

EDUCATION TRUST MANAGER

JOB DESCRIPTION

The Role

The Goodwood Education Trust Manager is responsible for the management functions of running a small independent charity delivering environmental education to visiting young people on the Goodwood Estate.

The Goodwood Education Trust is an independent Charitable Incorporated Organisation (CIO) operating on the Goodwood Estate. It promotes awareness and understanding of the natural environment to children and young people, particularly the vulnerable and underserved, in line with our charitable aims. The Trust Manager is responsible for ensuring the management functions of the Trust are fulfilled, including meeting all legal and regulatory requirements, researching and writing funding bids, ensuring systems and processes are efficient and delivering effective governance. A key function is managing a team of around 10 Trust staff, fostering a culture of collaboration. This role seeks to maximise links across the wider Estate and within the education and local community.

All Goodwood Education Trust employees are employed by The Goodwood Group and seconded to The Trust.

Key Responsibilities

- Lead and inspire the team, fostering a culture of collaboration and on-going personal development
- Provide visible and adaptable leadership, adopting a hands-on approach where appropriate while maintaining strategic oversight
- Promote equality, diversity and inclusion, ensuring these principles are embedded through our culture and practices
- Lead the preparation, management and monitoring of the budget, to ensure effective financial control, reporting and resource management
- Research funding opportunities, write funding bids and maximise external income
- Implement efficient systems and processes to ensure maximum charity efficiency
- Ensure the health, safety and security of children, young people, visiting groups and staff
- Deliver effective governance by ensuring Trustees receive the information, assurance and advice required to fulfil their statutory responsibilities
- Ensure compliance with the Charity's governing documents, policies and procedures, Charity Commission requirement and all relevant legal and regulatory obligations
- Act as the public face of the charity, building effective relationships with funders, partners, education providers and wider community, protecting the Trust's reputation and promoting opportunities
- Develop a sustainable strategy for growth and development, to strengthen long-term impact, to ensure the Charity remains responsive and adaptable to local need
- Any other duties as may reasonably be expected in order to successfully perform the role

Experience and Qualifications

- An enthusiasm and interest in farming and the environment and/or a willingness to learn about the processes involved
- Senior level leadership experience within the charitable, education or outdoor learning sector
- Experience of working with Boards or Trustees, supporting effective governance and collective decision making
- Experience of developing partnerships, building relationships and identifying opportunities for growth or collaboration
- Experience of managing a small team with the drive and commitment to empower team members and ensure they feel supported and valued
- Experience of budget management, financial planning and risk management
- Excellent communication and networking skills, including the ability to produce clear, concise written reports and present information to a range of audiences
- Strong influencing, judgement and decision making skills
- Ability to ensure compliance with legal, regulatory and safeguarding requirements
- Experience of researching and writing funding bids
- Valid driving licence essential and own reliable transport, due to rural location and requirement for mainly onsite working
- Willing to have Enhanced Disclosure and Barring Service checks carried out

Qualities You Will Possess

- Passion for what you do
- Positive and friendly with a "can do attitude"
- Attention to detail
- Ability to prioritise and organise
- Proactive
- Confident to make decisions and to stand by them
- Good negotiation and influencing skills
- Excellent communicator
- A sense of fun!

Our Values

THE REAL THING	DERRING DO	OBSESSION FOR PERFECTION	SHEER LOVE OF LIFE
Everything we do is authentic and inspired by our heritage and history.	We take creative risks in order to stand out and be different.	We want to do things really well and will always strive to do better.	We love what we do, and we want to share that feeling with the world.

Our People Behaviours

CARING	TAKES PRIDE	PASSIONATE	COLLABORATIVE	INNOVATIVE	TAKES OWNERSHIP
Empathic Respectful Kind Generous of Sprit	Thorough Determined Honest	Enthusiastic Energetic Competitive	Team player Co-operative Enabling	Inspirational Creative Driven	Engaged and interested Takes responsibility Committed Leads and is brave