

Friends of the Earth – Job Description

Job title	Strategy and Business Planning Manager
Reporting to	Co-Executive Directors
Team	CEO office
Career stage	Grade C
Line management	N/A

Friends of the Earth are looking for experienced planning manager to work with SLT on the roll out of the new strategy and supporting programmes of work.

This will be a fixed term 18 month appointment working with the Co-Executive Directors.

Purpose of the role

This role will provide critical planning and management support to the Co-Executive Directors, Senior Leadership Team and the Boards in rolling out the new strategic direction.

It will lead the integration of business planning, organisational priority setting, work-plans and meetings ensuring alignment across the organisation to align day to day work with the new strategic direction.

Key responsibilities and tasks

- Working with SLT, lead the planning and management of the rollout of the strategy and daughter strategies throughout the organisation to ensure that everyone engages with their implementation
- Working with SLT, lead the planning and management of the business planning process, co-ordinating input from teams across the organisation.
- Ensure that key deliverables and milestones are met for business planning and strategy deliverables including working with Governance Manager to ensure board reports are completed in time and engagement colleagues on any external deliverables.
- Manage the review of the organisational strategy making sure that we bring in external input to ensure it remains relevant and responsive to rapidly changing context.
- Model and amplify a good organisational culture to ensure that strategy has the best chance of success and the organisation can respond to a fast changing external context.

You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values

Person specification

- Empathetic, inspiring and approachable leader with a good track record in co-ordination and planning of complex projects.
- Collaborative, enabling and motivational style. Capable of building trust in teams and amongst colleagues.
- Experience of strategic planning and the ability to manage complex projects with multiple streams of work and complex inputs.
- Open and honest communicator capable of building relationship across organisation
- Clear commitment to vision and values of Friends of the Earth

Our Values

Ability to demonstrate understanding and apply our values.

Integrity- We demonstrate integrity throughout everything we do, internally and externally.

Impact – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

Leadership – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

Focus on Friends- To build our influence we put new and existing ‘friends’ at the heart of our work.

Accountability- We hold ourselves and other to account for our work and how we work.

Learning and Enquiring Mindset- We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

Date approved	
Date reviewed	

Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible.

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.