



The Glacier Trust

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Charity registered in England Number 1124955

EXECUTIVE DIRECTOR - THE GLACIER TRUST

JOB SPECIFICATION

The principle purpose of the job is to ensure the efficient and effective day to day running of The Glacier Trust (TGT). This includes management of fundraising, project selection, and providing strategic leadership concerning the direction of The Glacier Trust in partnership with the Board of Trustees, Partner Liaison Advisor (Nepal based volunteer) and Climate Change Adaptation Advisor (UK based volunteer).

In all tasks and responsibilities, support will be provided by the Trustees of The Glacier Trust, and our two volunteer advisers, when required or necessary.

The Glacier Trust's Purpose:

Climate change is threatening sustainable agriculture in many parts of the Himalayas. The Glacier Trust currently works exclusively in Nepal and in partnership with Nepali NGOs, building their capacity to enable transformative adaptation to climate change through sustainable organic agriculture in these rapidly changing environments. The Trust also has a higher education programme providing scholarships that enable Nepali undergraduates and postgraduates to improve the quality of their fieldwork and research programmes.

The Glacier Trust has also built its profile in the UK as an advocate for approaches to climate change adaptation that are both transformative and aligned with climate justice.

Fundraising and communication/outreach Responsibilities

In collaboration with the Trustees, and with support of advisers, the Executive Director will be responsible for:

- a) identifying funding bodies for TGT's core funding and its programmes,
- b) making funding applications and biannual fundraising campaigns,
- c) preparing the documentation required for the fundraising applications and campaigns,
- d) undertaking public speaking, publicity and promotional activities as and when required,
- e) preparation of fliers, brochures, pamphlets as and when required,
- f) preparation of documentation required for submission to likely donor organisations and institutions,
- g) regular communication with the main donors to ensure continued support, including GDPR compliant record keeping and communication.

Programme Responsibilities

The Executive Director will be responsible for:

- a) maintaining and, if possible, developing TGT's current impact, both in the number and quality of the programmes it enables in Himalayan communities by working in partnership with NGOs in Nepal,
- b) building TGT's role in advocating for transformative adaptation to climate change,
- c) continuing to extend the development of TGT's higher educational and climate change adaptation programmes in Nepal, through research and guidance from Trustees and TGT's project partners.

Financial Responsibilities

The Executive Director will be responsible for:

- a) day to day management of the TGT bank accounts,
- b) informing the Trustees of the status of the bank accounts and balances on a quarterly basis,
- c) ensuring that approved funding disbursements to our partners are made in a timely manner and keeping accurate records,
- d) running TGT payroll and adhering to deadlines set by the HMRC for payment of tax and National Insurance, and reporting,
- e) ensuring the accounts of TGT are maintained in a proper and orderly manner and are available on request,
- f) preparing an annual financial report which will be distributed to Trustees of The Glacier Trust, and advisers; this report will be approved by the TGT Trustees,
- g) arranging for an annual independent examination of the accounts when required by the Charity Commission,
- h) filing the annual accounts and the annual report with the Charity Commission. This is specifically required by the Charity Commission when TGT's gross yearly income exceeds £25,000,
- i) completing and filing the annual return form online through the Charity Commission,
- j) preparing an annual financial plan in February of each year, showing the current financial status and likely balance and expenditure in the following year,
- k) informing the Trustees and Advisers of The Glacier Trust, at any time, of a likely financial problem or shortfall in funding availability.

Administrative Responsibilities

The Executive Director will be responsible for:

- a) maintaining a current roster of past, present and potential donors,
- b) preparing a draft of an annual printed newsletter for submission to, and approval of, Trustees of The Glacier Trust,
- c) managing all general correspondence for TGT,

d) ensuring that an efficient and effective filing system is maintained in both hard and soft copy – the soft copy files are to be shared on an annual basis with the advisers and one of the Trustees based in the UK,

e) maintaining close contact with the Trustees and contacting them on an as-and-when-needed basis,

f) website development, updating and management, and increasing the presence of The Glacier Trust on social media,

g) ensuring that TGT and its business complies with all legal requirements of the UK laws in relation to business and charity management.

Relationship with the Advisers (Nepal and UK)

The Glacier Trust greatly benefits from the voluntary support and commitment of two Advisers who have an advisory and supportive role on all substantive matters relating to the business of TGT and will be available as and when required for consultation and assistance. They are the Partner Liaison Adviser, based in Nepal (Richard Allen) and the Climate Change Adaptation Adviser, based in the UK (Dr. Morgan Phillips)

As the Executive Director:

a) we recommend regular communication with the Advisers,

b) we recommend regular communication with Advisers, and allocation of time to discuss specific topics and activities at least once a month during the probationary period,

c) decisions on behalf of The Glacier Trust are made independently from your Advisers, however where appropriate and useful for you, you are encouraged to discuss activities and plans with your Advisers.

Management of Volunteers

The Glacier Trust currently has 2 volunteers supporting on a weekly basis with writing trusts and foundations applications and researching potential funders. There will be a responsibility to:

a) have a monthly online check in with both volunteers to map progress and set targets,

b) provide general support and mentoring to enable them to thrive in their positions.