



## Director

### Job Description & Person Specification

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Title: Director  
Location: Kentish Town City Farm, 1 Cressfield Close, London, NW5 4BN  
Hours: 37.5 hours per week, including evening and weekend work as needed  
Salary: £35,000 per annum  
Pension: 5% of salary towards selected pension scheme  
Annual leave: 33 days per year including bank holidays

Responsible to: Board of Trustees

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#### JOB DESCRIPTION

Kentish Town City Farm is going through an exciting and challenging period of change. After recent funding success by the Interim Director and Board of Trustees we need a dynamic individual with strong leadership skills to drive forward and implement actions from our five-year strategic plan and 18 month business plan.

The Director is the key figurehead for the farm, providing leadership to both staff and volunteers, and ensures financial stability through effective fundraising and stakeholder engagement.

Responsibilities include line management, budget management, health & safety, fundraising, reporting to trustees and funders, development of new projects and ensuring the ongoing success of existing projects.

#### RESPONSIBILITIES

##### Strategic Oversight

- With the Board of Trustees develop and keep up to date a 5-year business plan that will ensure the long-term sustainability of the organisation and ensure that the organisation is meeting its mission and goals.

##### Staff Management and Leadership

- Manage a small team of professional staff, sessional workers and dedicated volunteers to deliver high quality educational and therapeutic activities based on food, farming, arts, play and the environment.
- Manage recruitment, selection, induction, appraisal and supervision in line with the organisations' policies and practice guidelines as well as the management of all formal staffing procedures.
- Manage morale and good working relationships amongst staff, volunteers and trustees.

## **Programme and Facilities Management**

- Oversee development and management of a diverse programme of events and activities on and off site, which responds to the identified needs of the local community.
- Lead on development and implementation of Monitoring & Evaluation schemes for all programmes; maintain and update schemes as needed for successful reporting on new funding streams.
- Oversee effective management of animal welfare and compliance with regulations.
- Ensure all farm activities conform to Health and Safety requirements; manage and instigate policy and procedure reviews annually or as necessary.
- Maintain and update the organisation's policies and procedures in line with current legislation and industry best practice, and to ensure that they are properly implemented.

## **Fundraising and Marketing**

- Apply for funding from existing sources and to course new avenues of funding, ensuring that the bids support and enhance the current projects and future strategic direction of the Farm.
- Lead on development of the farm's charitable enterprise activities.
- Develop and oversee management of the farm's online marketing strategy.
- Stewardship of major donors (individual and corporate).

## **Budgeting and Finances**

- Ensure that all financial records are properly maintained, and accordingly to deploy appropriate accounting expertise.
- Maintain an adequate Financial Control environment to safeguard the Farm's assets.
- Oversee management of all billing and invoicing.
- Ensure the Farm's accounts are prepared for annual audit.
- Prepare annual budget, and regular (quarterly) reforecasts.

## **Liaison with the Board of Trustees**

- Fully participate in trustee meetings and sub-committee meetings as required.
- Meet with the Chair of Trustees as and when necessary, for reporting and review purposes.
- Support the Board of Trustees to develop and implement the strategy for the organisation.
- Compile regular monthly reports for the Board of Trustees (and additionally as requested).
- Provide quarterly budget reports.
- Support members of the board in their acquisition of any additional sources of corporate sponsorship, wider funding and support.
- Ensure that the aims of the Business Plan are met, and update the Business Plan annually, submitting updates for approval and review to the Board of Trustees.
- Develop and sustain relationships on behalf of the farm with stakeholders; including the Local Authority, local community groups, businesses, the Federation of City Farms & Community Gardens.

# PERSON SPECIFICATION

## ESSENTIAL

- Ability to work independently and be self-motivated
- Proven track record securing funds from trusts and foundations
- Ability to engage and motivate people at all levels within an organisation and act as a figurehead for the organisation to external stakeholders
- Extensive management experience of both staff and volunteers
- At least three years proven budget management experience
- To be in possession of and/or be eligible for a Disclosure and Barring Service Check
- Experience leading on community projects and measuring their impact
- Excellent verbal and written communication skills
- Proficient user of Microsoft Office (especially Word and Excel) and QuickBooks software with experience using social media

## DESIRABLE

- Experience in bidding for public sector contracts
- Experience in animal care, horse riding and horticulture
- Experience in the Arts, play, environment and outdoor education
- Experience in Site management
- Health and Safety expertise