



# Director

## Appointment Brief

### January 2023



# Dear Candidate

Thank you for your interest in the role of our new Director at SLBI. We hope that you will find this an interesting and rewarding role.

The SLBI vision is for everybody to have opportunities to learn about and deepen their engagement with plants, both for their own benefit and that of the planet.

Our mission is to be somewhere that people of all ages and backgrounds can develop and share a passion for plants together with understanding how plants help to sustain human life, expressed as: Discovering plants, enriching lives, sustaining the future.

Currently we are part way through implementing our strategic business plan. Its purpose is to embed the SLBI – a unique botanic garden and resource in an inner-city setting - more firmly into both local and scientific communities.

Our plan will assist the SLBI to attract and engage with more people from the local community, which is increasingly young and ethnically diverse, and to also have a greater geographical reach through digitalisation. It will give the SLBI increased opportunities to educate more people more widely, including about the healing effect of plants, their contribution to life on the planet, their role in tackling climate change and inequalities and colonial legacies in botany. It will improve our scientific credentials and our collaborations with botanists and other professionals.



The SLBI Business Plan 2021-2026 has four strategic aims.

- To retain our current audiences and broaden our audiences in line with local demographics
- To make the SLBI's building and collections more physically and intellectually accessible
- To maintain existing, and build new partnerships and collaborations locally, regionally and nationally to fulfil our aims
- To make the SLBI more financially resilient and sustainable

The SLBI has a rich history. It was set up in 1910 to promote, encourage and facilitate the science of Botany and related sciences and their practical applications.

We are now recruiting a Director to work with us in finalising implementing the plan, as well as working with the Board and ensuring that we fulfil our mission.

We look forward to hearing from you.





# Director's Role

## Purpose of role

As Director of the South London Botanical Institute (SLBI), you will take a creative and imaginative approach to heading the development of the long-term business strategy of the SLBI, ensuring that it is kept on a sound financial footing and delivering the Institute's effective day-to-day operations. You will lead a small team to ensure a diverse, inclusive and accessible programme and culture, whether from our temporary premises or our permanent building, once reopened (later in 2023). You will answer to the Board of Trustees with the Chair of Trustees acting as your immediate line-manager. This is a new post created by Trustees to ensure our continued growth and reach.

## About the South London Botanical Institute:

The South London Botanical Institute (SLBI) aspires to be a place where people of all ages and backgrounds can develop and share a passion for plants and improve their knowledge of how to protect the natural environment and act to tackle climate change. Our mission is summarised as: Discovering plants, enriching lives, sustaining the future.

The South London Botanical Institute (SLBI) is a rare UK example of a botanic resource and garden located in an area that is socio-economically typically inner-city. This makes it an ideal place for people of many ages and backgrounds to begin to appreciate and deepen their understanding of the natural world around them.



The SLBI has been based in Tulse Hill since 1910. We sit in the London Borough of Lambeth, close to the boundary with Southwark and parts of Wandsworth. The SLBI is closing in January 2023 for some much-needed building repairs for around 6 months, during which time activities such as walks, workshops and community projects will continue off-site. The temporary office will be based in central Brixton.

### Summary of role

1. To lead the delivery of all SLBI activities and ensure best management of staff and other team members.
2. To direct, develop and manage the delivery of the SLBI's business strategy
3. To lead the expansion of the educational and scientific impact of the SLBI across diverse communities in accordance with our business plan and charitable purpose
4. To develop our fundraising and commercial capacity
5. To support the Board in ensuring that the SLBI is governed according to the requirements of our charitable purposes and in compliance with company and charity law and regulations, SLBI diversity and inclusion policies and not-for-profit best practice governance



# Duties and Responsibilities

1. To lead the delivery of all SLBI activities and ensure best management of staff and other team members
  - To lead the SLBI and ensure the effective delivery of all functions
  - To nurture a culture and work environment in line with the SLBI's values and goals
  - To recruit, coach, mentor, lead and retain the best staff, volunteers, voluntary workers and free-lancers for delivering our strategy and goals
  - To manage the overall financial health of the SLBI (answering to the Board of Trustees and Treasurer) and to report to the Board as required
  - To ensure that work planning, appraisals and staff development for volunteers and staff is effectively and supportively carried out
2. To direct, develop and manage the delivery of the SLBI's business strategy
  - Oversee all aspects of the management of delivering high quality services to individuals and communities and the management and welfare of staff
  - To take the lead on key projects, particularly those involving significant relationship management at a senior level
  - To effectively delegate responsibility and delivery to appropriately qualified staff
  - To responsively and proactively manage the risk register, keeping the Board informed
  - To be an effective, inspiring ambassador for the SLBI
  - To ensure that expenditure and income are managed according to plans, and take prompt action to respond to changes in the economic environment
  - To make sure that proper financial reporting and accounting procedures are in place
  - To ensure that procurement is carried out according to established not-for-profit best practice



