



EXECUTIVE SEARCH

The Saint Lucia National Trust was established in 1975 by an Act of Parliament to protect and preserve for the benefit of the State, places of natural beauty and their flora and fauna, and places and objects of cultural significance. The Trust manages twenty five sites but its work is focused on its mandate at the national level. It is a membership organisation that employs professional and support staff to fulfil its mandate and is governed by a Council.

The Trust is seeking to engage the services of a suitably qualified person to fill the post of Director, which will become vacant later this year.

JOB DESCRIPTION

Job Title: Director

Reports to: Council

Job Summary: Overall management of the Saint Lucia National Trust, primarily responsible for strategic planning and visioning, programme direction and coordination, partnerships and external relations, fundraising, monitoring and evaluation of programmes; and public relations, as well as for the supervision of organisational and human resource management, financial management and operations.

Responsibilities:

1.0 Programme Development

- 1.1 Leading the achievement of the organisation's vision, coordinating the formulation and implementation of the overall programme of the Trust in accordance with the organisation's mandate, mission, core values and strategic plan, supporting fellow Trust personnel in the management of specific programme areas and assisting in guiding the development of programme objectives;
- 1.2 Ensuring preparation of annual work plans, including the setting of annual, quarterly and monthly targets for each programme area;
- 1.3 Overseeing the development of annual budgets for Council's review and approval;
- 1.4 Facilitating the development and implementation of fundraising strategies and plans, including annual fundraising plans, and preparing proposals for funding; and
- 1.5 Assisting programme officers in developing proposals and conducting fundraising activities.

2.0 Programme Implementation and Evaluation

- 2.1 Ensuring that the Trust's programmes are implemented in accordance with the annual approved work plan;
- 2.2 Establishing, in consultation with the programme officers, standards and targets for performance in each programme area; and
- 2.3 Ensuring that performance in meeting standards and targets is monitored and evaluated on a regular basis and providing support, as needed, to programme staff.

3.0 Partnerships

- 3.1 Building and managing effective partnerships with other organisations in Saint Lucia that have mandates and implement activities that are relevant to the Trust's mission;
- 3.2 Establishing and sustaining relationships with regional and international organisations that have mission similar to the Trust's own mission;
- 3.3 Ensuring that partnerships and relationships contribute optimally to the Trust's ability to implement and sustain its own programmes;
- 3.4 Establishing and maintaining effective working relationships with representatives of donor agencies; and
- 3.5 Representing the Trust on task forces and committees.

4.0 Communication and Public Relations

- 4.1 Ensuring that there is effective communication among staff members, and between staff and Council;
- 4.2 Ensuring that there are effective means of communication with the Trust's members, partners and the general public;
- 4.3 Establishing and maintaining effective working relationships with government officials; and
- 4.4 Establishing and maintaining effective working relationships with representatives of the NGO community locally, regionally and internationally.

5.0 Administration and Financial Management

- 5.1 Ensuring that proper controls are in place to manage and protect the Trust's assets;
- 5.2 Ensuring that proper accounting procedures are in place and being followed and that accurate and timely financial reports are produced;
- 5.3 Monitoring and analysing monthly revenues, expenses and cash flow to assure that the Trust is operating on a sound financial basis;
- 5.4 Engaging in financial planning in conjunction with the Council and management staff;
- 5.5 Ensuring that procurement and other activities are conducted in accordance with Trust policies and with relevant legislation;
- 5.6 Ensuring that systems for proper human resource management are in place and being implemented; and
- 5.7 Ensuring that the support tools and services needed for implementation of the Trust's programmes are in place and functioning, including maintenance, information management and clerical services.

6.0 Support to Council

- 6.1 Ensuring that Council and subcommittee meetings are held on a regular basis and are organized properly;
- 6.2 Ensuring that Councillors receive timely and accurate information regarding the programmes and finances of the Trust;
- 6.3 Consulting the Council on a regular basis regarding matters within its areas of responsibility;
- 6.4 Facilitating the Council in carrying out its role as the governing body of the Trust; and
- 6.5 Advising on the formulation of Trust policies and procedures.

7. Supervision of Management Staff

- 7.1 Recruiting and selecting staff in accordance with policies and procedures of the Trust;
- 7.2 Establishing annual performance objectives with each member of management staff; meeting with them periodically to discuss their performance; counselling them on deficiencies in performance and guiding them on improvements, including identifying the need for additional training; and conducting an annual appraisal of their performance;
- 7.3 Providing ongoing support to staff by communicating the Trust's policies, procedures and key decisions to them, conveying their concerns to Council and ensuring that they are supplied with the resources needed to carry out their responsibilities effectively;
- 7.4 Coordinating the work of the management staff and reviewing their work to ensure that it meets the Trust's standards; and
- 7.5 Making recommendations to Council regarding salary levels, promotions, disciplinary action and renewal of contracts.

8.0 General

- 8.1 The above statements are intended to describe the general nature and level of work performed by the Director. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. The employee in this position will be expected to perform other duties as required by Council.

Qualifications:

- Education: Master's degree in a management related field or Bachelor's degree plus equivalent experience; advanced training in conservation, natural resource management, heritage studies or related fields.
- Experience: Minimum of 7 years, with at least 5 years of experience with management level responsibilities, and with interest and experience in at least one of the technical areas of Trust activity.
- Competencies: Demonstrated leadership and self-management competencies; excellent communication competency; strategic action, global awareness, and knowledge of and ability to interact with regional and international institutions with which the Trust may establish partnerships; organisational planning and administration competencies; team building competency; excellent analytical competency; computer literacy; fluency in Kwéyòl would be an asset.

Personal Qualities: Mature and responsible individual; highly organised; demonstrated ability to work effectively with people. Awareness of and identification with the social agenda of civil society organisations, as well as knowledge of public policy in areas relevant to the mission of the Trust.

Applications are to be accompanied by a CV and three references, and submitted electronically to: natrust@slunatrust.org by March 1, 2019.

Saint Lucia National Trust

February 6, 2019