



**Country
Trust**

The Country Trust is the leading national educational charity that connects children from areas of high social and economic disadvantage with the land that sustains us all

Head Office:
Moulsham Mill, Parkway,
Chelmsford, Essex CM2 7PX

www.countrytrust.org.uk
info@countrytrust.org.uk

Charity no. 1122103

Country Trust Head of Programmes

Employed contract

Hours: 21 per week

Salary/contract rate : £43-45,000 FTE depending on experience

Location: Ideally within easy reach of Chelmsford. Hybrid/homeworking

Employed contract – benefits

Annual leave: 25 days annual leave plus Bank Holidays (FTE)

Benefits: Workplace pension

Reporting to: CEO

If you are excited by this role but you would like to discuss the hours, or a possible combination with the Impact and Learning Lead role also being advertised please contact us at senior-recruitment@countrytrust.org.uk

The role

To take a strategic leadership role supporting the CEO with managing the charity particularly through leading our team of Programme Managers and deputising for the CEO if required.

A flexible and fulfilling opportunity in a growing, energetic charity

As a nation we've lost our connection with the land that sustains us all, with big and urgent ramifications for health, sustainability and equality. The children who most need that connection with the land are those least able to access it. **We're changing this** through our high quality and impactful food, farming and countryside experiences, empowering children in the most disadvantaged communities in the UK.

We are very ambitious for the children we serve. Our task is urgent and important, and we need a new very senior colleague who can lead the growth and development of our Programmes and support the CEO with aspects of leading the charity. You'll share our belief that you grow by learning from others.

Why work for the Country Trust?

- For 45 years we have been working with farmers to bring the countryside alive for children least able to access it –over 600,0000 children so far and counting! Over 13,000 children have learnt to cook and grow and develop food confidence through our Food Discovery Programme, over 15,000 children have been on our Countryside Discovery Residentials, and last year we took 23,000 children on to farms, over 26,000 children took part in our exciting programme Farm in a Box, and 19,000 people in our new Plant Your Pants Soil Health campaign.
- Our recently reviewed Theory of Change and our carefully designed and extensive evaluation means that we have a good understanding of the difference we are making and are constantly learning and improving our offer for the children we serve.
- We are in an exciting period of change. You'll be joining in the third year of our ambitious 5 Year Plan, and your contribution as a very senior leader will be vital. You'll be working with an organisation with deep roots but with plenty of space to grow.
- This is a hybrid role and so you need to be comfortable and set up to work from home as well as occasionally coming into our small office. It will be vital to your role to see our programmes in action across the country.
- You will work with our CEO, a Senior Leadership team of 10 and a delivery team of c.40 colleagues.

Is this the role for you?

We want our team to better reflect the amazing diversity of the children and communities we work with. We are excited about the connections, creativity, and inspiration that this will bring and most of all we are committed to finding the right people for the job.

Below we have outlined the skills we believe are important for this role. If you are passionate and interested but are not sure whether you have the right experience, contact recruitment@countrytrust.org.uk to discuss your application further.

We are looking for someone who....

..is a skilled plate spinner

Able to help us reach our strategic objectives through ensuring each individual programme flourishes, but also supporting the Programme Managers so that they unlock all the potential of working together and with external partners.

...is a good communicator ...

With an excellent capacity to listen to colleagues, partners and supporters, to work with others to shape ideas, and confident to engage with multiple stakeholders at all levels, internally and externally. You'll be an inspiring presenter with a compelling writing style. You'll love to learn and to share learning.

....is a versatile and skilled senior leader

Contributing to our strategic direction through line managing senior leads and with the HR insight to help to develop a strong workforce fit for the future. Able to deputise for the CEO as required, with the creative and business skills to support development, a strong financial understanding, able to balance competing demands and of course with the children we serve always at the centre of your decision making.

... sees the bigger picture..

Able to wrestle with competing priorities, to work with others to find solutions, to think and plan strategically across teams, to be consistent and fair, to collaborate, to be excited by possibilities, and sometimes make difficult decisions not to do things. Warning: At The Country Trust we are never short of ideas and passion!

will be a great team member...

