



**WORLD
LAND
TRUST**

Saving land
Saving species

APPLICATION PACK

Head of Information Governance & Technology

Closing Date: On successful appointment or
07 February 2025



Who We Are

World Land Trust (WLT) is an international conservation charity that protects the world's most biologically significant and threatened habitats and species.

Our mission is to help people across the world protect and restore their land to safeguard biodiversity and the climate. Working through a network of partner organisations around the world, WLT funds the creation of reserves and provides permanent protection for habitats and wildlife. Partnerships are developed with established and highly respected local organisations who engage support and commitment among the local community.

Our Values

At World Land Trust we are committed to inclusion and respect to our employees, those who support us, and those whom we support.

WLT will always approach every situation in a **positive** way to find and communicate solutions, operating and communicating with **honesty**, remaining **focused** on our mission, and working in a **supportive** way with our staff, partners and supporters.

We treat everyone with respect and have particular regard for the 'protected characteristics' under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We have a zero-tolerance policy towards discriminatory language or actions that could create a hostile environment and we do not accept behaviour that amounts to harassment, sexual harassment or exclusion of any individual.

**We're happy to talk flexible working,
from day one.**



HEAD OF INFORMATION GOVERNANCE & TECHNOLOGY

Job Description

Salary:	Full-time salary from £60,000 to £70,000pa (subject to experience)
Hours:	Full-time (35 hours per week)
Contract:	Permanent
Proposed Start Date:	As soon as possible
Location:	Halesworth, Suffolk with opportunities for hybrid working
Reporting to:	Chief Operating Officer
Responsible for:	Technology and Data Team

Summary:

As World Land Trust's Head of IGT you will use your passion and knowledge of all things data and technology related to drive digital change. Your focus will be on assessing our current technological, governance and data needs and identifying gaps and opportunities to ensure our systems and processes are fit for purpose and ready to support our ongoing growth.

You will be responsible for developing and driving delivery of our data transformation roadmap which will dovetail with our technology strategy in supporting the organisation to maximise its conservation impact. Aligning the roadmaps to achieve a co-ordinated approach in driving the charity's goals, you will continue to develop and accelerate digital transformation and user optimisation, utilising data to support data-driven decision making and ensuring operational excellence. This role will play a critical role in shaping the charity's future, focusing on innovation, scalability, and security. The role will be a crucial advisor to the Chief Operating Officer and wider Executive team in contributing to forward planning and strategy.

As we grow, we recognise the need to invest in and develop our Technology and Information Governance team and this new role will be crucial in supporting the

recruitment and development of new and current roles with line management responsibility for this team.

Main duties and responsibilities

- Develop and deliver an Information Governance roadmap aligning our IT Strategy to support the organisation and drive digital transformation, developing tools to drive data-driven decision making, track performance and support embedding this into our ways of working.
- Evaluate and oversee the implementation of new technologies to enhance business effectiveness and data hygiene across the organisation.
- Identify, mitigate and escalate risks associated with information governance and technology.
- Review policies and procedures for technology, data management, Information Governance, and compliance and support the establishment of robust organisational plans including response protocols.
- Ensure adherence to regulatory requirements and industry standards.
- Lead on policies and systems to facilitate expansion, compliance and scaling of the business.
- Oversee the development, implementation, and maintenance of technology systems and infrastructure.
- Be accountable for the information governance and technology budgets, resources, and where appropriate vendor relationships.
- Overall responsibility for our IT and Data Strategy
- Oversee regular audits and assessments to ensure the security and integrity of information systems.

Leadership

- Provide leadership and effective line management to the information governance and technology team to drive the organisation's digital maturity levels, accelerating plans in line with organisational ambitions and with a demonstrable commitment to team members' professional development and growth.
- Be a member of the Management Team supporting the Senior Leadership Team and wider charity on the delivery of the organisation's strategic plan, effectively working across teams to support implementation.

- Be a change agent in driving a coordinated approach to information governance and technology solutions and systems to achieve our aims.
- Be able to deliver and provide context on a range of technological and data information to non-technical staff to support effective decision-making.
- Role model effective people management behaviours, inspiring and engaging team members and supporting personal development to support them to be the best they can be.
- Create and promote a culture of fairness, transparency and inclusion where colleagues from all backgrounds and perspectives feel empowered and valued.
- Undertake other activities as requested by the line manager, commensurate with skills, experience, pay level and role.
- Line management responsibility for the information governance and technology team

The postholder will be expected to actively engage with, and promote, our workplace Values which are: Focused, Honest, Positive and Supportive.

Person Specification

Knowledge, Skills and Experience

Formal qualifications

- Bachelor's degree in a related field such as computer science or information technology.
- GDPR Practitioner certification or equivalent qualification
- Microsoft certifications
- ITIL certifications
- Project Management certifications

Experience and knowledge

- A minimum of 5 years proven experience in a senior information governance and technology role with demonstrable leadership experience.
- Strong knowledge of information governance, data privacy, and security regulations.

- Demonstrable experience of driving organisational digital transformation.
- Excellent strategic planning and project management skills.
- Excellent communication, collaboration and interpersonal skills.
- Proven experience in leading and developing information governance and technology teams.
- Commitment to CPD both individually and for team members.

