BGCI Vacancy Announcement

Position Summary

BGCI is seeking to appoint an experienced, committed, passionate, and self-driven Director of Operations to ensure an effective and resilient BGCI by providing strategic oversight and hands-on delivery of BGCI’s operations including finance, communications, IT, membership, and the services we provide to members.

Title of post: Director of Operations

Job Purpose: To provide strategic direction to the organisation’s operations to ensure an effective and resilient BGCI including project co-ordination, finance, IT, communications, membership services, and other operational areas.

Contract Type: Full-time

Duration: Permanent

Location: BGCI Offices, Kew, London (flexible working arrangements possible)

Remuneration: £50,000 - £55,000 dependent on level of expertise (experience, education, training), and performance related to budget management, people management and other measures.

About BGCI

There are an estimated 3,500 botanic gardens and arboreta in the world attracting 750 million visitors each year. Botanic Gardens Conservation International (BGCI) is at the centre of this network. Our members include the largest, most renowned gardens on the planet – Kew, New York, Missouri, Singapore, Sydney and Shanghai – and they also include many smaller gardens situated in the world’s plant diversity hotspots. All of these member gardens share a commitment to making sure that no plant species becomes extinct, and they have a combined workforce of many thousands of horticulturists and scientists working towards that end.

BGCI’s mission is to mobilise botanic gardens and engage partners in securing plant diversity for the well-being of people and the planet. Our theory of change is that by leading, influencing, and empowering our membership and partners, we can better conserve plant diversity, encourage people to live in an environmentally sustainable way, and provide benefits for people as well as the ecology of the planet. Specifically, BGCI’s network of specialists will be mobilised to carry out plant conservation prioritisation, planning, action, and monitoring, thereby preventing plant species extinctions and promoting sustainability.
BGCI’s goal is that botanical organisations in our network will play a critical role in preventing plant species extinctions and create a more sustainable planet. BGCI’s work towards achievement of the goal can be broken down into the following work streams: Saving Plants, Inspiring and Leading People, Sharing Knowledge and Resources, Addressing Global Challenges through Public Engagement and Education, and Ensuring an Effective and Resilient BGCI.

**Person Specification**

Candidates for this post will have a proven record of accomplishment working for a charity or environmental organisation, preferably in conservation or science. The post holder will demonstrate sensitivity to complex, multicultural and multinational institutions and structures.

**Application Process**

Interested applicants should submit a CV and a cover letter of two pages maximum, explaining the candidate’s motivation and providing concrete evidence of why they are suitable for the position.

Please send your CV, cover letter, and Equal Opportunities Monitoring form to [info@bgci.org](mailto:info@bgci.org)


Closing date for applications is 4th September 2023

*BGCI is committed to putting equality, diversity and inclusion at the heart of our organisation. We are committed to ensuring a working environment in which all individuals are free from discrimination and in which opportunities are equal to all. We encourage applications from all sections of the community, particularly those underrepresented within our sector.*