



JOB DESCRIPTION

Job Title: Business + Fundraising Manager

Responsible to: Trustee Board

Responsible for: Sustainable Land Trust staff teams, learners, volunteers

Work Base: Flexible to include home working and onsite at Burrough Court Estate, Melton Mowbray, Leicestershire, LE14 2QS (and at other sites as required).

Package: 8% pension. Free parking, free gym, discounted café pass at Burrough Court

Salary: £32,000 - £36,000 basic annual salary

Hours: Full time (Mondays to Friday) (evenings and weekends as required).

Contract details: 37.5 hours per week. Six months' probation.

The Role

We are looking for an experienced and motivated professional with a background in successfully growing and managing organisations or charities through business development and fundraising. You will work closely with the Trustee Board to ensure the SLT achieves its ambitions. As part of this, your work will include activity across strategic, operational, and commercial work streams to deliver on the vision the Trust has been working towards for a number of years.

This is a pivotal role where you will lead on the delivery of the Sustainable Land Trust Strategic Plan. You will be a self-starter with a strong track record in managing and growing small businesses/charities, and proven abilities in fundraising and income generation. You will be comfortable with managing and motivating small teams and supporting them to achieve the aims and objectives of the organisation. You will be an excellent communicator and have a background in building and maintaining relationships with a variety of stakeholders, communities, teams, and individuals.

This is great opportunity to join a committed and friendly team who are working to make a positive difference to nature, climate, communities and people.

General Skills and Experience

Business Management: 3 years+ experience and skills in leading and growing a small business/charity

Finance and Funding: 3 years + proven track record in achieving business growth or successful fundraising.

Leadership: leading, inspiring, and supporting teams, programmes, and projects.

Communications: inspiring support from stakeholders, partners, funders.

Organisation: being well organised, prioritising work, and delivering results

Nature and People: bringing passion and interest in delivering the best results for nature, climate, and sustainability.

Key Responsibilities

Business Management

- Manage the delivery of strategies and plans, and report on the progress to the Trustee Board.
- Identify and implement opportunities to grow the Trust.
- Cascade the delivery of SLT strategies and plans to SLT teams and oversee progress to ensure smooth delivery and the early identification of risk.

Operating Address: Burrough Court Estate, Melton Mowbray, Leicestershire, LE14 2QS

Registered Office Address 26 Park Road, Melton Mowbray, Leicestershire, LE13 1TT

Tel: 01664 400150 E-Mail: khiseman@sltrust.org.uk

Registered Charity Number: 1174086 Company Registration Number: 8896581 Place of Registration: England and Wales



- Manage projects and services from inception to completion, ensuring they achieve successful outcomes and impacts, and are delivered on time, on budget, and to the satisfaction of the funder/client.
- Work with the on-site team to ensure buildings, spaces, equipment, and vehicles are maintained and compliant.
- Plan and manage staff meetings and respond quickly and efficiently to issues or requests.
- Work with the team and partners to ensure compliance of Health and Safety and Safeguarding requirements and be the Senior Designated Safeguarding Lead.
- Co-ordinate internal and external audits to satisfy accreditation bodies, partners and contractors.

Financial Management and Fundraising

- Deliver the Finance and Funding Strategy, ensuring income targets are met.
- Forecasting and managing funding and income opportunities and work with the team to produce high quality successful applications.
- Forecasting and managing budgets and project costs; providing quotes and contracts.
- Analysis and production of accurate monthly, quarterly and annual accounts and reporting on income progress and budgets.

Human Resources

- Manage the Human Resource function, overseeing the Admin and Finance Officer to ensure sufficient resources are in place to successfully deliver programmes and projects.

Marketing and Campaigns

- Lead the delivery of the Communications & Engagement Strategy working with the staff and Trustee teams to raise awareness of SLT and share knowledge of our work.

General responsibilities

- Attend regular meetings with the Trustee Board to review progress and to plan future activities and resources requirements.
- To prioritise tasks and manage time available to deliver the requirements of the role.
- As a professional courtesy you are expected to use any hours over and above the normal working day to achieve the outcomes required by the role.
- Ensure compliance with policies and procedures as defined within policies and working practices.
- To positively promote the aims, objectives, values and vision of the Sustainable Land Trust at all times.
- Be prepared to attend internal and external training, and/or meetings, and to use these opportunities for the sole benefit of the Trust during the period of employment.
- Use initiative, produce and implement sound solutions to problems when necessary and to challenge when appropriate.
- To seek advice, and engage with appropriate training as agreed with the Trustee Board.
- Maintain good administrative skills and the ability to produce accurate and relevant work both written and computer based.

Consideration will be given to restructuring the duties of this post for a disabled postholder. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the CEO within the competence of the post holder.

All roles are dependent upon sufficient funds to cover costs and therefore are subject to review should circumstances change.

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Personal Specification

	Essential	Desirable
Qualifications, Knowledge and Experience		
Proven track record of business growth and income generation	Y	
Proven track record of achieving successful funding income.	Y	
Experience of 3 years + in business and financial management.	Y	
Experience of non-profit environments.		Y
Experience of performance management and monitoring		Y
Significant experience of managing and monitoring strategies, plans, and projects; demonstrating the achievement of successful outcomes.	Y	
Experience in managing and developing teams	Y	
Experience in working within highly regulated organisations		Y
Skills, Abilities and Competencies		
Strong leadership, interpersonal and relationship building skills, who enjoys leading a small and friendly team	Y	
Outcome-orientated	Y	
The ability to maintain a professional manner and communicate effectively with stakeholders	Y	
Excellent IT skills, particularly with MS Outlook, Word, Excel, Office 365	Y	
Clear understanding of GDPR		Y
Methodological and accurate approach to work with good attention to detail	Y	
Commitment to, and enthusiasm for, nature, sustainability, and environmental issues	Ethical	Y
Have high standards of professional competence and be a positive ethical role model to the team supporting them to 'be the best you can be'.	Y	
Friendly, supportive and approachable		Y
Must hold a clear DBS or be confident of achieving one	Y	

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE TRUSTEE BOARD TO MEET THE CHANGING NEEDS OF THE ORGANISATION.

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