



## Director

### Job Description & Person Specification:

Job title:	Director
Responsible to:	Board of Trustees
Responsible for:	Fundraising Officer (Trusts), Volunteer & Livestock Coordinator, Administrator, Growing Wellbeing Facilitator, Farm Hands Staff x 2, Community Farm Workers x2 and other staff and volunteers as required.
Salary:	£37,000 per annum
Contract:	Permanent
Hours per week:	35
Annual leave:	28 days plus Bank Holidays
Location:	Lawrence Weston Community Farm

### Purposes

To provide leadership and management for the strategic and day-to-day running of the organisation.

### Main duties and responsibilities

#### Strategy and policy development

- Provide creative leadership to the organisation working with the trustees and membership.
- Support the trustees in the development and implementation of the medium and long-term business plan including marketing, development, fundraising and financial strategies.
- Manage and support change in line with the medium and long-term business plan.
- Keep up to date with current and future public policies and strategies, with a view to identifying opportunities for the development and support of the organisation's services.
- Advise on matters relating to the development, promotion and implementation of policies.
- Promote, develop and manage effective external relationships with strategic partners including public agencies, corporate organisations

- and other relevant bodies, both local, city wide, regional and national.
- Promote, develop and encourage effective relationships with beneficiaries, potential beneficiaries, local community groups and the wider local community.
  - Be the Designated Safeguarding Lead
  - Ensuring Risk Assessments are undertaken and implemented in relation to all the organisations activities and service delivery.

### **Finance and resources management**

- Have overall budgetary responsibility for financial management and performance, including forward planning and management of budgets.
- Ensure the annual budgets and regular management accounts are prepared and submitted to the trustees for approval.
- Develop opportunities and activities to generate income through services and facilities to sustain the organisation and its key objectives.
- Ensure, whilst working with and supporting the Fundraising Officer, the development and implementation of an ongoing successful funding strategy, including negotiating contracts and service level agreements with funders, and broadening the revenue base to support ongoing financial stability
- Ensure the preparation of suitable reports to meet the monitoring requirements of funders, and provide evidence that specifications have been met.
- Support and coordinate trustees, staff, and volunteers who are actively involved in delivering the funding strategy.
- Be accountable for the use and upkeep of premises, equipment, and site security, including ensuring that the site meets health and safety requirements.
- Ensure fundraising activity complies with the law and demonstrates best practice.

### **Staff and Volunteer Management**

- Lead the staff team within the policy framework set by the trustees and foster good communications throughout the organisation.
- Line manage members of the staff team in accordance with the organisational structure.
- Ensure that an effective system is in place for the recruitment, management, training and development of staff, volunteers and trustees.
- Ensure that internal policies and procedures are reviewed and updated and improved.

### **Accountability**

- Be accountable to the trustees for all aspects of the operation of the organisation and ensure that the organisation fulfils its constitutional and legal responsibilities.

- Act as Company Secretary for the organisation.
- Ensure that membership meetings are managed appropriately, including the Annual General Meeting, and that an Annual Report is published.
- Ensure that users of the Farm's services and facilities comply with internal policies and legislation.
- Lead on technical and legal issues, including liaison with lawyers and the local authority on leases, renewal of annual insurance, and overseeing safeguarding processes ensuring overall compliance with legislation and regulations.

## **Public Relations**

- Work within, and promote the aims and objectives of the organisation and present a positive image of the organisation to the public.
- Maintain positive relationships with funders, partner organisations, current and potential beneficiaries, the wider local community and promote the community benefit of the organisation and its services.
- Develop and implement the marketing and publicity strategies across all areas of activity, with the joint aims of promoting the use of the farm and generating income.

## **General**

- Comply at all times with Farm policies and contribute to risk assessments.
- Carry out other duties commensurate with the responsibility of the post.
- Be on call as a named key holder (TOIL available).

## **Person Specification**

### **Essential**

- Proven ability to lead, manage and develop an organisation, including strategic thinking, motivation of people, and the ability to provide clear direction
- Substantial experience of strategic and business planning; target setting; and planning, implementing and managing change in organisations
- Experience of building high performing teams or workgroups and using appropriate management techniques to deliver success
- Experience of community consultation and developing and managing the delivery of services that help to meet the identified needs of local people experiencing multiple deprivation.
- Demonstrable skills in identifying, developing, managing and maintaining effective partnerships with a wide range of stakeholders, including the corporate sector, that support the development of an organisation, including collaborative fundraising, income generating

initiatives and contracts.

- Experience in all aspects of project management, from inception to completion, including preparing tenders / grant applications, monitoring and evaluation, report submission and effectively demonstrating impact.
- Excellent interpersonal skills, including negotiation and influencing
- Proven commitment to equity, accessibility and sustainability
- Experience of tendering, fundraising and generating income successfully
- Substantial financial management experience, including budget setting, monitoring and control
- Broad understanding of the statutory and legal requirements for voluntary sector organisations, including Health and Safety, charity law and governance.
- The ability to advise and work with a Board of Trustees / Directors to ensure accountability and effective governance
- Experience of developing policies in support of organisational goals
- Competent user of IT packages to deliver responsibilities
- Substantial experience of recruiting, managing and supporting staff in an Equal Opportunities environment, including improving and sustaining performance
- A high level of organisational, planning and prioritisation skills, including an ability to work to deadlines and use initiative
- Willingness to work flexibly and occasionally provide cover for colleagues.
- Willingness to learn and occasionally participate in, and support volunteers and placements to undertake, the daily routine of the farm.
- Must be legally entitled to work in the UK and will be required to provide or undertake an Enhanced DBS check

### **Desirable**

- Experience of acting as Company Secretary for an organisation
- Experience of working with volunteers and placements
- Knowledge or experience of community farm and gardens, local food initiatives etc.
- Experience of working in / with Children and Young People's Services or Health & Social Care