

Chief Executive Officer Recruitment Pack



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Thank you for your interest in joining our organisation at such an exciting and pivotal time. As Chair of the Board of Trustees, I am delighted to introduce this application pack for the role of Chief Executive Officer. We are seeking a visionary and inspiring leader—someone who will build on our successes, lead with integrity, and work in true partnership with our dedicated team, stakeholders, and the communities we serve. This is a unique opportunity to shape the future of our organisation and make a lasting impact. Bumblebees are key pollinators, their role in all our lives is fundamental. The threats to their existence are many and varied. The Trust's strategy is driving the fight to secure their future, and we are their voice. If you share our values and ambition, we warmly invite you to explore this opportunity further and consider joining us on this important journey.

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Angela Style
Chair of the Board of Trustees



About the Trust

The Bumblebee Conservation Trust (the Trust), was established in 2006 because of serious concerns about the 'plight of the bumblebee'. In the past 100 years our bumblebee populations have crashed and they are in trouble. Two species have become nationally extinct and several others have declined dramatically. The Trust has a vision to create a world where bumblebees are thriving and valued by everyone. Our mission is to lead the fight to secure their future.

Why save bumblebees?

As well as being iconic, charismatic and captivating insects, bumblebees are 'keystone' pollinators, integral to our natural environment, and providing significant economic benefits through the pollination of crops. However, their numbers and distribution are declining due primarily to habitat loss through agricultural intensification. Since the early 1900s, two species have become nationally extinct whilst populations of several others have crashed dramatically. Over one third of social bumblebee species are now regarded as species of principal importance under the UK Post-2010 Biodiversity Framework.

In short, our bumblebees are in crisis and need our help. They are crucial to improving biodiversity and our dependence on food production is linked directly to our wild pollinators. Guided by the latest science, we carry out research, influence environmental policy, and conserve and create bumblebee-friendly habitats. We inspire people and organisations to take action for our precious bumblebees, working together to help them thrive.



White tailed bumblebee queen
Bombus lucorum

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Insects contribute over £690 million per annum to the UK economy and in doing so prop up the £104 billion per year food and drink industry in Britain.

Sustainable Pollination Services for 'UK Crops & Food and Drink Federation Industry at a Glance', May 2021

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The Trust's Key Achievements

In the UK the Trust is the only charity dedicated to bumblebees. Our programmes blend together long-term monitoring, targeted species recovery, public engagement, advocacy and measurable habitat improvements. The Trust's work is widely recognised by scientists and policy makers, for example, we provided data to inform the abundance target of the 2021 Environment Act to ensure bees are represented in the Environment Act indicators.

Habitat Enhancement Projects

The Trust's conservation work extends widely across urban and rural landscapes, working with private and public landowners of all sizes, from gardeners to farmers, small businesses to the Ministry of Defence.

For example, over 14 years the Short-haired bumblebee reintroduction programme engaged 25 local landowners to deliver 2,460 hectares of flower-rich habitat, resulting in an increase in the distribution and abundance of all rare bumblebees in the area.

Long-Term Monitoring

BeeWalk, the national bumblebee abundance-monitoring citizen science scheme and a mainstay of the Trust's science work, collects monthly data across more than a thousand sites. The recording scheme now engages ~900 volunteer "BeeWalkers" each year walking fixed routes to collect long-term data on bee populations.

This has produced **one of the largest bumblebee datasets globally**, enabling population trend detection, early warning of population declines, and informing conservation actions.

Targeted Species Recovery

Our team is leading on the implementation of focused multi-year recovery strategies for our rarest species: the Shrill carder bee, the Great Yellow bumblebee and the Moss carder bee. Informed by BeeWalk data, we work closely with partners, e.g. via the Species on the Edge project in Scotland and Natur am Byth! in Wales, to increase habitat quality and connectivity, and public understanding, to move our rarest species up the recovery curve.

Policy Influence

Through staff participation in pollinator advisory groups, working with parliamentary species champions and collaboration with partners, we have successfully lobbied for a ban on neonicotinoids, pollinator-friendly measures in UK agricultural subsidies and local planning policy, and the integration of bumblebee health into government decision-making.

Live campaigns include promoting the Trust's bumblebee manifesto and collaboration with Pesticide Action Group.

Public Engagement and Education

We aim to not only raise awareness about bumblebees but to also inspire and enable people to take action to support them. Our online Bee the Change campaign provides people with ideas to take to spread the word, garden, fundraise or advocate for bumblebees and has been successful in reaching audiences previously disengaged with nature.

