



**EXECUTIVE DIRECTOR OF
OPERATIONS & STRATEGY
CANDIDATE PACK**



MESSAGE FROM OUR CEO

Thank you for your interest in the role of Executive Director of Operations and Strategy at WWF-UK.

There could not be a more important time to be joining us in the fight for our world. People are waking up to the threats facing our planet and a powerful global movement for change is emerging; one that WWF-UK is proud to support. The challenge of climate change is stark and growing and the imperative for action to begin to reverse the damage to nature is urgent. We are the first generation to know that we are destroying the natural world on which we rely, but we could be the last to be able to do anything about it.

We launched a bold, ambitious 10 year strategy in 2018, to turn around nature's decline, grow support for WWF-UK and ensure that we influence the people and decisions that hold the key to restoring our natural world. But we will not be able to do any of this vital work without the right governance model, operational controls, administrative and reporting procedures, and the systems to ensure our financial strength and operational efficiency. As Executive Director of Operations and Strategy, you will be responsible for our finance, strategic planning and performance, technology and legal work.



TANYA STEELE
CEO

Reporting to me, and as a member of our Executive team, you will direct and lead WWF-UK day-to-day operations in the UK. You will play an instrumental role in ensuring that we are an agile, high-performing organisation, implementing our strategy and reporting on its delivery.

You will be a dynamic and inspiring leader, with a sense of urgency, able to provide clear direction and make decisions quickly and effectively. You will drive change, transform operational business models and engage with colleagues across the organisation, and with senior stakeholders including our Board of Trustees, its committee members and key external contacts.

WWF-UK is committed to a team-working approach that brings colleagues from across the organisation together to deliver our key strategic goals. So you will be comfortable leading and working across teams to deliver excellent results, while being considerate towards others, drawing on our team's collective strengths to achieve success.

While the challenges facing the natural environment and all of us who depend on it are daunting, we also stand at a moment of opportunity. Concern about climate change and the loss of nature is increasing around the world, and among younger people in particular. Many people are now raising their voices and taking a stand – from the street to the boardroom to the corridors of power – to highlight the crisis we face and to demand action. If you are as excited as we are about the opportunities this moment and this pivotal role present and are determined to drive change and build a world-leading and inspirational organisation, then I look forward to meeting you.

INTRODUCTION

Humanity is wiping out life on Earth and we are fast approaching the point of no return, when the damage can no longer be undone.

We want people who are passionate about making it politically, socially and economically unacceptable to destroy our planet's natural resources to join us in the fight for our world.

WWF's latest Living Planet Report, published in 2018, showed the abundance and diversity of species are in steep decline, with wildlife population sizes falling on average by 60% between 1970 and 2014. This has been primarily driven by the food and agriculture system as well as the devastating onset of climate change.

This is not a far away problem, happening on the other side of the world. Things are as bad on our own doorstep. Over half of UK species have declined since 1970. More than one in 10 of around 8,000 species assessed are under threat of disappearing from our shores altogether.

We are tackling the underlying root causes driving nature's decline and focusing our attention on the three biggest challenges on which we think WWF and the UK are best placed to have the greatest impact:

- Preventing climate change and safeguarding polar regions;
- Creating a sustainable food system;
- Ensuring we don't lose iconic species and habitats.

As the world's leading independent conservation organisation, WWF-UK would love to meet an exceptional and inspirational Executive Director of Operations and Strategy with strong commercial awareness, experience in driving a high performing organisation, clear leadership and a passion for results. When it comes to fighting for our world, mediocre just won't do.





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WWF-UK'S VALUES

These values should be embedded in your work and behaviour and any associated policies and processes are adopted consistently.

