BGCI Vacancy Announcement

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.

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.

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.

Detailed Position Description

The Director of Operations will be responsible for:

Delivering the organisation’s operational, IT, financial systems, project co-ordination and reporting outputs:

- Manage the finance, administration, IT, membership and communications teams
- Increase the effectiveness and efficiency of our operations through reviewing and developing processes to improve our central functions of IT, administration, finance, membership and project reporting.
- Ensure that the organisation is compliant with all relevant legislation by conducting risk assessments, monitoring performance, reviewing procedures and supporting the maintenance of the risk register.
- Provide strategic and operational oversight of BGCI’s internal activities to ensure they are well resourced, of high quality, fit for purpose, responsive to need, and bring about desired outcomes.
- Help to ensure that BGCI’s portfolio of projects are compliant, monitored and delivered on time to a high standard.
- Manage contracts with external service providers, including IT and web services, PR etc.
- Tracking and managing registers of MoUs and grant agreements.

Providing strategic direction and responsibility for the organisation’s communication, membership, and membership services programmes:

- Provide strategic guidance to BGCI’s communications programme for the implementation of the Communications Strategy including:
  - Ensuring the organisation’s brand identity is used effectively
  - Working with BGCI’s PR firm to implement an effective public affairs programme
  - Supporting the communications team to achieve communication targets
  - Overseeing website development and supporting online tools and resources
- Provide strategic guidance to BGCI’s membership programme:
  - Ensuring organisational buy-in and support for membership
  - Ensuring organisational compliance and use of BGCI’s CRM (SheepCRM)
  - Supporting the Membership team to achieve membership targets
• Provide strategic guidance related to the delivery of BGCI’s membership services across departments:
  o Ensuring the effective delivery of membership services, including data provision, vocational training and other services.

Providing strategic leadership for the organisation:
• Deputise for the Secretary General as required, both internally and externally, and flexibly undertake any other duties that may arise, develop or be assigned in line with the broad remit of the position.
• Participate in the Senior Management Team.
• Design, implement policies to promote company culture and vision.
• Provide support to BGCI’s Development Committee and fundraising programme.
• Support the Secretary General at meetings of the BGCI Board, International Advisory Council, and Development Committee

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.

Essential
• Eligibility to work in the United Kingdom.
• Excellent communication skills.
• Substantial experience working in the environmental and/or charity sectors.
• Experience of leading strategic and operational planning, implementing successful action plans and overseeing organisational change.
• Managing project portfolios to ensure compliance and timely delivery of agreed outcomes.
• Strong management experience including overseeing organisational development, motivating and developing staff, developing culture and responding to complex staffing issues with empathy, fairness, consistency and appropriate confidentiality.
• Ability to work robustly within challenging and unpredictable environments, to troubleshoot and problem-solve difficult situations calmly and effectively, and manage risk, recognising potential impact of decisions across all parts of the organisation.
• Proven experience of setting, overseeing and working to targets, budgets, and deadlines.
• Ability to manage own time and workload efficiently, prioritise and meet tight deadlines and work in a fast paced and rapidly changing environment.
Desirable

• Experience of working within a membership or international organisation
• Proven experience in managing complex and sensitive staff and organisational issues
• Public relations management skills, including oversight of website, social media and traditional media

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

The Equal Opportunities Monitoring Form can be downloaded from https://www.bgci.org/wp/wp-content/uploads/2022/06/Equality-Diversity-Monitoring-Form.doc

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.