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|  | **Job Title : Chief Executive – The Farming Life Centre** |  |
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|  | **Job Band: £30,785 FTE – NJC Scale 2017 Spinal Point 35)** Actual salary: £17,239.60  **Hours of work: 21 hours per week** |  |
|  | **Reporting To :**  Chair: The Farming Life Centre |  |
|  | **Duration : 2 year contract in the first instance subject to a satisfactory 3 month probationary period.**  **Base :** Agricultural Business Centre, Bakewell, Derbyshire |  |
|  | **JOB CONTEXT:**   * To aid the successful development of farm businesses in the Peak District by developing services and projects which will provide support, networking and training opportunities related to business development. * To promote improved social, physical and mental wellbeing in rural communities through the development and management of a range of initiatives to reduce health inequalities. * To secure a sustainable future for the organisation through a diversified range of income streams. * To work in partnership with other statutory and voluntary sector partners and stakeholders – in particular rural support agencies. |  |
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|  | **MAIN PURPOSE OF THE ROLE:**     * To provide leadership to the Organisation, ensuring that the Board of Trustees fulfils its responsibilities in the governance of the Charity. * To be responsible for developing and expanding current services, and developing new services that relate to the charitable objectives of the organisation. * To work with the Board, staff and volunteers to achieve business strategy, plans and targets. * To ensure long term sustainability, through effective governance, sound financial management and delivery /evaluation of services**.**   **KEY RESULT AREAS**  To provide the leadership to deliver the agreed vision, strategy values and specific objectives of The Farming Life Centre by:   * Developing and agreeing with the Trustees the strategic plan, the business plan and market strategy. * Developing existing and building new relationships with relevant stakeholders, partners, clients and beneficiaries. * Negotiating and closing appropriate funding contracts and business activity in accordance with the business plan and agreed cost / volume targets. * Identifying and develop new business opportunities that are in line with the charitable aims of The Farming Life Centre to expand existing areas of work and develop new ones. These should be sustainable. * Support project delivery that generates income without losing sight of FLC's charitable objectives. * To explore work with other agencies to develop consortia bids for contracts and other work which fits with FLC’s area of expertise. * Direct and expand social media presence, sourcing and sharing newsworthy information from across the charity. * Increase the organisation's profile across media and with influencers and organisations.   **KEY RESPONSIBILITIES**   1. **Governance and relationship with the Board of Trustees**  * To ensure that the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with its governing instrument, the law and the need to remain solvent. * To liaise with the Chair and Board as appropriate. * In consultation with the Chair to prepare meeting Agendas and draw the Board’s attention to matters that need a decision. To ensure that there is prompt provision of the Minutes of Board Meetings. * To enable proper constitution of the Board to provide good governance.  1. **Strategic Leadership**  * To lead the charity in a time of change, as it meets the challenges of legal, social and administrative developments. * To integrate the plans and strategies of the charity to ensure continuity and keeping abreast of developments. * To facilitate the establishment and development of training and education at all levels for all staff. * To promote the corporate image of The Farming Life Centre through interpersonal relations with referrers and businesses, and the establishment of a corporate identity. * To represent the charity at external events and opportunities. * To ensure that at all times The Farming Life Centre staff, clients and its Board of Trustees comply with all laws related to its activities and operations.  1. **Leadership and co-ordination of staff resource**  * To manage office resources and staff, in order to meet the agreed plan and strategies of the Charity. * To provide leadership, supervision and direction to staff within the framework of Employment Law. * Training and CPD - maintain an up to date knowledge of rural matters and all other issues relevant to effectively undertaking the role of CEO. * In conjunction with the Chair, identify and acquire personal training needs.  1. **Culture**  * To promote diversity and equality of opportunity in all The Farming Life Centre’s work and practices. * To build a staff culture where everyone is valued and equipped to do their job. * To be responsible for own health and safety and that of colleagues in accordance with relevant legislation. * To work in accordance with the Data Protection Act and Confidentiality policies.  1. **Operational Framework**  * To write and introduce policies and procedures to create and maintain a consistent work culture, relating to staff, clients and all members of the charity. * To monitor quality assurance as it pertains to the services under the auspices of Charity Law, regulatory bodies and funders. * To review the overall performance of the charity. * To supply all reports required by the Board in the exercise of its legal, financial and other responsibilities, in accordance with Charity Commission regulations and current legislation. * To monitor HR strategy, appraisal systems and training programmes.  1. **Finance**  * To consult with the Board and liaise with the Office Manager and Treasurer to generate an Annual Budget. * To manage the overall budgets and resources of the charity as a whole. * To ensure the timely and complete preparation of the Management Reports, annual audited accounts and Annual Report. |  |
|  | **External Representation :**  To represent The Charity Service as a member on networks as appropriate. To champion the work of the organisation both locally and nationally and its role in delivering services. To actively promote the work and services of the organisation to external agencies, corporate organisations and the third sector.  **Information and Communication Technology / Numeracy skills :**  To be able to utilise a variety of office applications including MS, spread sheets, excel and power point. To be numerate and able to work confidently with numbers and figures and collate and interpret complex financial information.  **Work related circumstances :**  To have a flexible approach to work and be prepared to work evenings and weekends as needs be. To be willing to undertake appropriate training and development linked specifically to the requirements of the job. To be able to travel widely in order to carry out the work.  To undertake any other such duties and responsibilities appropriate to the activities of FLC that may be reasonably directed by the Board of Trustees or Chair. |  |