3. To lead the expansion of the educational and scientific impact of the SLBI across diverse communities in accordance with our business plan and charitable purpose

- To direct and oversee the development and management of educational and scientific activities and programme aligned with our charitable purpose and goals
- To develop partnerships, collaborations and networks with other scientific and educational institutions with goals and ambitions congruent with our own
- To ensure engagement with and participation by local communities

4. To develop our fundraising and commercial capacity

- To build and execute a new fundraising strategy
- To grow membership numbers and opportunities for user engagement
- To actively seek new fund-raising and commercial opportunities
- To support and inspire staff charged with delivering commercial activities
- To monitor and manage those activities, expanding or reducing if commercially prudent
- To oversee grant application programme, compliance and reporting.

5. To support the Board in ensuring that the SLBI is governed according to the requirements of our charitable purposes and in compliance with company and charity law and regulations, and not-for-profit best practice governance

- To ensure that the SLBI is managed and governed according to the requirements of our charitable purposes
- To support the Board in delivering good governance across the organization
- To ensure that SLBI diversity, equality and inclusion policies and practices are updated, fit for purpose and integrated into all aspects of our work.
- To ensure that Board meetings and all other required governance activities take place in a timely and compliant fashion
- To ensure all necessary safeguarding and workplace H&S processes are in place, complied with, regularly reviewed, and improved as necessary
- To work with Board, sub-groups and individual Board/group members to implement the Board's workplans
- To proactively identify training required to deliver strategic objectives.





# Person Specification

You will be a good all-rounder, confident with community engagement, leadership and financial responsibility.

- Ø A people-person, successful at managing and supporting teams, and working with Boards and their members.
- Ø Proven successful leadership experience
- Ø A track record of engaging communities and of delivering services to diverse audiences
- Ø Demonstrable skills of financial and operational management with understanding of fund raising and income generation in a small charity context.
- Ø Strong relationship builder and manager
- Ø A demonstrable passion and deep concern for issues relating to botany, natural science, the environment, climate change and gardening.
- Ø A high level of agency and ability to work autonomously
- Ø A good understanding of safeguarding issues
- Ø Excellent understanding the charity sector, especially aspects related to our focus.
- Ø A planner, organiser and doer – hands-on, good under pressure and able to delegate.
- Ø Able to work occasional evenings or weekends
- Ø Familiarity with the local area is desirable, but not essential, but a willingness to become familiar is essential.





# Application Information

**Salary:** This is a full-time post with a salary of £44,000 pa.

**Contract type:** This is initially a 12-month post, with a permanent contract subject to further funding.

Ø Hours: 37.5 hours pw Monday-Friday with some weekend end and/or evening commitments for which TOIL is given

Ø Leave: 25 days leave per annum plus Bank Holidays

Ø Probationary period: three months

Ø Employer pension contribution: Statutory employer pension contributions (currently 3% of eligible salary)

Ø Reports to: Board of Trustees and managed by Chair of Trustees

Ø Attends for governance purposes: Board, Finance sub-committee and (as necessary) sub-group meetings.

Ø Manages: staff team of 4-5 part-time staff, 2 free-lance part time gardeners; residential wardens (voluntary worker agreements)

Ø Based at: SLBI premises, either temporary office in central Brixton, SW9 7EQ or permanent premises at 323 Norwood Road, SE24 9AQ. Attendance at other sites may be required.

Ø Some working from home is possible by arrangement.

More information about the charity can be seen on our website: [www.slbi.org.uk](http://www.slbi.org.uk)

An executive summary of our business plan 2021-2026 can be found here: [www.slbi.org.uk/assets/uploads/2021/06/Business-Plan-Executive-Summary.pdf](http://www.slbi.org.uk/assets/uploads/2021/06/Business-Plan-Executive-Summary.pdf).

Please send a CV and a covering letter (no longer than two pages) and the details of two referees to: [info@slbi.org.uk](mailto:info@slbi.org.uk) by 20 February 2023.

Trustees are happy to have an informal discussion prior to any application. Please contact [info@slbi.org.uk](mailto:info@slbi.org.uk) and we will get back to you. Please be aware that our staff work part-time, so responses may take a day or two. We plan to interview w/c 13 March 2023.

The SLBI strives to be diverse and inclusive of individuals and communities and is working to achieve those aims throughout the charity



South London Botanical Institute

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