We know that our whole is greater than the sum of our parts. We are an organisation full of possibilities, with a skilled delivery team, and a **very** strong senior leadership team and we are looking for someone who wants to bring their skills and experience to a dynamic, collaborative environment and wants to help others to grow and succeed.

Essentials

Personal specification

Head of Programmes

- An understanding of the reality of the lives of disadvantaged children and a commitment to providing quality opportunities to these children.
- Proven ability to line manage senior staff with programme responsibilities, empowering them to make the fullest contribution possible to the charity
- Experience of managing the operational demands of an organisation and/or team(s) including change management
- Experience of financial management including budget building and monitoring, activity and financial forecasting, authorising expenditure, and embracing a shared responsibility for fundraising.
- Experience of actively promoting equality of opportunity
- Excellent oral and written communication skills, with the confidence to engage with senior individuals from the public sector, business sector and third sector.
- The ability to build successful, effective partnerships - our 5 Year Plan goals are dependent on working with and through others.
- Strong IT skills: QuickBooks Online (advantageous), Microsoft Office 365. Proficient with Excel and familiar and comfortable with Microsoft Word, Excel, PowerPoint & Outlook. We use Civi CRM as our database.
- The skills, confidence and discretion to act at Board level and deputise for the CEO if required.
- Personal knowledge/passion for food, farming and the countryside.

Desirable

- All the above within a charity context
- Firsthand experience of working with or within (ideally) primary education
- Experience of line managing a dispersed workforce
- Experience of building strong, mutually beneficial partnerships to successfully achieve organisational goals
- Within easy travelling distance of our Chelmsford office

Responsibilities

Head of Programmes

- To line manage programme managers, overseeing, encouraging and evaluating their contribution to our charity objectives, supporting them to collaborate effectively, to perform to their potential and ensuring they are being held well.
- Supporting recruitment, onboarding, team management and offboarding for all Programme team members.

- To support programme management and development including moving our policies, systems and processes forward as we grow, in a way that ensures that those providing our supporting infrastructure (IT, finance, business administration) are able to succeed and thrive.
- To be forward facing, working with the whole team, and partners, to ensure we offer relevant, high quality, impactful opportunities to our participants.
- To play a significant role in change management as we undertake a review of our terms and conditions.
- To work with the whole SLT team to ensure accurate activity reporting and forecasting and tight financial management (building, monitoring and reporting on budgets).
- Working with the Impact and Learning Lead to ensure broad and deep understanding and implementation of our Theory of Change and our values, that evaluation and learning are embedded throughout the organisation and that we are known for the quality of our reporting, with all our activities and reporting informed by meaningful data.
- To identify and develop key partnerships to enable us to extend our reach and our impact.
- Attending Board meetings with the CEO
- To deputise for the CEO as appropriate
- To be a powerful advocate for our cause.

Everything else you need to know

The Country Trust makes a pension contribution of 3% (when qualifying earnings in the month are above the threshold) and the employee makes a contribution of 5%.

- A flat rate of £10/month can be claimed by homeworkers towards the cost of expenses.
- The Country Trust will meet all agreed expenses and petrol costs incurred (following the HMRC rate currently at 0.45p pence per mile for cars, or 0.20p for bicycles). This **does not** include travel to the Chelmsford office.
- FTE annual leave allocation is 25 days plus 8 bank holidays.

Safeguarding

The Country Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and able to deliver their roles. All eligible post holders are subject to a satisfactory enhanced check with the Disclosure and Barring Service and regular training is mandatory.

Key Dates

Closing date: midnight 5th May

Shortlisting: w/c 6th May

Interviews: w/c 20th May (to be confirmed)

The Country Trust is a registered charity no. 1122103 and is a company limited by guarantee registered in England no. 6436266 Registered address and head office: Moulsham Mill, Parkway, Chelmsford, CM2 7PX

President: The Duke of Westminster