

INSTITUTE OF CHARTERED FORESTERS

JOB DESCRIPTION

Job Title:	Executive Director
Responsible To:	ICF Council
Responsible For:	All Institute staff (10 in total)
Posts held:	Executive Director, Company Secretary to Forestry Publications Limited
Overall Purpose:	<p>To lead, manage and expand the Institute of Chartered Foresters as the professional body for tree professionals (incorporating arboriculture, forestry and timber production) in the UK, to ensure that the ICF has a clear, respected voice and is a strong and resilient organisation by:</p> <ul style="list-style-type: none">• Working closely with the President, Council and Executive Committee to provide strategic leadership to the ICF in accordance with the Strategic Plan• Leading staff and managing resources to deliver the Institute's priorities as laid out in the strategic plan (strong organisation, strong profession)• Championing the growth of professionalism across the sector, ensuring the provision of a timely, quality service to the membership to meet the needs of members across the spectrum of the Institute (strong profession)• Promoting and championing ICF and the profession externally to a wide variety of stakeholders across the UK and overseas, including key opinion-formers in Government, industry, the education sector, NGO's, funding agencies, academia and other organisations active and influential in the sector (strong voice)• Ensuring that the Institute complies with relevant legislation, statutory guidance and the terms of the charter and By-laws (strong organisation)
Key Tasks:	Working closely with the President, Council and Executive Committee to provide strategic leadership to ICF

- Work with Council to develop the Strategic Plan, and lead its implementation.
- Work with the President to ensure appropriate monitoring and review of the delivery of the organisation's mission and strategic plan
- Develop relevant and appropriate policy proposals for Council consideration
- Ensure provision of effective secretariat for Council, and lead activity to ensure effective succession planning of Council and associated committees

Leading staff and managing resources to deliver the Institute's priorities as laid out in the strategic plan

- Develop and implement a 5 year financial strategy and 1 year business plans to deliver the Institute's duties, objectives and priorities
- Be accountable for the effective, efficient and compliant management of the Institute's financial and other resources.
- Lead, manage and develop the ICF staff team to enable them to reach their potential, ensuring that all staff contribute effectively to the development and delivery of the Institute's activities
- Ensure that all staff have regular and effective annual performance and development reviews to enable them to realise their potential.
- Ensure appropriate and effective corporate risk management procedures are in place and effectively monitored

Championing the growth of professionalism across the sector, ensuring the provision of a timely, quality service to the membership to meet the needs of members across the spectrum of the Institute (strong profession)

- Provide a high quality service for members by setting and monitoring quality performance standards
- Oversee the process of Continuing Professional Development provision and monitoring, and Examinations
- To oversee the production of engaging communications (social media, membership magazine, website and national/regional events)
- Ensure that the Institute is recognised by its members as open, inclusive, authoritative and positive by maintaining a strong corporate culture and through excellent comms and engagement with members.

Promoting and championing ICF and the profession externally to a wide variety of stakeholders across the UK and overseas, including key opinion-formers in Government, industry, the education sector, NGO's, funding agencies, academia and other organisations active and influential in the sector (strong voice)

- Act as a champion for forestry and arboriculture and seek opportunities to expand and promote the role of the ICF, including the promotion and advancement of forestry and arboriculture education and training in the UK
- Promote and champion the growth of professionalism across the sector, and to increase the adoption of professional standards

	<ul style="list-style-type: none"> • Develop the Institute’s relationships with external stakeholders including government, media, other forestry and environmental bodies, editors and authors of ICF publications, and other learned societies both in the UK & internationally. <p>Ensuring that the Institute complies with relevant legislation, statutory guidance and the terms of the charter and By-laws (strong organisation)</p> <ul style="list-style-type: none"> • Ensure that the governance of the ICF reflects good practice and is consistent with the Institute’s Charter, Bylaws and relevant statutory requirements (including Scottish Charity Law). • Ensure appropriate presentation, regular reports and advice are provided to Council and Executive Committee to enable them to fulfil their responsibilities under the Scottish Charity Law and ensure that all legal submissions to regulatory bodies are completed on time. • To fulfil the duties of Company Secretary of Forestry Publications Ltd.
<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • High positive profile amongst the profession, land management and development sector, allied professions, the public and key decision makers • Increased membership across all categories • A productive and effective ICF team • Achievement of financial targets • Impact on key policies across all UK administrations • Increasing professionalism across the sector
<p>Version:</p>	<p>17 February 2022</p>