Cheshire Wildlife Trust



Director of Business Services

Recruitment pack

Director of Business Services

Cheshire Wildlife Trust
Senior Leadership Team | Reports to the CEO
Pay scale: £52,014–£61,405 plus excellent benefits
Location: Cheshire. Hybrid and flexible working available



A message from our Chief Executive

Nature is at a critical moment, and so are we.

Across Cheshire, wildlife is under increasing pressure from habitat loss, climate change and the way we use our land and seas. At the same time, I am continually inspired by the growing number of people who want to be part of the solution – supporters, partners, land managers, communities and colleagues who believe that a Wilder Cheshire is both necessary and achievable.

At Cheshire Wildlife Trust, we are ambitious for nature. Our 2030 strategy sets out a clear commitment to nature's recovery at scale, to mobilising people to act for wildlife, and to ensuring that nature plays its full role in addressing local and global problems. Delivering this vision requires not only passion and expertise, but also a strong, resilient organisation with the people, resources and systems to turn ambition into action.

The Director of Business Services will play a vital role in making this possible. Working alongside me and our Senior Leadership Team, you will help shape the Trust's future by strengthening the foundations that support everything we do. From managing our resources wisely and supporting our people to improving how we work, your leadership will help us achieve more for nature.

We are looking for a collaborative, forward-thinking leader who shares our values, brings sound judgement and enjoys finding practical solutions to complex challenges. In return, you will have the opportunity to lead a committed team, work alongside passionate colleagues and Trustees, and play a defining role in building an organisation that is fit for the future.

Whether you are an experienced director or ready to take that next step in your leadership career, if you are inspired by our vision and want to use your skills to help nature recover, I warmly encourage you to apply.

Charlotte Harris

Chief Executive
Cheshire Wildlife Trust

About Cheshire Wildlife Trust

Cheshire Wildlife Trust is a locally rooted, values-driven charity working to ensure wildlife has a future on land and at sea. As part of the UK-wide federation of Wildlife Trusts, we combine strong local knowledge with national influence.

Supported by more than **17,500 members** and hundreds of volunteers and partners, we are trusted to speak up for nature, to act boldly, and to deliver lasting change.

Nature in Cheshire is under pressure as never before. Species are declining, habitats are fragmented, and the climate emergency is accelerating these challenges. Yet at the same time, there is growing public will to act.

Our vison is to see nature in recovery with abundant wildlife, restored habitats and functioning ecosystems that support people, climate and the economy.

Cheshire Wildlife Trust exists to turn concern into action. Grounded in science, collaboration and local pride, we work with communities, landowners, partners and supporters to restore nature where people live and work.

By 2030, we are committed to seeing nature recovering, wildlife returning, and more people standing on nature's side. Achieving these ambitions requires more than passion and expertise. We need a strong, resilient organisation, with the right people, resources and systems in place to deliver lasting impact.

This is why we are seeking an exceptional Director of Business Services: a strategic, collaborative leader who can strengthen our organisational foundations, help us make the best use of our resources and ensure we are equipped to meet the challenges and opportunities ahead.

Your leadership will help turn our ambitions into action and create a Wilder Cheshire.



The role at a glance

As Director of Business Services, you will lead a directorate that is central to the Trust's success. Your purpose is clear: to ensure Cheshire Wildlife Trust has the people, resources, systems and infrastructure to operate effectively and deliver its ambitions for nature.

This is a senior leadership role with strategic, financial and organisational responsibility. Working closely with the Chief Executive and fellow Directors, you will help shape a strong, resilient and effective organisation, balancing excellent day-to-day services with the improvements needed to support our future ambitions.

You will achieve this by:

- Leading effective, joined-up business services across finance, people and culture, health and safety, IT, facilities and environmental sustainability
- Providing strong financial leadership, ensuring our resources are managed responsibly and support our strategic priorities
- Strengthening organisational governance, risk management and business resilience
- Improving systems, processes and ways of working to make the organisation more efficient and effective
- Leading and developing a capable, collaborative team, fostering a positive culture of continuous improvement

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Key responsibilities

Strategic leadership and organizational development

- Work alongside the CEO and fellow Directors to shape organisational strategy and turn our ambitions into achievable plans.
- Strengthen the Trust's organisational capability, ensuring our people, resources and infrastructure can support future growth.
- Lead organisational improvement and change programmes that make a measurable difference to how we work.
- Support workforce planning, staff development and a positive, inclusive organisational culture.
- Build strong relationships across the Wildlife Trust federation, sharing expertise and exploring opportunities for collaboration and greater efficiency.

Financial stewardship and planning

- Lead financial strategy and long-term planning, ensuring the Trust remains financially sustainable.
- Oversee organisational budgets, forecasts, cash flow, reserves and financial controls.

- Maintain a rolling five-year financial and operational forecast linked to our strategic priorities.
- Provide clear financial advice and reporting to the CEO, Senior Leadership Team and Trustees, supporting sound decisions about resources and investment.
- Ensure appropriate financial governance, audit, compliance and effective management of restricted funds and support costs.