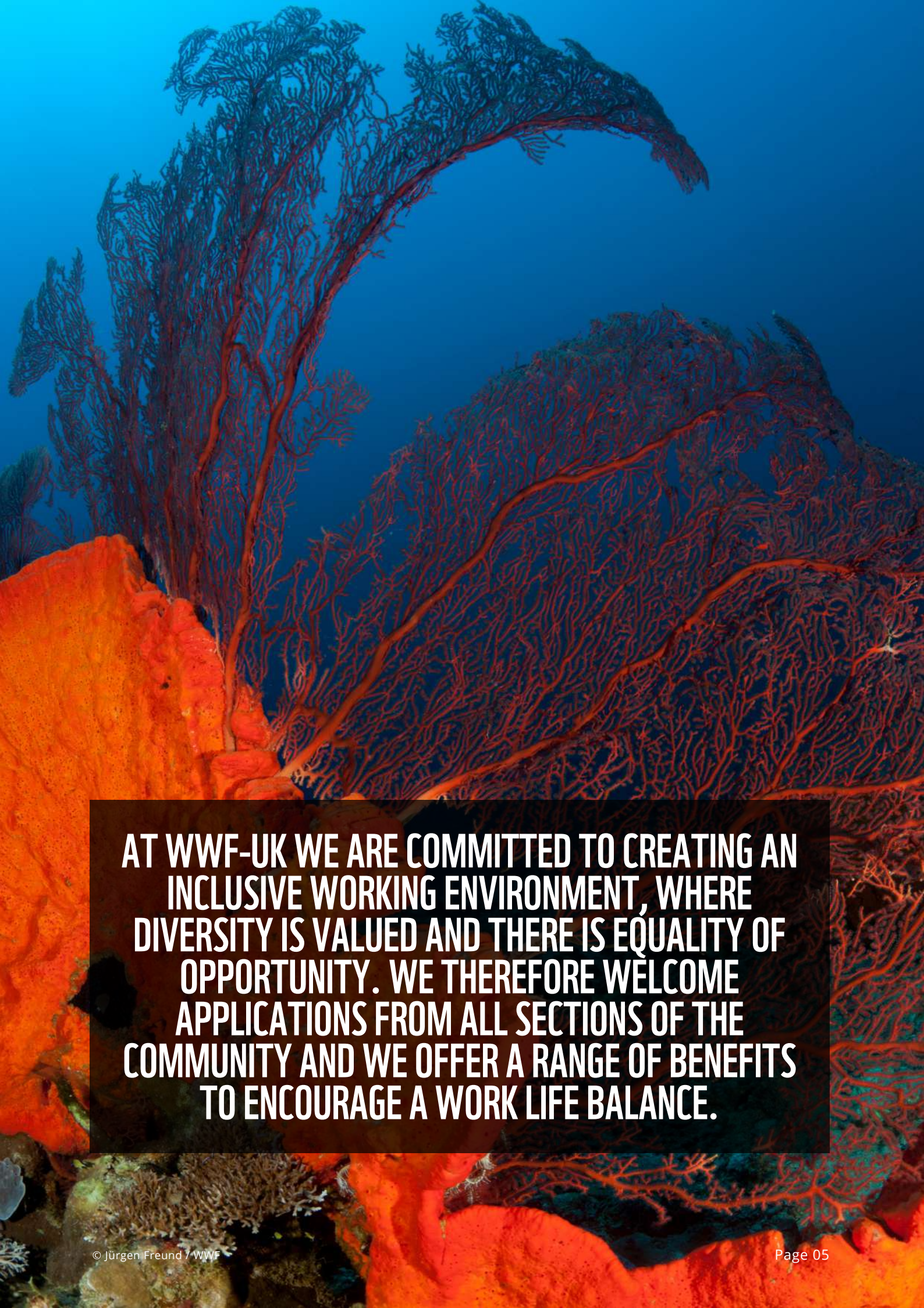
**WE ARE
COURAGEOUS**

**WE ARE
PASSIONATE**

**WE ARE
GUIDED BY SCIENCE
AND INSPIRED BY
NATURE**

**WE ARE
COLLABORATIVE**

**WE HAVE
INTEGRITY**

An underwater photograph showing a vibrant coral reef. In the foreground, there are large, textured orange and red coral structures. Behind them, several tall, branching sea fans (gorgonians) extend upwards into the clear blue water. The lighting is bright, highlighting the intricate details of the marine life.

AT WWF-UK WE ARE COMMITTED TO CREATING AN INCLUSIVE WORKING ENVIRONMENT, WHERE DIVERSITY IS VALUED AND THERE IS EQUALITY OF OPPORTUNITY. WE THEREFORE WELCOME APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY AND WE OFFER A RANGE OF BENEFITS TO ENCOURAGE A WORK LIFE BALANCE.

ROLE OVERVIEW

CONTEXT OF THE ROLE

Reporting to the Chief Executive, the Executive Director of Operations and Strategy will direct and lead the day-to-day operations of WWF-UK, facilitating and sharing responsibility, (with the Executive Group) for the operational and strategic management and leadership of the organisation.

