



**Appointment of
Chief Executive Officer**

An introductory message from our Chair, Tim Abbott.

I would like to start by thanking you for showing an interest in becoming our new Chief Executive Officer.

The Trust was formed in 1996 to manage a new rural park created by the closure of Hill End and Cell Barnes Hospitals. During this time Highfield Park has become a much-loved venue for many people in St. Albans and beyond. The Park is now 82 acres in size and the Trust has established an excellent reputation for its work and the community benefit that it delivers. We are a vibrant organisation with many exciting and challenging plans.

We are different from most parks in that we are entirely charity managed and funded. We receive no local authority funding and succeed or fail by our own endeavours.

Although the Trust is still relatively young, much of the Park is not, and we enjoy a rich vein of history that adds a different dimension to St. Albans. Trustees have researched this and have been able to share these stories through our archive and history related events.

We also care about the environment and are working hard to increase the biodiversity within the park. We consider the protection of our flora and fauna to be of the utmost importance whilst also maintaining a public open space.

We are the custodians of a beautiful green space, which includes new and ancient woodland, orchards, meadows, ponds, allotments, and amenity land. Several amazing organisations use our facilities and we are home to St. Albans City Youth Football Club.

We are looking for a Chief Executive Office to lead us on this journey. You will succeed Richard Bull, who has led our organisation since 2011 and will retire at the end of May.

You would be joining us at a very exciting time and will play a vital role in developing and implementing the next stage of our strategy. We have a supportive Board of up to 13 volunteer Trustees who oversee what the Trust does.

Our formal meetings are held on Tuesday evenings and we hold six Board Meetings a year, plus the occasional committee or working group meetings.

Since inception, Trustees have worked hard to build the financial resilience that underpins everything we do. Although we are in a strong position, there is always more to do.

We primarily receive income from an endowment created when the Trust was first formed and from the properties and facilities within the park. This is supplemented by our programme of events, donations, and grants.

We run a high-quality programme of family orientated fun events including Apple Day, Wassailing and our Easter Bunny Hunt. Apple Day which is held on the first weekend in October and is our biggest fundraising event of the year. The Trust also hosts third-party events such as Luna Cinema and Opera Anywhere.

In recent years we had added more educational events to our itinerary. We run an annual Mini-Beast Satari and regular Bat Nights. We have also started a fledging forest school. This is an area we would like to develop further.

The Trust provides several volunteering routes and again, there is an opportunity to grow these in the years ahead.

Please do take the time to walk around the park if you haven't already done so and visit our website to find out more. As you will see, there is always a lot going on!

We would welcome applications for either four days (30 hours) or five days (37 hours) working a week. The role is based at the Highfield Park Visitor Centre.

Highfield Park Trust would like to hear from you.

If you would like to be considered for this position, please send your CV with a suitable covering letter to Richard Bull, Park Manager and Company Secretary at admin@highfieldparktrust.co.uk.

In your letter, please explain why you would be the perfect appointment for the us. Letters should not be longer than two sides of A4.

Applications should reach us by **Friday 15th March**.