Our local projects work with local people to make a difference for the bumblebees in their area and to introduce new audiences to the species. In 2021 we won the National Lottery Project of the Year Award for our Pollinating the Peak project and more recently our Bee Inspired project successfully piloted a new model for engaging ethnically diverse audiences with bumblebees.

Every year hundreds of volunteers help extend our reach by delivering public talks, exhibits, training courses, local hands-on habitat creation activities and school presentations to support our Bumblebee-friendly Schools Programme.



Our Culture

How we work together is underpinned by our values. The strength of the Trust lies in our ability to share a common set of values which inspires and guides. It includes being respectful, inclusive, supportive of all the many and varied beliefs and lifestyles we each hold. Our culture positively values diversity and is built around three themes;

Creating a great place to work

We create a positive environment by recognising everyone's contributions and celebrating successes, large and small. Everyone can make a personal difference.

We strive to create balance in our working lives, prioritising time and space to think and develop, continually assessing our priorities.

The environment we operate in is challenging and uncertain: however, we aim to remain calm when the unexpected happens.

We challenge our thinking, and that of others, in order to improve what we do.

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to our organisation's performance and to their development

Working effectively together

We show respect for each other by listening, understanding, acknowledging, and supporting everyone we work with.

We are considerate of the impacts of our work, our actions, behaviour and decisions on others. We take ownership and self-responsibility with regard to the actions we take.

We can be open and honest with each other in sharing our thoughts and feelings: we operate on the basis of trust.

We accept that the Management Team and Trustees work together to make final decisions on behalf of the organisation.

We aim to be open and transparent in our decision making

Acting as one team

We are all part of a bigger team with a common goal. We always aim do the right thing for bumblebees.

As a team we are committed to ensure the Trust is sustainable and our actions reduce our carbon footprint year on year.



Our Values

The Trust recognises that our goals are met through the commitment and dedication of all our employees. The strength of the Bumblebee Conservation Trust lies in our ability to share a common set of values which both inspire and guide us.

Passion

We are here to do our best for bumblebees and promote our pride, spirit and values through our work.

These are the principles we value in our staff.

The values provide a framework for working together effectively across the offices and remote workers. In every constituent part of the Trust we want our decisions and actions to demonstrate our values. Our values unite us in a common vision.

Valuing and Developing people

We aim to create a safe, supportive, enjoyable but challenging working environment. We demonstrate respect for skills and expertise across all teams.

More than just a collection of words, these values embody the 'spirit' of the Bumblebee Conservation Trust. They outline how we want our Trust to be, and how we work as one team to deliver the best for bumblebees.

Team Spirit

We care about all our team members, ensuring that every individual has an equal opportunity to make the most of their lives and talents, removing barriers, bias and discrimination.

Integrity

We will be honest in our work with others, keeping our word and doing the right thing in a reliable way.

Knowledge

We can demonstrate widespread expertise about the conservation and science of bumblebees.





Our Vision, Mission & Aims

Our Vision

A world where bumblebees are thriving and valued by everyone.

Our Mission

Bumblebees are in crisis. We are leading the fight to secure their future. Guided by the latest science we carry out research, influence environmental policy and conserve and create bumblebee friendly habitats. We inspire people and organisations to take action for our precious bumblebees, working together to help them thrive.

Our Aims

- We are the UK's trusted experts on bumblebee populations, ecology and conservation.
- People and organisations, including policy makers, are inspired to champion and take action for bumblebees.
- There is more, better-connected, high-quality habitat for bumblebees across our cities, towns and countryside.
- Our threatened bumblebees are on the road to recovery and no other bumblebees become threatened.
- We are an impactful, inclusive, bold and sustainable organisation.





Why Work for Us?

At the Trust we place the highest value on our employees. We believe that recruiting and retaining the right people is fundamental to our success.

We want to protect the interests of every staff member, and create a happy, safe and harmonious working environment. Our benefits package aims to reflect this and includes:

Flexible working arrangements

We offer flexi-time to give you more control over your working hours. You can choose to start late, finish early or extend your lunch to fit your lifestyle.

No excess hours culture

We want all staff to enjoy a good balance between work and personal life and don't encourage working for long hours.

35 days' paid annual leave

(pro rata for part time) including bank/public holidays with holiday closure between Christmas and New Year.