We have big ambitions that will impact the planet's long-term future, so we're committed to ensuring we have a best-in-class operations department that underpins our ability to make an impact on protecting our world. Your innovation and vision will aid, support and direct the organisation on the path to long term change.

MAIN PURPOSE & SCOPE

As a key member of the Executive Group you will provide pragmatic guidance and support to the organisation and be pivotal in the continued implementation of our bold new strategy; creating a high performing organisation that is agile, dynamic and innovative.

The Executive Director of Operations and Strategy will provide management and vision to ensure that WWF-UK has an appropriate governance model, ensuring; operational controls, administrative and reporting procedures, and systems are in place to ensure financial strength, and operational efficiency in order to fully realise our strategy to deliver greater impact. The Executive Director of Operations and Strategy will possess exceptional commercial acumen with a resilient, responsive and transformational leadership style, underpinned by a determined approach, which will be essential to ensure an environment of continuous improvement.

This role has overall financial stewardship of WWF-UK and is responsible for the delivery and control of the annual budget, longer term financial projections, forecasts and objectives.

In addition to the above, the role has accountability for Strategic Planning & Performance, along with the Technology and Legal Departments for the organisation.



KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Support the planning, implementation and delivery of the organisation's bold strategy;
- Leadership and management of the operations function, ensuring that our systems, processes and ways of working support the effective delivery of the organisation's strategy;
- Oversight of the operational and commercial governance processes;
- Work closely with Executive Director of Supporter Income and Engagement to support the delivery of the WWF income generation strategy for growth;
- Ensure the organisation has an effective financial model; accurate and timely management information to enable effective decision making; and that key stakeholders are held to account for the delivery of financial targets and other performance measures;
- Effective oversight of the organisation's risk and assurance framework, ensuring that key risks have been addressed, business continuity plans are in place and regulatory requirements are satisfied;
- Ensure effective governance processes, facilitating and maintaining good working relationships with Trustees and Board/Committee members, with the right levels of oversight;
- Being an effective network citizen including participation in the 'Operations' Network Group to support the Network Executive Team and ensure WWF-UK interests are represented and met;
- To undertake any other duties commensurate with the post.





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PERSON SPECIFICATION

SKILLS AND COMPETENCIES

- Demonstrable strategic and inspirational leadership; preferably gained across a variety of industries, with a proven background in leading organisational change and the support of the people through significant periods of change;
- Strong people management skills with experience of developing a high-performing organisation through effective planning, processes, systems, decision making, innovation and change management;
- Proven ability to work collaboratively with excellent interpersonal and influencing skills;
- Excellent written and oral communication skills, including the ability to present technical information in a concise and accessible way to manager, Trustees and others;
- Flexible and able to multitask; can work within a fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment.

This document sets out key responsibilities of the role and is not intended to be an exhaustive list of tasks and duties. We reserve the right, at our sole discretion, to reasonably vary the responsibilities from time to time depending on the needs of the organisation without changing the level of the role.

EXPERIENCE, QUALIFICATIONS & KNOWLEDGE

- A successful track record in a senior leadership/management role which has included some of the following areas: strategic planning and performance, financial and accounting services, technology, legal services and internal audit;
- An understanding and ideally experience of UK charity law and governance responsibilities;
- An understanding of the activities of WWF, with an interest in conservation issues and the global environment agenda;
- A high degree of commercial awareness and business acumen, with strong resource, financial, project and process management skills. [CIMA/CCAB, MBA or equivalent would be desirable, but not essential].

TERMS AND CONDITIONS

The role heads up the Operations Department, directly reporting to the Chief Executive. You will be based in WWF's Woking office, the Living Planet Centre. The role is full-time and permanent with some flexibility to work from other locations including from home. Job shares will also be considered. The salary will be circa £95k depending on the competencies and experiences of the successful candidate. The package also includes 25 days annual leave (rising to 30 days) plus bank holidays as well as a generous pension.

HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of WWF-UK. If you wish to apply for this position, please supply the following:

- **A detailed CV setting out your career history, with responsibilities and achievements;**
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application;
- Diversity monitoring form – your data will be stored separately from your application and will at no time be connected to you or your application.

Please send your CV and cover letter to Elizabeth Oni-lyiola, Elizabeth.O@Inclusiveboards.co.uk by **30th October 2019**.

Interviews are expected to take place in November 2019.

If you would like to discuss this opportunity further, please contact Elizabeth Oni-lyiola on 0207 267 8369.





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