



## The Glacier Trust

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Charity registered in England Number 1124955

### *Part-time job opportunity*

- Title:** Executive Director
- Report to:** The Glacier Trust Board of Trustees
- Location:** Part working from home (UK), with annual travel to Nepal
- Term:** Permanent, part-time (21 hours a week) with potential for extension dependant on funding. We have a six months' probation period.
- Annual leave:** 15.5 days/year

**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 Glacier 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.



The Coffee growers of Solukhumbu celebrating another successful harvest

**Candidate suitability:** This post would provide an ideal grounding for someone wanting to build a career in international development, climate adaptation, and leadership in the NGO sector. It is an opportunity to lead an organisation that is looking to increase its outreach and further develop the quality and quantity of what it contributes to delivering. The role has a strong focus on fundraising, therefore candidates must have proven experience and an interest in this area.

Flexibility in time allocation and working arrangements means that it should be possible to accommodate academic study / research commitments, and/or family and caring commitments. Applicants should note that this role requires travel to Nepal and field trips of up to two weeks a year in remote and mountainous environments.

**Key activities:**

**1. Fundraising** through identifying funding organisations, drafting funding applications, running The Glacier Trust’s annual appeal to our donor base, managing small scale commercial activities, and running events/public speaking where appropriate **(50%)**;

**2. Project Co-Design and Monitoring** through working with NGOs in Nepal and our Partner Liaison Adviser, based in Nepal, to enable climate change adaptation projects, and our higher education programme. Activities include partner and community visits, regular virtual meetings, ensuring written reports are received and responded to **(30%)**;

**3. Advocacy**, through development and delivery of advocacy campaigns and materials to advance the cause of Transformative Adaptation to Climate Change **(10%)**;

**4. Administrative** duties including well organised bookkeeping, communicating in a timely and appropriate fashion with our donor base and prospective supporters (e.g. via social media), and ensuring all data is backed up regularly **(10%)**.



**Qualifications and Experience:** Applicants should have at least a relevant degree and at least three year’s relevant experience in fundraising. Applicants will need to demonstrate their potential to increase the Trust’s outreach, in terms of

- (1) bringing in funding for our Nepali partners' work ;
- (2) in working in collaboration with our partner NGOs and Universities in Nepal;
- (3) cause-related advocacy and awareness raising; and
- (4) commitment to community action on climate change and adaptation.

**Salary:** £32,000 - £37,500 per annum pro rata depending on experience. Travel and subsistence costs will be provided as necessary.

**Application Process:** Applicants should be familiar with all aspects of The Glacier Trust's work (see <http://www.theglaciertrust.org>) and the job specification. Please submit a letter of application, not exceeding two pages, together with CV, by email to Mary Peart at [mpeart25@btinternet.com](mailto:mpeart25@btinternet.com)

- Closing date for applications: 18.00 GMT, Monday 18th September 2023.
- Interviews of shortlisted candidates will ideally be held 'face to face' in London, or via Zoom if necessary for applicants, on **Wednesday 27<sup>th</sup> September 2023**. There will be Q&A sessions on Zoom with a representative of Nepali partner organisations and our Partner Liaison Adviser, based in Nepal, Richard Allen, for shortlisted candidates ahead of the interviews.
- Please note, our Executive Director will be required to hike in mountainous environments and may be required to stay in basic accommodation while on partner visits in Nepal.
- We take work life-balance seriously and as such have flexibility in working schedules and locations so that we can work around caring or study commitments.
- The Glacier Trust is an equal opportunities employer. We do not discriminate on the grounds of race, religion, ability, or gender.