



Organisation Manager (internally known as Chief Executive Officer)

22.5 hours per week Salary: around £33,000 (60% FTE = c.£20,000 pa)

Pension contribution 3%

Are you passionate about the environment?

Could you lead and support a dedicated team of staff working on diverse but interlinked projects that vary in size and duration?

We are looking for a dynamic, flexible and experienced manager to provide leadership of a variety of exciting and innovative environmental projects and improving EPIKS' long-term sustainability through both effective delivery and securing future workstreams

You will have a proven track record of programme and project management experience together with a keen understanding of nature conservation, active travel and access to greenspaces. You will be supported by volunteer non-exec directors and a skilled team of dedicated staff with an office base in Huddersfield, satellite projects in Kirklees and the south Pennines with opportunities for flexible working.

Closing date for applications: 23.59 Wednesday 1st April; interviews 14th April 2026.

Background

At EPIKS we are passionate about finding local solutions to environmental problems that are integral to our concern for effective climate action. We work with a range of partners to improve the environment: promoting biodiversity, active travel and a sustainable economy to make Kirklees a better place to live and work. EPIKS is run by four volunteer Directors and a small, dedicated team of part time staff.

We are at an exciting phase of development, with new projects to deliver on improved access in and around the Colne and Upper Calder Valleys and sustainable transport. EPIKS has recently expanded our volunteering programme and community engagement activities. We have also established a firm foundation for our active travel projects and the *Walk Wheel Ride Kirklees* brand, increasing our partnership with Network Rail.

These run alongside continuing work on greenspaces in local nature parks, enhancing biodiversity, promoting environmental volunteering and delivering walking, cycling and wheeling activities – all of which involve collaboration with a wide range of stakeholders.

To achieve success in all these areas we need a Chief Executive to lead in developing a roadmap for our existing and future funded core projects. You will help co-ordinate work across the range of our projects and support initiatives to secure future funding.

In striving to improve our engagement with volunteers, supporters, funders and the wider public, we need an innovative, experienced communicator to lead on this critical part of our work.

The position involves working flexibly over 22.5 hours per week. There may be opportunity to extend the hours depending on funding success. The post will require some evening, weekend and bank holiday working.

The post is based at the EPIKS office in the Media Centre, Huddersfield, close to the railway station, with some opportunities to work partly from home. EPIKS uses Teams (Microsoft 365).

Role Profile

- Manage an overall framework for the delivery and sustainability of a variety of funded environmental projects
- Support non-exec directors with a consistent, strategic overview of EPIKS as an organisation.
- Ensure reporting to EPIKS board of directors through regular (monthly or bi-monthly meetings)
- Manage a team of 9 part time staff to ensure effective, efficient delivery of projects and programmes
- Ensure recording and evaluation of projects and appropriate feedback to others including partners and funders.
- Ensure appropriate systems, resources and procedures are carried out
- Oversee a comprehensive, inclusive communications programme through an in-house team
- Support the development of new funding bids and revenue in collaboration with Directors and staff
- On occasions, deliver selective elements of funded projects
- Manage overall assets and finances, working with a Finance Officer
- Oversee the operation of a CRM system

Person Spec – Essential

- Knowledgeable about key environmental issues particularly nature conservation and active travel
- Able to see the “big picture” and coordinate a range of interlinked projects
- Experience of leading and managing programmes and events

- Experience of preparing funding bids to foundations and public agencies and sponsorship proposals to private sector bodies
- Project management experience
- Understand the voluntary sector ethos – experience of working or volunteering in community and voluntary settings
- Excellent communication skills
- Experience of staff supervision and development
- Experience of procurement and contracting
- Excellent organisational skills
- Able to organise own work, manage priorities and achieve objectives without close supervision, paying close attention to detail
- Flexible and adaptable; able to balance competing or changing priorities as external influences demand
- Able to work inclusively, working with diverse communities and groups
- Passionate about making a difference locally for climate and nature

Person Spec – Desirable

- Adept user of a range of media platforms
- Awareness of local government and business sponsorship or employers' partnership working
- Ability to contribute to biodiversity or active travel projects
- Good working knowledge of Teams/Microsoft 365

Reporting to:

- Board of Directors

Responsible for:

- Project officers
- Comms team
- Admin and financial support staff

How to apply

Please send a CV and separate covering letter outlining how your skills and experience fit the role profile to office@epiks.org.uk

Closing date for applications is 23.59 Wednesday 1st April; planned interviews Tuesday 14th April 2026.