



# Scotland's Finest Woods

## Scotland's Finest Woods – Executive Director

The present Executive Director wishes to step down September/October 2022 after eight rewarding years in the role. Scotland's Finest Woods' (SFW) Trustees therefore wish to appoint someone to take on that contract.

The responsibility of the Executive Director is to ensure successful delivery of an annual awards programme of the highest quality with efficient use of resources. Scotland's Finest Woods Awards enhance the reputation of forestry in Scotland and showcase the breadth of woodlands as well as the many people involved in their management.

SFW is a Scottish Charity and a Limited Company whose aim is to celebrate the contribution that woodlands can make to the people of Scotland and to its environment and economic prosperity. The underlying principle of the Awards is that people from across Scotland work hard to support their local community, economy and environment and the Awards provide a way to recognise and reward their achievements and so identify exemplars for others to follow.

The Executive Director should ideally be a forestry professional or someone from a related field with an interest in forestry. You will also need an understanding of what is required in running a small charity. You will have strong organisational, budget management and communication skills as well as good planning and problem-solving skills. You will also be able to take a strategic view, build relationships with stakeholders (including funders/supporters, volunteers i.e. the judges and trustees, and entrants) and have excellent time management skills.

Reporting to the Trustees, you will be responsible for all aspects of strategic development, the day-to-day management of the charity, its finances and co-ordinating of the annual awards programme. In addition to the Trustees, you will also work with the charity's partners, supporters, with the volunteer competition judges and other any other contractors supporting delivery of the awards e.g. for media support.

Although the time commitment is around 50 days a year, this not evenly spread as there are periods of more concentrated activity. For example, as the annual awards open for entries (January), when entries are submitted (end March) and are judged (April – May), and around the awards ceremony itself which is normally held in June. In addition, towards the end of the financial year at end September shortly after which the annual meeting is held. Much of the delivery of the SFWA is reliant on volunteers where constructive working relations are key.

The terms of engagement will be on a Contract for Services basis. This is an excellent opportunity for an independent consultant to take a leadership role in an organisation with a strong profile, a growing reputation and positive momentum.

The contractor is expected to be paid £15,000 – £20,000 (negotiable) inclusive of any VAT per annum. This is a 3-year contract, renewable annually subject to satisfactory delivery and funding. The Executive Director is expected to come to Edinburgh for occasional meetings and at the time the Awards are presented which has historically been annually at the Royal Highland Show, Ingliston.

Applications are invited from potential contractors who should provide evidence of relevant experience which demonstrates their ability to fulfil this role successfully. This should be in addition to a CV or company profile.

**Applications require to be submitted by noon on Monday 2<sup>nd</sup> May 2022** to Angela Douglas via [admin@sfa.org.uk](mailto:admin@sfa.org.uk) Interviews will take place in person or online late May/early June. The successful applicant is **expected to start on 1<sup>st</sup> September 2022**. A month's overlap with the present Executive Director is anticipated to provide an induction and handover. If you wish any further information about the role you may phone the current Executive Director Angela Douglas on 07969 327015.

**Scotland's Finest Woods, Bramblewood, Munloch, Ross-shire, IV8 8PF**  
**M: 07969 327015 E: [admin@sfa.org.uk](mailto:admin@sfa.org.uk)**

## Scope of the services

### Managing the Awards

- Prepare a plan for each annual awards programme with key milestones/deadlines
- Prepare guidance, information and entry documents for applicants
- Provide any necessary support to applicants
- Secure volunteer judges, provide guidance, support them in assessing entries including site visits and quickly pay any invoices for required travel and/or subsistence
- Set up and organise the awards ceremony whether an in-person, an online or a hybrid event
- Organise all prizes that presently include: trophies (engraved with winners' details), commemorative cherrywood plaques, certificates, prize money, framed photographs for Schools/Early Years awarded and in-kind prizes kindly donated by supporters
- Arrange for winners including those commended to receive their prizes
- Provide constructive feedback to applicants

### Media and Communications

- Edit and keep updated the [website](#) (currently WordPress) as well as social media (at present [twitter](#) and [LinkedIn](#)) in collaboration with any contracted specialist media support
- Develop a communications plan in liaison with any contracted media and/or event specialists
- Prepare and contribute to promotional material

### Managing the Charity/Limited Company and Supporting the SFW Board

- Prepare a forward budget for each year
- Manage income (invoice all funders) and expenditure against the budget, including banking and cash flow
- Provide annual accounts' digital and paper records and then liaise with the independent financial examiner to produce the Annual Accounts and Directors' Report for which updated text is to be provided
- Liaise with funders and supporters to maintain good relations and their continuing support
- Secure new funders/supporters as required
- Ensure adequate risk management and insurance are in place and operating
- Represent SFW as agreed by the Board
- Prepare papers, present and report to the annual or any other meeting of the Charity Trustees and Company Directors' Board. Prepare the Board Agenda in liaison with the Chair
- Make arrangements for the Board meetings, including circulating papers
- Produce the annual or any other meeting(s') minutes
- Assist in the recruitment of Trustees, support their induction and development
- Prepare and submit all required returns, changes or other compliance/best practise documents/information to both OSCR and Companies House
- Maintain an oversight of the charity/limited company, other relevant legislation and advise on compliance and good practice.