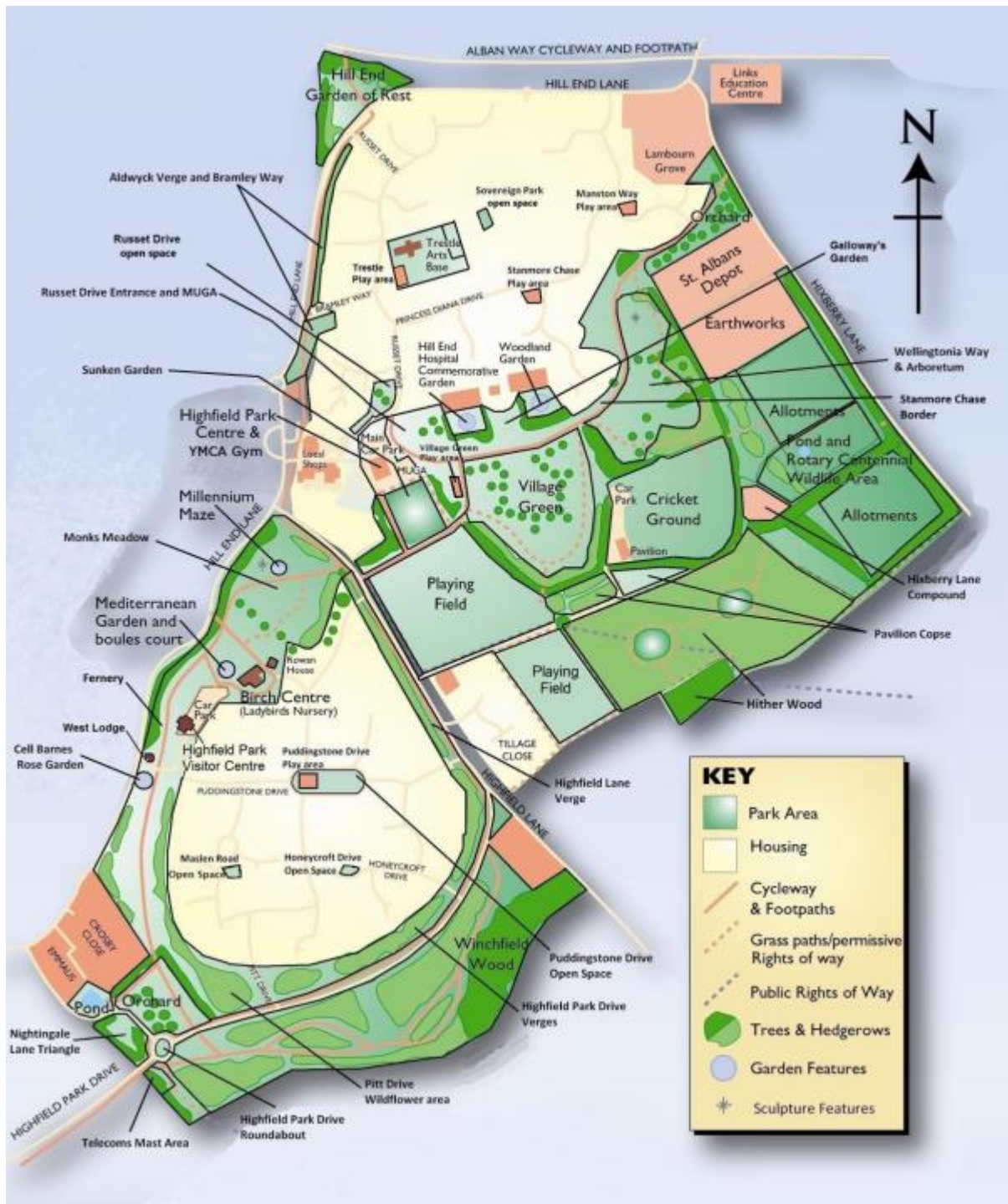
Interviews will be conducted week commencing **Friday 25th March**.

Thank you again, we look forward to hearing from you.



Tim Abbott
Chair, Highfield Park Trust.

Highfield Park



Key duties and responsibilities

- Work with Trustees in the development of our strategic plan.
- Accountability for day-to-day operations.
 - Engaging and leading the team, creating a positive environment and culture.
 - Champion our values and the Park.
 - Managing the budget.
 - Managing the buildings and other assets.
 - Tenancy agreements and leases.
 - Management of significant projects.
 - Park management and environmental plan.
 - Income generation and key events.
 - Fundraising
 - Major grant applications.
 - Programme of events and forest schools.
 - Leading on communications and partnerships
 - Be an ambassador for the Park and the Trust.
 - Work with external stakeholders.
 - External communications with the community, networks, and agencies.
 - Volunteers and creating good experiences.
 - Legal requirements
 - Ensure the Trust is operating in a legally compliant manner.
 - Constitutional, regulatory, and legal compliance
 - Health and safety policy and implementation
 - Safeguarding policy and implementation

Person specification

- Good management skills:
 - Financial
 - Planning
 - Project Management
 - Marketing
- Excellent interpersonal skills to work well with many different stakeholders.
- Strong communication skills, both verbal and written
- Demonstratable interest in the natural world or gardening
- Creative thinker, proven leader with a 'can-do' attitude which is results orientated.
- Shows resilience, optimism, with a cheerful disposition and consideration to others.
- Flexibility in work pattern. Occasional evening and weekend working.
- Experience of the following is desirable but not essential:
 - Event or sports management
 - Hospitality
 - Education



Home To St. Albans City Youth Football Club



Petanque in the Mediterranean Garden



Opera Anywhere



First World War Commemoration



Hither Wood



Hill End Parkland

Terms of appointment

- The role is based at the Highfield Park Visitor Centre, Hill End Lane, St. Albans, Hertfordshire. AL4 0RA.
- Salary to £48k (pro rata)
- Options for either 30 or 37 hours per week.
- 25 days annual leave.
- 7% employer pension.
- Friendly, progressive working environment.
- Free on-site parking.
- Training
- Free Uniform.
- Sick Pay.

How to apply

- If you would like to be considered for this position, please send your CV with a suitable covering letter to Richard Bull, Park Manager and Company Secretary at admin@highfieldparktrust.co.uk.
- In your letter, please explain why you would be the perfect appointment for the us. Letters should not be longer than two sides of A4.
- Our Recruitment Privacy Statement is available at [Vacancies | Highfield Park Trust](#). Please return the Recruitment Privacy Statement Acknowledgement to demonstrate that you have been advised of the process and your rights.