

SAVE OUR SHROPHIRE CIO – TRUSTEE ROLE DESCRIPTION

POSITION PROFILE

Position Summary			
Title:		Reports to:	
Chief Operations Trustee		Chair of SOS CIO	
Functional Department		Position Level	
Operations		Trustee	
Location			
Virtual			
Document Revision	1.0	Date	08 Jan 2022

§ #	Description
1.	<p>Strategic Focus for the position.</p> <p>The position of Chief Operations Trustee manages the critical Operational strategic objectives of Save Our Shropshire CIO (SOS CIO). SOS CIO is pursuing the objective of Net Zero Carbon Emissions in Shropshire 2030 focussing on education of householders and councils. The Chief Operations Trustee will ensure effective strategic development of the delivery of training as part of the aims and objectives of SOS CIO to its target audiences through the acquisition of trainers through to delivery of training virtually and physically. The objective is to ensure we deliver high quality training to the 250,000 households in Shropshire. We want to hit at least the tipping point of 25 % of the councillors in 100 % of Parish and Town councils and 25 % of households over the next 2 years.</p>
2.	<p>Objective of position</p> <p>The Chief Operations Trustee will manage the operational delivery activities. This will include managing the recruitment of Trainers and the training of trainers, booking, delivering and certification of those being trained across our portfolio of courses. We are currently collaborating with the CLP and Speak Carbon the development of Train the Trainer courses and are establishing a process for selecting and developing trainers, and this will need to be advanced. We are also delivering courses to Town councils and Householders and will need to upscale the process of booking delegates, confirming details to participants for Zoom interaction, and then manage the links with the Carbon Literacy Project for certification.</p>
3.	<p>Key Business Processes operated in position</p> <ul style="list-style-type: none"> • Production of a Strategic Operations Development Plan • Reporting the Operational plans and achievements • Manage trainer recruitment process • Manage the booking process through Hubspot CRM database • Manage the certification process with the CLP





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4.	<p>Interactions with other functions/people</p> <ul style="list-style-type: none"> • Liaise with relevant staff, committee members and/or volunteers to ensure the effective operation of SOS CIO • Make fellow committee members aware of operational requirements for trainers, course attendees and certification
5.	<p>People/Functions reporting into this position</p> <p>None at present but will in due course require support. The Operations Trustee will have responsibility for recruiting and managing volunteers and staff members with respect to training and operational duties</p>
6.	<p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Play a vital role in developing the recruitment and training trainers • Provide an Operational plan to support SOS CIO’s development • Ensure Courses are effectively delivered to audiences on time and in full • Develop our operational infrastructure so that it works effectively. • Develop virtual and physical means of delivering education
7.	<p>Required Qualifications, Skill Sets, Competencies and Experience</p> <ul style="list-style-type: none"> • Experience at a Senior Level in organisations of delivering Training and Education either in a HR or similar role • Skills and experience in one or more areas of non-executive governance and management e.g., strategic planning, business management, experience of Trusts or other grant giving bodies • Awareness of the constraints of Charities and how to manage the operational side of the business • An excellent understanding of how to achieve the aims and objectives of a Trust within the constraints of being a not-for-profit organisation.
8.	<p>Required Personal Attributes</p> <ul style="list-style-type: none"> • Team-Working with colleagues • Ability to communicate clearly • Demonstrated commitment to the objective of achieving zero emissions of GHGs in Shropshire by 2030 and beyond • Able to maintain confidentiality • Be supportive of the values (and ethics) of the organisation. • Understand the importance and purpose of meetings and be committed to preparing for them adequately and attending them regularly.
9.	<p>Scope for progression and development</p> <ul style="list-style-type: none"> • Role as chair of SOS CIO • Trustee for other functions
10.	<p>Short-term, medium-term, and long-term goals for the position</p> <ul style="list-style-type: none"> • Short-term – create an effective base for delivering virtual courses once a month, and recruiting around 15-20 trainers



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	<ul style="list-style-type: none"> • Medium-Term – Develop a robust strategic and operational education delivery plan for 2023 to 2028 • Longer-term. Make Create a robust operational infrastructure for education and course delivery across Shropshire
11.	<p>Performance Measures relating to the position</p> <ul style="list-style-type: none"> • Number of qualified trainers recruited in line with a feasible plan • Number of courses delivered per month with > 10 attendees ion line with plan, and with positive feedback (avg. feedback score > 4) • Number of virtual and physical courses delivered in line with plan • Numbers of people attending for courses from all audience sectors
12.	<p>Working Conditions. Work from home as required</p>