



Save the Rhino International: CEO Job application pack

1. Brief job description

Role: CEO

Salary: In the range of £70,000 to £80,000. Starting salary within the band will depend on experience

Holiday allowance: 25 days plus UK bank holidays

Contract type: Permanent contract

Probation period: Six months

Hours of work: Team members work a 35-hour week

Start date: 1 April 2023 or as soon as possible thereafter (for discussion with the leading applicant)

Location: Save the Rhino International's office (Unit 3, Coach House Mews, 217 Long Lane, London, SE1 4PR) with some flexible working possible

Line Manager: Save the Rhino's Board of Trustees

2. About Save the Rhino International – leading the charge!

Save the Rhino International is a UK-registered and London-based charity, established in 1994.

At Save the Rhino International we believe rhinos are magnificent, in themselves and as champions of the incredible wild landscapes in which they live. And they are endangered. To thrive, both rhinos and people need a world that is healthy, diverse and resilient.

We connect people striving to conserve rhinos and their habitats with people who want to support that vital work, and we contribute our own knowledge and skills to the conservation effort. Every day we work with a wonderful community of passionate friends, partners and supporters, to ensure that all five species of rhinos thrive in the wild.

Our core values, on which we will never compromise, are Integrity, Collaboration and Determination. We express those values through how we behave and talk to the world – who we are – Friendly, Knowledgeable and Passionate.

In the financial year ending 31 March 2023, we expect to raise around £5.5 million in support of our conservation partners in Africa and Asia, making us the world's largest single-species-focused rhino charity. As well as providing financial support for field programmes – based in Kenya, Zambia, Zimbabwe, Namibia, South Africa, India and Indonesia – we convene workshops, contribute to the development of rhino conservation strategies, support the work of the IUCN SSC African Rhino Specialist Group, and identify further opportunities for Save the Rhino to make an impact on international rhino conservation efforts.

3. About the role

Save the Rhino has four key areas – conservation, fundraising, communications, and charity management – and the CEO will be expected to take the lead on each of these, supporting the members of staff focusing on each of those areas.

The current CEO, Cathy Dean, who has been in the role since 2001, is going part-time as from 1 April 2023 (See here for more information: <https://www.savetherhino.org/our-work/save-the-rhinos-ceo-cathy-dean-to-move-into-new-role-continuity-and-change/>). Cathy will continue to work for Save the Rhino, but in a different role: initially inducting the CEO on all her former responsibilities, before focusing on the areas where Cathy can add most value to the team. This new CEO will bring a fresh pair of eyes and the energy to tackle a diverse set of responsibilities. The new CEO will have Cathy's full support, and the benefit of her institutional memory, her grant application and reporting skills, and her longstanding relationships with Save the Rhino's partners.

With a current team of 10 people, Save the Rhino International is a small and friendly organisation, striving to achieve its vision of all five rhino species thriving in the wild. We have an informal and supportive atmosphere, whilst expecting high professional standards from all our staff. All members of the team are required to support the work of the others. Enthusiasm, flexibility, patience, and an aptitude for hard work are essential.

4. Key responsibilities and person specification

4.1 Conservation

Save the Rhino has seven conservation strategies:

- To protect rhinos through law-enforcement activities at site level, and support intelligence gathering and analysis to pre-empt and prosecute poaching and trafficking of rhino product
- To implement effective biological and ecological management and monitoring of rhino populations and their habitats to achieve optimum population growth rates
- To reduce trade in illegal rhino products via better law enforcement in consumer countries and promoting behaviour change by consumers and the closure of markets encouraging poaching
- To ensure that rhino conservation professionals are appropriately skilled and trained
- To improve coordination within and between rhino range state conservation agencies and professionals
- To engage with multiple stakeholders in rhino range states in accordance with the equity triangle of recognition, procedure and distribution
- To explore and develop sustainable financing mechanisms and structures to fund priority rhino conservation efforts

The new CEO will:

- Review and update these strategies to ensure that Save the Rhino is adding value to other rhino conservation efforts and playing to its own strengths
- Liaise with field programme partners to understand priority needs and share learnings
- Develop and implement particular initiatives where Save the Rhino can contribute particular expertise, e.g. themed workshops
- Maintain close cooperation with fellow rhino NGO donor organisations
- Stay abreast of the latest research, policy developments and discussions that are relevant to rhino conservation

Essential skills / experience	Desirable skills / experience
<ul style="list-style-type: none"> • 10 years' experience in a conservation role and a degree in a relevant field • Collaboration with field programme partners in Africa or Asia • Facilitation between multiple stakeholders, e.g. in a workshop setting 	<ul style="list-style-type: none"> • Masters / PhD in a relevant field • Extensive knowledge of rhino conservation issues and practice • Liaison with Range State governments

4.2 Fundraising

Save the Rhino fundraises via a wide range of approaches: physical challenges (e.g., the London Marathon, ForRangers Ultra and RideLondon); community fundraisers (supporting individuals who develop their own fundraising ideas); events (e.g. formal dinners, in-person and virtual lectures and talks); grant-making organisations (e.g. US and UK governments, grant-making trusts or foundations, and High-Net-Worth Individuals); corporate partnerships; public donations (e.g. online donations and memberships, legacies, payroll-giving and membership schemes); Gift Aid; and merchandise.