Business services and operational excellence

- Lead reliable, responsive and effective services across finance, HR, health and safety, IT, facilities and environmental sustainability.
- Establish clear standards, responsibilities and processes that support colleagues and enable teams to work effectively.
- Champion smarter systems and digital improvements that reduce duplication, simplify administration and improve decision-making.
- Lead the Trust's operational environmental sustainability programme, improving how we manage premises, purchasing, travel and resources.
- Oversee key suppliers, contracts and professional advisers, making effective use of external expertise and shared services to achieve value for money.

Governance, risk and assurance

- Strengthen organisational governance, risk management and business continuity arrangements.
- Ensure the Trust meets its legal and regulatory responsibilities across finance, employment, health and safety, data protection and other business services.
- Provide clear, accurate performance information and assurance to the CEO, Senior Leadership Team and Trustees.
- Maintain effective organisational policies, controls and accountability, identifying opportunities to improve how we operate.

Team leadership & culture

- Lead and develop a capable, motivated Business Services Directorate, setting clear expectations and supporting professional development.
- Foster a collaborative, inclusive and accountable culture that supports colleagues across the Trust.
- Work with managers, specialists and external advisers to find practical, proportionate solutions to organisational challenges.
- Build constructive relationships with Trustees, colleagues, partners and service providers, ensuring business services are responsive to organisational needs.

Who we're looking for

Essential experience and knowledge

You will bring:

- Relevant leadership experience in business services, finance, HR, operations or a related discipline, with the ability to lead a multidisciplinary function and contribute at senior leadership level.
- Experience translating organisational strategy into achievable plans, budgets and measurable outcomes.
- Strong financial understanding, including financial planning, budget management, forecasts, cash flow, reserves and controls, with the confidence to interpret and challenge financial information.
- Experience across more than one area of business services, with the judgement to oversee specialist functions and draw on professional expertise where needed.
- Experience leading and developing teams, supporting managers, delegating effectively and establishing clear responsibilities.
- Experience of governance, risk management and providing clear advice and reporting to senior leaders or boards.
- Experience managing suppliers, contracts or professional advisers, ensuring quality, value for money and effective use of external expertise.
- Experience leading improvements to services, systems or ways of working, involving colleagues and demonstrating positive results.
- Experience building professional networks, collaborating with other organisations and sharing learning to improve services.
- Confidence using digital systems and data to improve efficiency, reporting and decision-making, and supporting colleagues to adopt new ways of working.
- Strong communication and influencing skills, with the ability to explain complex information clearly and build productive relationships.

You do not need to be a technical expert in every area of business services, and a formal accountancy qualification is not essential. We are looking for someone with strong leadership skills, sound financial judgement and the ability to draw on the expertise of colleagues and professional advisers.



Desirable

- A relevant professional qualification or equivalent professional development in finance, HR, business management, operations or a related discipline, including accountancy.
- Senior-level experience within a charity or environmental organisation.
- Knowledge of charity governance, financial reporting, audit and restricted funding, including working with Trustees.
- Experience of environmental sustainability programmes, digital transformation or strategic workforce planning.
- Experience managing business services across multiple sites or field-based operations.
- Understanding of the charity operating environment and the responsibilities of Trustees and senior leaders, or the ability to develop this knowledge quickly.

The qualities that matter

We are looking for someone who:

- Is passionate about securing a future for local wildlife.
- Leads with integrity, sound judgement and a commitment to our values.
- Is collaborative, approachable and able to build trust across different teams.
- Can balance strategic thinking with practical delivery and financial realities.
- Is confident making decisions, offering constructive challenge and seeking expert advice when needed.
- Is curious, forward-thinking and motivated to find better ways of working.
- Supports and develops others, creating a positive, inclusive and accountable culture.
- Is adaptable, resilient and comfortable navigating change and competing priorities.



Why join us?

At Cheshire Wildlife Trust, our values shape how we work as much as what we achieve. We are collaborative, evidence-led, inclusive and ambitious for nature.

This role offers the opportunity to make a lasting difference to how our organisation operates, helping talented colleagues deliver greater impact for wildlife across Cheshire.

You will work alongside passionate colleagues, Trustees and partners, with the opportunity to shape our future direction and strengthen the organisation behind our mission.

We welcome applicants who share our commitment to equality, diversity and inclusion, and who believe that nature's recovery must involve everyone.

In return, we offer excellent benefits, professional development and the opportunity to use your skills to make a meaningful difference.

How to apply

To apply for the position, please send your completed application form to Emma Raine (People & Culture Officer) at jobs@cheshirewt.org.uk.

If you would like an informal conversation about the role, you are welcome to contact Charlotte Harris (CEO) via email at charris@cheshirewt.org.uk to arrange a call.

The closing date for this role is midnight on Sunday 3rd January 2027.

Together, we can create a Wilder Cheshire – where nature thrives and people are part of the solution.

Cheshire Wildlife Trust



“We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people.

A future where nature helps us in the fight against climate change.

The time is now to create a wilder future.”

Sir David Attenborough
President Emeritus, The Wildlife Trusts