



Director – Chagos Conservation Trust

November 2021

About the role

The Chagos Conservation Trust (CCT) are currently seeking to appoint a Director to drive the delivery of the Trust's vision and strategy.

The Director will work with the Board of Trustees to oversee and implement all aspects of the organisation's operations, and develop and deliver CCT's 2022-2025 strategy.

They will lead all communications, fundraising, government and partner relations, Chagossian community engagement, and programme development efforts, with support from the Trustees. The Director will be responsible for delivery of all CCT projects and in particular progressing CCT's flagship rewilding programme, *Healthy Islands, Healthy Reefs*, and manage one staff member.

This is a challenging and multi-faceted role with no week being the same as the last. You will ensure effective coordination between different functions across the organisation to maintain cohesion and alignment with the strategy. You need to have a diverse range of skills, be open to 'mucking in' and taking on non-traditional senior management tasks as needed, be flexible and open to new opportunities as they appear. As a very small organisation the Director is expected to deliver everything that requires to be done to enable CCT to function to its fullest potential.

This is a full-time, work from home role, and therefore you need to be self-motivating and confident working without a traditional support structure. This role does not necessarily entail travel to the Chagos Archipelago and is not a scientific research role.

About the Chagos Conservation Trust

The Chagos Archipelago, an archipelago of 58 islands covering some 640,000km² of ocean, is a UK Overseas Territory, and a rare haven of beautiful reefs and diverse wildlife located in the midst of the Indian Ocean.

The Chagos Conservation Trust, founded in 1992, is a largely voluntary-run UK charity with a board of 14 Trustees made up from a diverse group of scientists, conservationists, campaigners and finance specialists with one thing in common: working to protect the Chagos Archipelago.

In 2015, the Trust appointed a Director to drive and expand the organisation. The Director works closely with the Board and other institutions and organisations to further the goals of the CCT and ensure that the Trust has a sustainable future.

CCT's aim is to make sure that this valuable natural environment is conserved, and can act as an example for conservation and management of such environments across the planet. With the right care, the archipelago can be a reminder of how tropical reefs flourished many hundreds of years ago, and can offer vital insight into how they might be saved for generations to come.

We carry out scientific and historical research and conservation work, and strive to highlight the global importance of this breath-taking marine ecosystem.



Job Description

Job Title: Director – Chagos Conservation Trust

Location: Home-based, but with a requirement to travel for board meetings and meetings with other organisations or individuals as work demands.

Position: Full time

Reports to: The Board of Trustees, with line management by the Chair

Job Purpose

CCT promotes and conducts scientific and historical research and environmental conservation work in the Chagos Archipelago, one of the world's largest fully-protected marine reserve.

CCT is looking for a high calibre candidate, willing to take ownership of continuing to build the organisation and moving CCT's flagship programme, *Healthy Islands, Healthy Reefs*, forward. The person will report to and be responsible to the Trustees of CCT.

Principal Responsibilities

- To develop and deliver a SMART three year (2022-2025) strategic business plan, enabling the charity to continue to conserve the Chagos Archipelago,
- To further develop *Healthy Islands, Healthy Reefs* by creating a fully costed, conservation plan that includes partner and stakeholder contributions, investigate funding opportunities, and manage the Programme Manager,
- To develop applications for funding and to manage funded projects, including our current three-year Darwin Plus Grant,
- To ensure CCT meets all legal and administrative requirements including maintenance of financial records, accounting, submission of required documents to the Charity Commission or other appropriate bodies,
- To work with the Board to raise funds for *Healthy Islands, Healthy Reefs*, and other approved projects, engaging donors, preparing bids, preparing and submitting concept notes and proposals, and delivering and championing successful project reports,
- To manage and develop CCT's communication and outreach, including production of Chagos News, writing news stories, updating the websites and social media, and building media relations,
- To develop collaborative relationships with strategic partners and like-minded organisations, particularly members of the Chagossian community, potential funders, fellow NGOs and scientists, governmental partners, and other key stakeholders
- To manage, with the Trustees, the CCT working groups, to further the aims of CCT.

Skills and experience required

- Understanding CCT – Understands, shares, and promotes CCT vision and mission, and the desire to conserve the Chagos Archipelago,
- Qualifications – Degree qualified or relevant professional qualification and experience,
- Experience - Minimum of five years at the senior or executive management with experience of working with charity boards of trustees,
- Achieving results – Effective project management and able to identify opportunities for CCT, but equally aware of CCT's objectives and constraints, and ensure these are applied appropriately to all opportunities/activities,



- Building relationships – Knowledge of the conservation NGO sector with extensive contacts and experience of working at a high-level, influencing change and developing collaborative partnerships and programmes,
- Diplomacy – Able to anticipate and understand the expectations of Trustees, funders, officials, and others, and ensure their requirements are met and expectations appropriately managed,
- Realistic - Understand the constraints that apply specifically to working in the British Indian Ocean Territory,
- Influencing and impact – Experience in identifying, cultivating and maintaining productive relationships with potential and existing donors and key influencers,
- Communication – Demonstrate good communication, both orally and in writing, with trustees, funders, government officials, journalists, and members. Experience producing internal reports and public-facing outreach materials and managing websites, using appropriate software,
- Administration – Practical experience in finance, human resources, safeguarding, operations, grant management, charity reporting, governance, and IT.
- As CCT's only member of full-time staff, ability to work independently and self-motivate.

Other details

- Location – UK but is a remote, home working role with access to London or major UK destinations as required,
- Salary – up to £45,000 pa depending on experience,
- 4% employer pension contribution
- 25 days annual leave
- Applicants must have the right to live and work in the UK.

Applicants should submit a CV and a cover letter detailing why they are the right person for the role to info@chagos-trust.org by 15th December 2021, interviews scheduled for second week of January 2022, with a second round of interviews mid to late January if necessary. Please contact chair@chagos-trust.org with any queries.