Pension

6% employer pension contribution.

Transport support

We offer access to the tax efficient benefits of Cycle to Work scheme and the EV Car Purchase scheme.

Well-being support

Via our internal Staff Well-being Group, Mental Health First Aiders and an Employee Assistance Programme which offers support 24/7 for all staff.

Company sick pay

Once you have two years continuous service, if you are sick in any rolling 12 month period, you can qualify for up to three months full pay then three months half pay + SSP. In your first and second year, you can qualify for a phased sickpay entitlement.

Personal annual training allowance

To support your skill development.

Feedback and career development

Regular feedback sessions and a commitment to providing you with the opportunity for personal growth.

Home working equipment

We provide the tools that you need to support working from home.

Enhanced leave

Maternity leave and paternity leave are enhanced above statutory to help you and your family.

Family emergencies

1-2 days full pay for those unexpected situations.

Compassionate and bereavement leave

For those difficult times in life, we offer paid bereavement leave.

Death in Service insurance

Calculated as two times salary.

Social connection is encouraged

Enjoy lots of informal opportunities to take part in different activities and get to know your new colleagues.

The Trust is a Real Living Wage Employer. We have a clear Pay Policy which ensures transparency and consistency on how pay is determined and how it will progress over time. The salary range for this post is £55,800 - £68,355 over 5 increments. Recruitment is usually at the lower end of the band unless exceptional relevant experience justifies a higher entry point. Applicants who feel they offer exceptional qualifications and relevant experience

which justifies a greater salary are invited to explain this within your personal statement.

We have a clear goal to be the place where a diverse mix of talented people want to come, to stay and do their best work. We pride ourselves on reaching for our vision – to reverse the decline in bumblebees, through the hard work and dedication of our passionate and creative employees.



Job Description

Title: Chief Executive Officer

Reports to:
Chair of Board of Trustees

Location:
Home-based with regular travel across UK

Direct Reports:
**Executive Support Officer;
Head of Conservation & Science;
Head of Finance & Operations;
Head of Fundraising, Marketing &
Communications;
Head of Outreach**

Salary:
**The salary range for this post is £55,800 -
£68,355 over 5 increments. Recruitment is
usually at the lower end of the band unless
exceptional relevant experience justifies a
higher entry point.**

Hours of Work:
**Full time 35.00 hours/week, Monday-
Friday. There may be occasional evening or
weekend commitments for travel**

Contract:
Permanent

Start date:
**To be agreed and to include a handover with
the current CEO**

The Role

This is a critical leadership role for the Bumblebee Conservation Trust which will take the Trust forward to the next phase of organisational growth, building on the superb achievements to date. The CEO is responsible for the strategic leadership, financial sustainability and leading the staff and volunteers to achieve the long-term vision of the Trust, upholding our core values and acting as a passionate ambassador for the charity.

You'll deliver this through:

- Your passion for the natural world and a drive to make it better
- Working effectively with the Chair and the Board of Trustees to deliver the Trust strategy and operations
- Ensuring the Board are able to make informed decisions and can fulfil their legal duties and other responsibilities associated with the proper governance of the Trust
- Mentoring the senior and broader management team to form a high-performing leadership cadre
- Combining hard evidence with storytelling,

weaving a compelling narrative for our critical populations of bumblebees and the habitats they need to thrive

- Setting the expectations of the organisation and holding yourself accountable for delivering them
- Continuing to build a high performing culture that is aligned to our values and focused on delivering lasting impact for bumblebees
- Enjoying the role and everything it brings and contributes, leading by example in all that you do

You'll need passion and energy to work on some of the most profound challenges of our time. Nature needs its champions, and you'll need to harness all of your skills, all of your personality, and your network to grow our influence, our impact, and our outcomes. You'll excel at galvanising others to take action enabling us to achieve our aims and ensure bumblebees are thriving and valued.

This is an incredible opportunity to join a very special organisation with passionate and high-performing teams who are truly dedicated to our vital purpose.



