

# BGCI Vacancy Announcement

<b>Title of post:</b>	Director of Operations
<b>Job Purpose:</b>	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.
<b>Contract Type:</b>	Full-time
<b>Duration:</b>	Permanent
<b>Location:</b>	BGCI Offices, Kew, London (flexible working arrangements possible)
<b>Remuneration:</b>	£55,000 - £58,000 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 communications, IT, membership, and the services we provide to members.

## About BGCI

Botanic Gardens Conservation International (BGCI) is a membership organisation and a global network for plant conservation located in Kew, London with regional bureaux in China, Kenya, Singapore, and the USA. Our membership comprises over 900 botanical institutions working in plant conservation - botanic gardens, arboreta, NGOs, restoration organisations, government, and universities - in over 120 countries all around the world. We work with this extensive network of members, and the wider conservation community, to use our collective knowledge and hands on expertise to reverse the threat of extinction facing plants and to secure plant diversity for the well-being of people and the planet.

BGCI coordinates efforts to enhance regional networking and scale up technical networks by facilitating, coordinating, and supporting the consolidation and functioning of botanic garden networks. BGCI's mission is to mobilise botanic gardens and engage partners in securing plant diversity for the well-being of people and the planet.

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. Our 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, Information Technology, project compliance and reporting outputs:

- Manage the 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, membership services and project management.
- 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, and effectively monitored.
- Track and manage contracts with external service providers, including IT and web services, PR etc.
- Establish and managing registers of MoUs and grant agreements.

### Providing strategic direction and responsibility for the organisation's marketing, communication, and membership services:

- Provide strategic guidance to BGCI's communications programme through the drafting of a Marketing and Communications Strategy, including:
  - Identifying BGCI's key audiences, and messages
  - 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:
  - 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

If you are interested in this role, please send us your CV and a cover letter (two pages maximum), explaining your motivation for the role and providing examples and evidence of how you are suitable for the position.

Please send your CV, cover letter, and Equal Opportunities Monitoring Form to [info@bgci.org](mailto: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 24<sup>th</sup> February **2025**

The interviews will be conducted online/in person the week commencing 3<sup>rd</sup> March **2025**

*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.*