Abilities and skills

- Strong communication skills and the ability to build effective relationships across the organisation and with external stakeholders.
- Demonstrable experience in driving digital transformation initiatives to enhance and optimise efficient ways of working.
- Highly organised with the ability to prioritise, plan, organise and manage your own and the team's demanding workload to meet relevant deadlines.
- A flexible self-starter and able to use their own initiative and bring new ideas to support the growth of the organisation.
- Highly collaborative team player with a flexible and adaptable approach, with the ability to lead, motivate and influence.
- Self-directing with the ability to co-ordinate and engage cross-functional teams toward a successful outcome.
- An appropriate management style that demonstrates self-awareness and the ability to lead and engage a team, creating a supportive and inclusive working environment.
- An empathy and understanding of WLT's mission and values.

How to Apply We are working with Smartdesc, a specialist IT service provider for not-for-profit organisations and charities, to find our new Head of Information Governance and Technology. Please apply via Smartdesc's website here:

<https://apply.workable.com/j/9C152B2EF3>

We would like to thank you for your interest in World Land Trust and for your time in applying. If you have any questions not answered in this application pack, please email: recruitment@smartdesc.co.uk

Shortlisted Candidates

We know how frustrating it is to not get an update about your application and therefore we will ensure that we let all applicants know whether they have been shortlisted for interview or not via Smartdesc.

Interviews

The first stage interview for shortlisted candidates will be carried out remotely through Teams and will be based on a number of questions to better understand your skills and experience and how they might match those that we are looking for from our new role. All applicants will have an opportunity to ask questions of the panel at the end of the interview. The panel for this vacancy will be led by Elizabeth Stone, Chief Operating Officer. Second interviews for further shortlisted candidates will be held on 26 February 2025 at our offices in Halesworth, Suffolk with our CEO, Catherine Barnard, and Adam Monks, Director at SmartDesc.

Our Benefits

- **Salary** - salary is £60,000 to £70,000pa, subject to skills and experience fully meeting our requirements.
- **Hours of work** - based on full-time hours, which are 35-hours per week.
- **Flexible working opportunities** - we know that our staff value the opportunity to enjoy a healthy work-life balance and so we build flexibility into the way we work from day one, including opportunities for hybrid working. The majority of our full-time staff are working on a 9-day fortnight basis, with one day off every fortnight, and we have recruited staff from across the country by enabling hybrid working, subject to any specific role requirements. Our Operations team are locally based, and we do love having people in the office as we think it's important to have some regular time working face-to-face too. All employees as a minimum are required to attend face-to-face Staff Quarterly Away Days in Suffolk along with monthly Operations teams meetings and Management Team meetings, in Suffolk, and any additional meetings/planning days relevant to their team and directorate where we feel it's important to have that face-to-face interaction to build and maintain

working relationships. We are flexible for the right candidate but would ideally like someone who can work a minimum of once a week from our offices as part of the team. This is a UK-based role.

- **Annual leave** - we offer 36 days' annual leave (including Bank Holidays) plus an additional discretionary day each year to volunteer for a charity or community organisation of your choice.
- **Group personal pension scheme** - investing in companies that can demonstrate positive application of Environmental, Social and Governance (ESG) criteria, which ensures that our pension scheme operates in line with our Values. We also offer Pension Salary Exchange as a way of making tax-efficient contributions into your workplace pension. Our pension is 3% employee and 5% employer contributions.
- **Group life assurance** - whilst we hope our staff live long and happy lives, we want to give some peace of mind and this benefit provides a lump sum payment of 4x salary.
- **Occupational sick pay** - we keep our benefits under review and recently introduced occupational sick pay for staff from day 1.
- **Wellbeing** - our staff wellbeing is important to us and so alongside a Wellbeing policy, supported by an Employee Assistance Programme which includes access to counselling and a wellbeing helpline, we have provided opportunities for staff - and managers - to attend inhouse training to support their own wellbeing and those of their teams.
- **Cycle to Work Scheme** - we're currently working with a not-for-profit scheme provider to give our staff the chance to purchase a bike (including e-bike options) through a salary exchange scheme, which means you save the tax and NI that you would pay if you bought the bike directly from your next (after tax) pay giving savings of up to 47%!
- **Inclusion** - we work hard to ensure that we provide a welcoming and supportive environment for all staff where they can be the best they can be; as part of this we share our Inclusion Passport with you shortly after joining. This means we start off with a conversation about what helps you to work best, feel included and be supported, which can encompass, for example, neurodiversity, religious practices, menopause, disability, and gender identity and expression.

- **Employee voice** - we know that there is always room to improve and so we work with a not-for-profit programme, 'Best Employers Eastern Region', to provide an annual, anonymised, employee engagement survey, using the results to guide our People Plan for the following year. We're proud of our staff participation rate and the effort they make to share their thoughts with us, as well as our consistently high levels of staff engagement.
- **Learning and Development** - we support growth and development within role and this forms part of regular conversations with staff, brought together in our annual Performance and Development Review (PDR) which is reviewed regularly across the year to support staff with prioritisation and workload, and wellbeing. Retaining expertise and providing opportunities is something that's important to us and we have seen a number of staff move into new roles within World Land Trust.

But that's not the end of it! We keep our benefits under review and look for new opportunities to improve the employee experience.

Conditions of Employment

To comply with the Immigration Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, **all applicants will need to be eligible to work in the UK and will be required to be UK based as a condition of the offer of employment.** If you are shortlisted for interview we will ask to see a copy of an appropriate official document as set out in the UKBA guidelines and we are required to carry out a physical check of documents for the successful candidate. Do not send anything now, further information will be sent to you should you be invited to interview.