Job Description

Key Responsibilities:

Strategic leadership and delivery of vision, mission and aims:

- Provide inspiring strategic leadership to ensure the Trust achieves its mission and aims with a strong focus on delivery, impact and sustainable finances
- Evolve and deliver the 2024-34 strategy agreed by the Trustees, ensuring alignment throughout the organisation, effectively integrating the strategy into resource allocation and day-to-day operations
- Ensure the charitable objectives are met as set out in the Articles of Association
- Lead and manage the executive team, fostering a collaborative and high-performing environment
- Effectively utilise the skills and expertise of the Board of Trustees
- Maintain excellent governance in line with Charity Commission expectations and best practice

Relationship and network building:

- Represent the Trust to external stakeholders, including government, funders and the public
- Expand the Trust's reach and impact through effective communication and engagement strategies
- Be the voice for bumblebees with strategic influencers, major donors and key funders, impactful media outlets, other relevant NGOs and policymakers/politicians.
- Advocate for bumblebee conservation and influence environmental policy.
- Maintain and grow strong relationships with sector partners, senior management and management team, staff and volunteers, providing direction and resources to establish high performing teams and partnerships

Fundraising and financial sustainability:

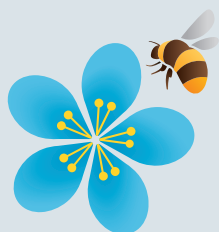
- Oversee the financial performance of the Trust, ensuring financial stability and sustainability
- Engage with institutional funders, impact corporates and private philanthropists as a trusted recipient of fundraising income
- Address financial pressures, manage risks and develop strategies to enhance unrestricted income
- Continually improve financial reporting to provide insightful information for strategic decision-making

Organisational Development and Culture:

- Drive organisational change to foster a culture that promotes collaboration and supports the implementation of the current strategy
- Ensure effective performance management and ensure the Trust can demonstrate its impact
- Champion equity, equality, diversity and inclusion throughout the organisation

Operational Efficiency and Digital Transformation:

- Ensure efficiency in the operations of the Trust and that the Trust's resources are used to deliver best value in the fulfilment of the Trust's strategy
- Lead our continuing digital transformation journey ensuring integration into business-as-usual
- Ensure that our staff and volunteers are effectively supported through the effective development of digital tools



Person Specification

We need you to have:

- A passion for nature conservation and environmental sustainability
- Demonstrable experience of senior executive level leadership within the charity, conservation or environmental sectors
- Experience in developing, implementing, evaluating and monitoring strategic and operational plans
- Strong financial management expertise, including budget oversight and resource allocation
- Demonstrable success in generating income and donor cultivation in which you will have identified opportunities and engaged successfully
- Experience building and maintaining relationships with stakeholders and partners, including government entities, funders and the public
- Demonstrated ability to lead organisation change, manage resistance and foster a positive organisation culture
- Experience in working collaboratively and effectively with a Board, effectively managing risks
- Ability to inspire, lead, mentor and motivate teams towards achieving the Trust's strategic aims and objectives, promoting collaboration
- Strong understanding of working within governance and compliance requirements
- Excellent listening, communication, presentation and interpersonal skills which engage diverse audiences
- Ability to work under pressure and prioritise strategically in a fast-moving environment
- Able to demonstrate commitment to equity, equality, diversity and inclusion in the workplace and experience in delivering plans to promote EEDI throughout the organisation
- Strong integrity and ethical conduct
- Access to a vehicle for regular travel requirements, sometimes to remote locations.

It would be great if you had:

- Experience and/or knowledge of nature conservation
- Experience in supporting digital transformation projects

Buff tailed
bumblebee queen
Bombus terrestris



Great yellow
bumblebee
*Bombus
distinguendus*



Recruitment & Selection Process

The Bumblebee Conservation Trust is an Equal Opportunities employer. This means that whilst seeking employment or during such employment with the Trust, we will seek to ensure equality of treatment for all persons regardless of sex, race, age, marital or civil partnership status, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity status.

We recognise that candidates with a disability or from ethnically diverse backgrounds are under-represented in our organisation, and that there are often additional barriers present for people from these groups when applying for roles in the charity sector and beyond. We are committed to taking positive action to expand the diversity of our staff team. If you meet the essential criteria for a role and are disabled or from an ethnically diverse background, you'll be guaranteed a first stage interview. Please just tick the relevant box on our application form.

In the event of a high-volume of applicants who tick this box, then selection for guaranteed

interview will be those who best meet the essential criteria for the post rather than all of those that meet the minimum criteria, in the same way as we would do for non-disabled and non-ethnically diverse background applicants.

It is important to note that this scheme guarantees an interview for candidates who meet or best meet the essential criteria and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

Use of AI in Candidate Applications

We accept that some applicants are using technology to support with writing applications as the use of AI becomes a norm. However, we would like to stress the importance of giving personal examples from your previous experience where possible in your application.

