



Scotland's Finest Woods

Scotland's Finest Woods – Executive Director contract

Scotland's Finest Woods (SFW) is a Scottish Charity and a Limited Company whose aim is to celebrate the contribution that woodlands and trees can make to the people of Scotland, its environment and economic prosperity. Each year, the charity runs Scotland's Finest Woods Awards programme which recognises and rewards an array of excellence, innovation and best practice in caring for and expanding Scotland's woodland resource.

The present Executive Director wishes to step down in August 2026 after four years in the role. The terms of engagement will again be on a Contract for Services basis. This is an excellent opportunity for an independent consultant or contractor to take a leadership role in an organisation with a strong profile, a growing reputation and positive momentum.

The responsibility of the Executive Director is to ensure successful delivery of an annual Awards programme of the highest quality with efficient use of resources. Much of the delivery of the SFWA is reliant on volunteers where constructive working relations are key.

The Executive Director should ideally have a forestry background or come from a related field with an interest in forestry. You should understand what is required in running a small charity in Scotland and the role of the Company Secretary. You will have strong organisational, budget management and communication skills as well as good planning, time management and problem-solving skills. You will work with the charity's partners, supporters, the volunteer competition judges and any other contractors supporting delivery of the Awards e.g. for media support, event organisation.

Although the time commitment is around 70 days a year, this not evenly spread as there are periods of more concentrated activity. The timetable for the 2026 Awards is:

January	Schools and Early Years Awards open for entry.
End March	All other Awards launched. Closing date for Schools and Early Years
End May	Closing date for other Awards
June to August	Judging Assessments by volunteer judges. Judges act independently, including making their own arrangements for visits.
September to November	Determine Award winners based on judging. Make arrangements for Awards ceremony
November/December	Prestigious Awards ceremony.

The Board meets in person for one annual meeting following end of the financial year (December) and one virtual meeting. There may be additional short online meetings, including catch-up meetings with the Chair. The Executive Director should be able to come to Edinburgh for occasional meetings. The Scotland's Finest Woods Awards Ceremony has for the last two years been held at the Scottish Parliament.

The contract value is expected to be £15,000 – £20,000 (negotiable) inclusive of any VAT per annum. This is a 3-year contract, renewable annually subject to satisfactory delivery and funding.

Applications are invited from potential contractors who should provide evidence of relevant experience which demonstrates their ability to fulfil this role successfully. This should be in addition to a CV or company profile.

Applications must be submitted by noon on **Friday 15th May 2026** to Jean Nairn via admin@sfwa.org.uk
Interviews will take place in person or online late May/early June. The successful applicant is expected to start on 1st July 2026, initially overlapping with the present Executive Director for two months to provide an induction and handover. If you wish any further information about the role, you may phone or email the current Executive Director on admin@sfwa.co.uk / 07954 847055.

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Scope of the services

1. Managing the Awards

- Prepare a plan for each annual Awards programme with key milestones/deadlines.
- Prepare guidance, information and application documents for entrants on the website.
- Provide any necessary support to entrants.
- In liaison with Trustees, secure sponsorship for annual Awards programme from key industry sponsors and supporters
- Secure volunteer judges, provide guidance, support them in assessing entries including site visits and arrange the payment of any expenses for required travel and/or subsistence.
- Set up and organise the Awards ceremony, liaising with Scottish Forestry and the Scottish Parliament staff. Send out invitations and coordinating preparations for the event.
- Host the Award ceremony. Coordinating the presentation of Awards, including trophies (engraved with winners' details), commemorative cherrywood plaques, certificates, prize money and in-kind prizes kindly donated by supporters.
- Arrange for winners including those commended to receive their prizes and ensure trophies are returned at the end of the year.
- Provide feedback to applicants.

2. Media, Communications and Representation

- Edit and update the [website](#) as well as social media (at present [X](#) and [LinkedIn](#)) in collaboration with any contracted specialist media support
- Develop a communications plan in liaison with any contracted media and/or event specialists.
- Prepare and contribute to promotional material.
- Liaise with funders and supporters to maintain good relations and their continuing support.
- Represent SFW as agreed by the Board.

3. Finance

- Prepare a forward budget for each year. Financial year is calendar year.
- Manage income (invoice all funders) and expenditure against the budget, including banking and cash flow.
- Provide annual accounts digital and paper records and then liaise with the independent financial examiner to produce the Annual Accounts and Directors' Report.

4. Governance and Charity support

- Prepare papers, present and report to the annual or any other meetings of the Charity Trustees and Company Directors' Board. Prepare the Board Agenda in liaison with the Chair.
- Make arrangements for the Board meetings, including circulating papers and produce minutes and action points.
- Assist in the recruitment of Trustees, support their induction and development.
- Prepare and submit all required returns, changes, or other compliance/best practise documents/information to both OSCR and Companies House
- Ensure adequate risk management and insurance are in place and operating.
- Maintain an oversight of the charity/limited company, other relevant legislation and advise on compliance and good practice.