The new CEO will:

- Review and update Save the Rhino's fundraising strategy, and ensure that fundraising for unrestricted income continues to cover the charity's fundraising costs and overheads
- Lead and oversee fundraising from grant-making organisations, working with Cathy and the Programmes Officer in support. In so doing, the CEO will draft grant applications and budgets, and manage the resulting grants and reports
- Review, support and develop all other income-generating activities to ensure a good return on investment of staff time and resource

Essential skills / experience	Desirable skills / experience
<ul style="list-style-type: none"> • Successful applications to UK, US and international grant-making organisations, e.g. INL, USFWS, the Darwin Initiative, the Illegal Wildlife Trade Challenge Fund • Donor cultivation and care to very high standards 	<ul style="list-style-type: none"> • Experience of managing some of the other forms of fundraising that Save the Rhino carries out

4.3 Communication

Save the Rhino engages with multiple audiences: our external fundraisers and supporters; the general public; rhino conservation professionals; journalists etc. It is vital that we are well-informed about rhino conservation issues and can articulate complexities clearly for these different audiences, whether in our own writing or via the media.

The new CEO will:

- Support the Communications Manager in developing and delivering a rolling 3-year communications strategy delivered in-person, online and via print (e.g. our annual magazine, *The Horn*, and *Impact Report*)
- Act as a spokesperson for Save the Rhino, having discussed and agreed position statements and key messaging with the team

Essential skills / experience	Desirable skills / experience
<ul style="list-style-type: none"> Ability to understand and articulate complex issues for different audiences 	<ul style="list-style-type: none"> Television, radio and print interviews

4.4 Charity management

As a registered UK charity, Save the Rhino has certain governance responsibilities and requirements, and aims to follow best practice across all its internal and external management operations. The CEO, who reports to the Board of Trustees, is ultimately responsible for the management of the team, finances and resources.

The new CEO will:

- Review and update Save the Rhino's 3-year operational strategy
- Review the organisational structure, and recommend and implement any necessary changes
- Lead, coach and develop the Save the Rhino team
- Liaise with and support the Board of Trustees in discharging its own duties
- Work closely with the Managing Director and Operations Manager to maintain and improve organisational compliance via policies, guidelines etc.
- Oversee the development, management and monitoring of annual budgets

Essential skills / experience	Desirable skills / experience
<ul style="list-style-type: none"> Experience of managing a team, including recruitment, line management, appraisals and continuing professional development Strong project management skills: objective setting, timelining and budget management Knowledge of the non-profit sector (in the UK or another country) 	<ul style="list-style-type: none"> Knowledge of the UK charity sector and environment Development of internal annual budgets Monitoring of cash-flow and liaison with auditors regarding annual audited accounts

5. How to apply

Thank you very much for your interest in this exciting role. We look forward to receiving your application.

All applications need to be received by midnight (GMT) on Wednesday 30 November 2022. Applications should be sent by email to cathy@savetherhino.org with "CEO" in the subject line.

Applicants should submit:

- A two-page cover letter, in PDF format, which should explain why you want this position
- A maximum three-page CV, in PDF format, which should demonstrate your skills, aptitude, and experience in relation to the person specification. Please include your contact details: email address and mobile phone number, and your current annual salary (please specify the currency if not paid in GBP)
- Details of 2-3 referees (name, address, telephone number, email, nature of relationship) in a separate PDF. Referees will only be contacted once a conditional job offer has been made

Failure to provide the information as specified above will result in immediate disqualification from the application process. Short-listed applicants will be invited for a formal interview (online), with

Cathy and two Trustees, at a mutually convenient time and date in mid-January. It is likely that the top two or three candidates will be invited to take part in a further discussion with the wider Board of Trustees, before a final decision is made; the timetable for this is yet to be determined.

Please note that, due to pressure on staff time, applicants not shortlisted for interview will only receive a standard courtesy email to advise them that they have not been selected for interview. Feedback will be offered to candidates who were interviewed but who were not offered the post.

7. Protecting your data

Save the Rhino takes your data protection seriously. Our full privacy policy for recruitment can be found on our website: <https://www.savetherhino.org/privacy-policy/>