centre's operations, translating into effective action plans.

### **Working with the Board of Trustees**

- Work with the Board sub-committees and Executive group, ensuring that strategic objectives are met
- Facilitate effective reporting from each department and produce regular management reports
- Seek Board approval for any proposals and new projects.

### **Learning**

- Provide support and strategic direction for the delivery of the education programmes including schools, outdoor learning, and adult courses programme
- Build the capacity and resources of the Education Team in a sustainable manner
- Oversee bookings and quality assurance of all courses and education; and support the continuing professional development of self and staff
- In addition to the above, to regard all activities at The Sustainability Centre and visits by the public as opportunities to learn about environmental sustainability and hence provide appropriate information, guidance, and demonstrations suitable for the general public.

### **Manage enterprise operations**

- Provide strategic direction and support oversight for the
  - Hospitality team – reviewing booking targets & maintaining a high quality of service delivery
  - Implementation of effective marketing and communication
  - South Downs Natural Burial Site – acting in the capacity of Director of the company
  - Facilities management
  - Business Support team
- Ensure compliance and accuracy of record keeping and financial management
- Liaise with the tenant businesses of the charity and ensure that activities are commensurate with the aims and objectives of the charity.

The CEO/Centre Manager will also carry out any other appropriate tasks to ensure the effective running of the centre in accordance with the aims and objectives of the charity.