If you are using AI technology, please ensure you still tailor your answers to ensure you are:

- Showing authenticity and your personal voice, a genuine expression of your experiences and aspirations can set you apart from others.
- Tailoring to the specific role and company values.
- Expressing your passion, values and personality - this can be better achieved through your unique communication style.
- Providing specific examples to highlight your ability to problem solve and think through situations.

While AI can be a valuable tool, it is essential to balance these benefits with the need for authenticity and personalisation.



Early bumblebee
Bombus pratorum



Recruitment & Selection Process

Pre Employment Checks

We will require a minimum of two appropriate references and will check original documents proving your qualifications, identity, and right to live and work in the UK before you can start work with us.

You will be asked to complete our Criminal Record Declaration Form. However, a person's criminal record in itself, will not debar that person from being appointed to a post. Any offer will also be subject to satisfactory completion of a DBS check.

References

Referees should ideally be your present and last employer. They should have had either managerial or supervisory responsibility for your work, and not be colleagues, subordinates or friends.

If you have any questions about providing reference details, please contact us. The Trust will only approach your referees once an offer of employment has been made; they will be provided with a copy of the job description and asked to return a Reference Request Form.

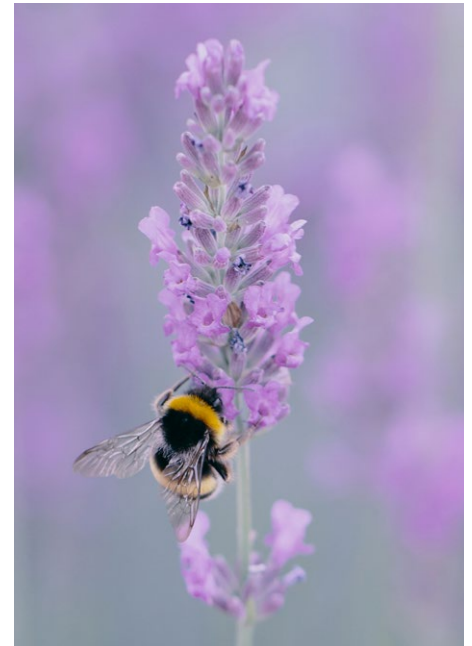
How we use your Personal Information

The information which we gather from you during the recruitment and selection process is retained and processed in accordance with the provisions set out by the Data Protection Act 1998 (DPA) and further to the UK General Data Protection Regulations (GDPR).

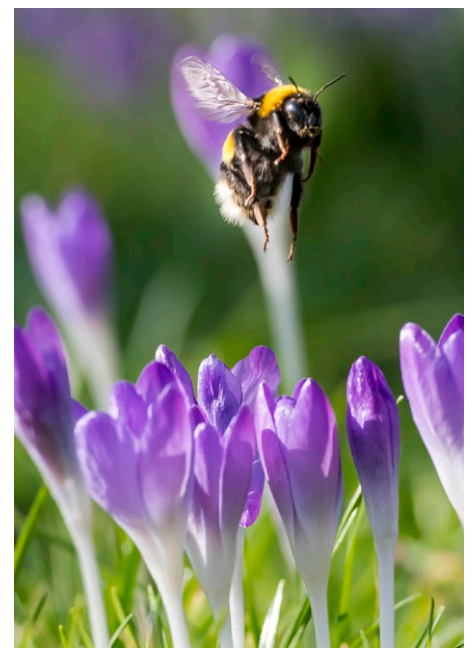
Please note that by submitting an application for employment, you are accepting that you have read and understood our Data Protection and Privacy Policy for Job Applicants.

If you have any questions about how we use your data, please contact us.

<https://www.bumblebeeconservation.org/what-we-do/vacancies/privacy-policy-job-applicants/>



White / Buff tailed bumblebee



White tailed bumblebee
Bombus lucorum



How to Apply

If you are interested in joining us, please complete the application form found on our website at:

www.bumblebeeconservation.org/what-we-do/vacancies/

no later than 12:00pm on 2nd October 2025

Applications may close before the deadline, so please apply early to avoid disappointment. You will receive confirmation we have received your application, and we will contact you to let you know if your application is being progressed to the interview stage.

In order to ensure that all applicants are assessed equally and fairly, applications will only be accepted on the form provided. Please do not send CVs.

First round interview is expected to take place on the 16th October, followed by second interviews on the 23rd October.

