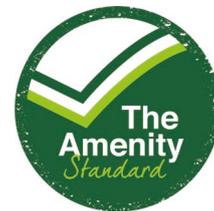


## Independent Executive Chair

<b>Body:</b>	The Amenity Forum
<b>Remuneration:</b>	The remuneration and detailed aspects of responsibilities can be discussed with individual applicants depending on their skills and experience.
<b>Time Requirements:</b>	Minimum of 90 days per year
<b>Support:</b>	Administrative support for the role is provided by Rural Support Services headed up by Kate Hopkins. The forum also has a website manager

The current role can be split into two parts, that as an independent chairman and that as chief operating office. Ideally the Forum Board seek a direct replacement but would consider expressions of interest for a split role (see job description) for appropriate candidates.

We aim to be an equal opportunities organisation and as such are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable



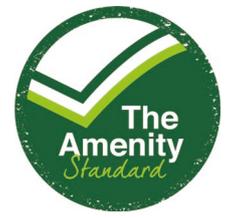
## The Amenity Forum

The Amenity Forum is a voluntary initiative bringing the amenity sector together, responding to government priorities and actively engaging with policy makers and key stakeholders. It aims to provide sector responses, and communicate the importance and value of weed, pest and disease management. The Forum seeks to promote, educate and encourage best practice in the sector, thus demonstrating the sector's capability and commitment to protecting the environment and public health and producing high quality amenity areas that are fit for purpose.

The Forum disseminates best practice and champions the Amenity Standard as a demonstration of self-regulation and independent auditing and strives to communicate success within the sector and as widely as possible.

Its key objectives are:

- To be the key body informing, reporting and responding to, government on policies and plans relating to best practice management of weeds, pests and diseases in the amenity sector
- To actively encourage integrated approaches to amenity management and proper, responsible and optimum use of pesticides and other products that may be used
- To promote the widespread adoption of the Amenity Standard as a means of increasing public confidence and providing assurance of a professional approach to amenity management, meeting targets to seek to create safe, healthy and sustainable amenity spaces fit for purpose
- To advocate that all practices are sustainable and seek to protect the environment with minimum risks to public health.
- To champion, encourage and promote scientific advance, research and innovation
- To coordinate and encourage the establishment of sustainable qualifications, training and continuous professional development activity.



## Person Specification

Candidates for the Chair role should be able to demonstrate the following skills:

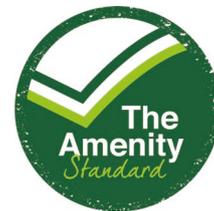
Essential:

- effective leadership and management of meetings and discussions promoting an inclusive approach
- influencing and negotiating skills of a high level, partnership working and the ability to work in a collaborative way to achieve outcomes
- the ability to work with a range of stakeholders and good networking ability
- excellent all-round communication skills
- the ability to consider complex issues.
- the ability to look ahead and work with others to develop practical plans.

Desirable:

Some knowledge of the following areas would be helpful but not essential:

- the extent and importance of the amenity sector and in particular its work in terms of managing amenity and sports spaces
- an understanding of the need for education and training and some experience in these areas



## Job Description

### **Independent Chairman:**

- Representing the Forum in external meetings, communications and discussions – to be effectively the face of the Forum externally. In terms of external meetings, these include membership of such bodies as the UK Pesticides Forum, the Scottish Pesticides Forum, the Voluntary Initiative Steering Group, etc and attendance at national exhibitions organised for the sector. It also involves direct contact with the national and UK governments, HSE and other key policy bodies such as EA etc.
- Fully engaging with policy makers in matters relating to amenity management producing papers and evidence, attending meetings and ensuring the Forum delivered on its role by seeking the industry to work together to deliver both on requirements and targets of best practice. This includes presentation of the Forum's Annual Report to the UK government, national governments and other key stakeholders.
- Being a director of the Forum and chairing both Board and full member meetings as well as the annual conference and exhibition

### **Chief Operating Officer:**

This encompasses, as the title suggests, the operational activity of the Forum in all its varied aspects but focussed on delivering the key targets agreed by the Board and the Forum. Some of the key tasks are listed below (in no particular order)–

- Preparing and making presentations to conferences, events and meetings
- Establishing and maintaining networks at all levels, to ensure the Forum and its interests are fully represented
- Responding to external requests for information and consultations and ensuring member questions or requirements are dealt with and, where necessary, sourcing and liaising with necessary technical expertise
- Writing press releases and articles as well as co-ordinating production of promotional, guidance and technical information produced by the Forum
- Producing the financial budget for the Forum and monitoring throughout the year, as well as authorising expenditure and presenting summaries to the Board and full Forum.
- Ensuring we have the communication plans for the Forum and fully participating in their implementation including press liaison, leaflet drafting, gaining external resourcing and similar activity