

# About the Greater Manchester Environment Trust (GMET)



Greater Manchester (GM) faces major environmental challenges that threaten the future health and prosperity of the city region, with high levels of air pollution, degradation of priority habitats and increasing risks from climate change. In response, GM's Mayor launched a 5-Year Environment Plan for the city region with the ambitious vision for a "clean, carbon-neutral, climate resilient city region with a thriving natural environment" and demanded urgent action to achieve this. Working together with other partners, and initially funded by the Green Recovery Challenge Fund, Greater Manchester Combined Authority and Lancashire Wildlife Trust set up the GMET to respond to these urgent challenges.

GMET is an independent registered charity that works to preserve, protect and enhance the physical and natural environment and heritage of Greater Manchester; advances the conservation, protection and improvement of that environment for the benefit of the public; and promotes the provision of green space that everyone can access. To do this, it works with grassroots groups, corporate supporters and a network of partners across the city region to make Greater Manchester greener for all. We fund green community projects through the Mayor's Green Spaces Fund, working through a team of Advisors hosted by partner organisations (Groundwork, City of Trees, Sow the City and Lancashire Wildlife Trust) that reach out to, and work with, those communities most deprived of nature. We work with businesses to help them meet environment-focused aims, including Corporate Social Responsibility, Social Value, Biodiversity Net Gain commitments and Carbon Offsetting.

GMET has a Fund Management facility which it currently provides for Cyan Lines, and with an intention to massively grow resources through this service.

The Greater Manchester Environment Trust is keen to explore new sources of funds to drive forward an increase in resource that supports our partners to deliver more for nature recovery across Greater Manchester.

A Director is now sought to take ownership of this ambition to see Greater Manchester take a step change at a more strategic level. This is an exciting opportunity to lead a team delivering innovative action that will receive national recognition, within a leading City Region. As Trust Director, you will have autonomy to shape and lead high-impact programmes, working closely with your Board of trustees, corporate partners, and strategic stakeholders.

As the initial contract is for 12 months, the role could be offered as a secondment opportunity for the right candidate. Our aspiration is to extend the role, provisional on further funding being secured.

GMET has a Service Level Agreement with Lancashire Wildlife Trust that includes the employment and payroll of staff; financial management and governance support.

Please visit <https://gmet.org.uk/> for further information about GMET and the valuable work it delivers.

# Job Description

**Post Title:**

GMET Director

**Responsible to:**

The GMET Board, with line management from the Lancashire Wildlife Trust CEO, and day-to-day support from GMCA

**Location:**

Hybrid with office base out of our Bolton or Preston site. The successful candidate will also be required to travel to Manchester and work from GMCA offices where required.

**Hours of Work:**

35 hours per week

**Salary:**

£ 46,241.00 per annum

**Duration of post:**

12 months with potential extension, subject to funding

**Scope of role:**

- People span = initially 3 (1 direct report)
- Operational budget responsibility of £1 - 2million per year, with an aspiration to grow

**Other:**

All candidates must have the Right to Work in the UK.

## PURPOSE OF POST

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To lead the ambition and direction of the Greater Manchester Environment Trust, ensuring the ethos and services of GMET are embedded in external policies and strategies, and securing funds that will be distributed to Greater Manchester partners to deliver projects and activities of strategic importance.

The role is responsible for the governance, compliance, risk and business case management, as well as line management of staff working for the Greater Manchester Environmental Trust.

This Director role will lead the organisation with ambition to double the resources available to projects within the first 12 months of appointment.

## KEY ROLES AND RESPONSIBILITIES

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**Strategy and Leadership**

- Provide executive leadership to the Greater Manchester Environment Trust, setting strategic direction, organisational priorities and standards.
- Drive the strategic development of Greater Manchester Environment Trust, maximising social, environmental and financial impact and embedding GMET priorities into relevant Nature Recovery strategies across the Greater Manchester area.
- Identify and secure funding growth opportunities through partnerships and innovative approaches, for new Green Finance and Corporate Support.
- Lead and manage a small team (employed by LWT under a Service Level Agreement) ensuring they have the resources, skills and positive team culture to thrive.

**Financial management**

- Ensure GMET has the financial resources required to deliver and expand the Green Spaces Fund, managing budgets, ensuring the team has the right level of capacity to manage new services as they are secured.
- Lead and grow income generation activity across grants, contracts, consultancy, partnerships, Green Finance, philanthropy and fund management.
- Drive a strategic and collaborative approach to fundraising across Greater Manchester, providing expertise and support to partners to maximise opportunities and increase the success rate of funding applications.

### **Advocacy and partnerships**

- Maintain, develop and respond to business demand for natural capital projects and products across Greater Manchester.
- Work with stakeholders, particularly GMCA, Local Authorities and environmental NGOs, to develop potential business models for innovative Green Finance e.g. Biodiversity Net Gain delivery through GMET as well as other natural capital investment products (including carbon offsetting and water related standards) for delivery through the GMET.
- Act as an external advocate for Green Finance, promoting innovative approaches to attract public and private finances into nature recovery.
- Deliver presentations on Green Finance, Corporate Giving, Social Value and fundraising best practise.
- Lead on the development and delivery of the Corporate Engagement and Marketing Strategy and ensure actions are delivered across the team to promote opportunities for nature recovery and social value.
- Build and maintain strategic relationships with corporate partners, Local Authorities, community groups and public sector bodies, leading collaborative partnerships to secure grant funding opportunities.

### **Monitoring and evaluation**

- Build evidence and learning that supports, sustains and enhances impact and reputation of GMET and its work across Greater Manchester and nationally.
- Develop links with academic partnerships that can support robust evaluation of programmes and practical case studies.
- Ensure that appropriate KPIs and impact measures are set, collated, and evaluated in a way that creates a culture of continuous learning and improvement.

### **Compliance and risk**

- Ensure all people and programmes of work under your directorate are fully compliant with policies and procedures and external legislation, including Health and Safety, safeguarding, GDPR, Access Legislation and Fundraising regulations / Code of Fundraising practice.
- Ensure Trust policies, procedures and reports are up to date and accurate as required by the Charity Commission and Companies House.
- Lead governance and risk management, including the risk register and the filing of annual accounts.

### **Governance and Management**

- Oversee the delivery of existing GMET grant funded programmes, particularly the Green Spaces Fund.
- Attend GMET Board meetings and ensure the GMET Board are fully equipped to lead the strategic direction and governance, liaising with the GMET chair to agree agendas and preparing papers with sufficient information in order for informed decisions to be made.
- Ensure that the Service Level Agreement with LWT to provide back office support is upheld and delivered to the satisfaction of the GMET Board.
- Assist the Board with the recruitment and induction of new Trustees and Board members as required.

### **OTHER SPECIFIC ROLES AND RESPONSIBILITIES**

- Uphold the working values and expectations of Greater Manchester Environment Trust, working as part of a team alongside staff and volunteers as required.
- Manage the relationship with GMCA and other GMET Board Directors.
- Chair fortnightly Task and Finish meetings and represent GMET at strategic meetings across Greater Manchester.
- Carry out other duties relevant to your post as reasonably required by your line manager.

# Person Specification

## EXPERIENCE

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### Essential

- Significant experience in senior leadership roles that have overseen multi-functional teams and complex programmes, including strategic planning, organisation growth, programme development, management and co-ordination, including budget and time management, risk management and governance
- Proven ability in fundraising from a variety of sources including grants, contracts, commercial, corporate giving and payments for ecosystem services. Experience of writing successful funding applications and pitches up to £1 mn
- Experience of managing staff at a managerial level
- Proven ability of establishing and maintaining partnerships and engaging stakeholders working across a range of organisations
- Strong advocacy and influencing skills, building external relationships that will embed Greater Manchester Environment Trust at a strategic level.
- Experience of working with press and other media
- Report writing and production of technical, strategy and evaluation documents

### Desirable

- Chairing / leading partnership boards

## KNOWLEDGE

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### Essential

- Knowledge of Green Finance, natural capital, nature based solutions, carbon markets, biodiversity net gain etc
- Nature recovery principles
- A good understanding of organisational compliance issues
- Project monitoring and evaluation techniques

## SKILLS

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### Essential

- Strong people management skills, including performance management, coaching and personal development
- Excellent communication skills, both verbally and in writing, with the ability to speak clearly and confidently to a wide range of audiences
- Negotiation skills, with the ability to build up trust and relationships quickly in order to work effectively as a collaboration
- Effective project management with proven ability to organise and prioritise diverse work programmes effectively simultaneously, often to tight deadlines, and monitor outcomes
- Ability to work independently using own initiative and cooperatively as part of a team, as well as demonstrating leadership skills
- Good IT and presentation skills with the ability to communicate and promote activities and key messages, and to produce concise and effective reports and documents
- Full clean driving licence and access to a car with business use insurance, or a proactive and confident approach to active travel. Travel around the programme area will be required

## PERSONAL QUALITIES

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### Essential

- Commitment and enthusiasm to the Trust and its work
- Commitment to the Trust's policy on Equality, Diversity and Inclusion
- Ability to inspire others and generate support, action and empowerment
- High levels of professionalism, enthusiasm & motivation of self & others
- Innovative, flexible & responsive to changing situations & opportunities
- A strong affinity and passion for the environment and how nature based solutions can address climate change and other societal needs

## General Terms & Conditions

<b>Holidays:</b>	28 days per annum (increasing with length of service), plus bank holidays, pro rata for part-time employees.
<b>Pension:</b>	The Trust contributes to the NEST Pension Scheme. Full details will be provided.
<b>Hours of Work:</b>	Full Time 35 hours per week. Normal working pattern will be 9.00am – 5.00pm.  Overtime is not paid but time off in lieu may be taken, where appropriate, as the post may involve some evening or weekend work.
<b>Duration of post:</b>	This post is offered on a fixed term basis for 12 months. All new employees undertake a probationary period of 6 months; in which time they are expected to demonstrate their suitability for the post.
<b>Closing Date:</b>	<b>Sunday 17<sup>th</sup> May 2026</b>
<b>Interviews:</b>	<b>Monday 1<sup>st</sup> June 2026</b>

To apply for this position you are required to complete an Application Form which can be downloaded from our Website: [www.lancswt.org.uk/jobs](http://www.lancswt.org.uk/jobs)  
Completed applications should be returned to: [applications@lancswt.org.uk](mailto:applications@lancswt.org.uk)

Thank you for your interest in working for Greater Manchester Environment Trust. We look forward to receiving your application.

### TERMS OF REFERENCE

As an inclusive employer, The Wildlife Trusts value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We actively encourage applications from people of all backgrounds and cultures. We believe that a diverse workforce will help us create our vision of people close to nature, with land and seas rich in wildlife.

To understand how we are performing, we ask that you kindly complete a Diversity Monitoring Form in addition to your application.

Please be assured that your responses are kept confidential, separate from your candidate record, are not part of any application you make, and that the recruiting staff never see individual responses to the questionnaire.

### Criteria Common to All Job Descriptions:

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

### Equal Opportunities Statement:

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

### Safety, Health and Environment Statement:

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Safety, Health and Environment (SHE) at Work Policy and associated SHE policies and guidelines. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that the SHE Policy is up to date and continuously reviewed and evaluated.

### Performance Review:

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

### Commensurate Statement:

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

### Adherence to Staff Handbook, Policies and Procedures:

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.