



VACANCY - OPERATIONS MANAGER

ABOUT THE BIODYNAMIC LAND TRUST

The Biodynamic Land Trust was set up to enable permanent access to biodynamic farms and land for food growing for farmers, market gardeners and communities in Britain through securing land into biodynamic land trusteeship. The Trust is a Community Benefit Society, has charitable status, and is operated on behalf of its co-operative shareholder members.

PURPOSE

The successful candidate will report to the chair of the Board of Directors and will be responsible for managing the day to day operations and finances of the Trust as well as dealing with all general administration. They will work in coordination with the Land Project Manager and Development and Communications Officer.

The post requires someone who is well organised and efficient and is used to dealing with a diverse workload, has strong numeracy and literacy skills plus excellent communications skills. The ideal candidate will have a minimum of 3 years' experience in a general office environment, experience of planning and managing budgets, be familiar with charity requirements and governance, and have an interest in biodynamic farming.

They will have an interest in the Biodynamic Land Trust and act as an ambassador for the organisation alongside the Development team and Board of Directors.

OVERVIEW

To be responsible for:

- Operational management and administration
- Business, co-operative and charity management and reporting
- Finance management
- Governance co-ordination
- Membership administration and relations
- Land tenancy maintenance and development



DUTIES

Administration

- Implement the business plan as agreed with the Board;
- Act as the central point of contact for telephone, email and postal enquiries;
- Maintain good professional relationships with accountant, bookkeeper, solicitor, land agents, architect and tenants, Land Project manager and Dev/Comms officer;
- Ensure that the organisation meets its legal requirements;
- Oversee operational service contracts – establish, maintain and record, for example office sharing agreement, banking, insurance;
- Manage any external consultants such as fundraisers, communication specialists, bookkeeper;
- Administer employment contracts, T&Cs, pensions, records etc.

Membership

- Maintain member database and legal register including managing data protection;
- Develop and maintain membership relationships.

Land tenancies and farm business

- Maintain tenancies, rent invoicing, T&Cs and tenant relationships.

Communications, marketing and fundraising

- Ensure the Trust's website is kept up to date and manage the website provider;
- Support, where possible, the Development team in producing communications, fundraising and marketing material.

Financial management

- Budget planning, preparation and management;
- Report quarterly to the Board on all aspects of financial and operational management and monitoring;
- Ensure the annual audit is completed correctly;
- Liaise with bookkeeper to make sure HMRC documentation is up to date including VAT and Gift Aid submissions;
- Liaise with bookkeeper to manage bank accounts, payments and maintain relationship with bank.

Governance

- Prepare and manage arrangements for Board and Annual General meetings in coordination with chair of directors;
- Provide suitable information and context to enable informed Board decision making;
- Compile and distribute annual report including audited accounts;
- Manage statutory reporting to members and the Financial Conduct Authority;
- Review, renew and propose policies with the Board as appropriate.



PERSON SPECIFICATION

Experience

- Experience of office management and accounting systems;
- Experience of managing contracts and sub-contracts;
- Experience of working in the charity sector.

Skills

- Excellent communications skills, both verbal and written;
- Strong interpersonal skills;
- Well organised and capable of meeting deadlines;
- Strong skills in finance and budget management;
- High level of accuracy and attention to detail;
- Computer literate.

Knowledge

- Some knowledge of the biodynamic movement, its aims and objectives;
- Some knowledge/understanding of the issues facing farming, food production and the natural environment generally.

Personal Qualities

- Self-motivated and well organised;
- Able to work independently;
- Resourceful and able to think clearly.

Employment Details

Salary:	£27,612 FTE pro rata (@£14.16 an hour, 37.5hr week)
Contract type:	Permanent (after completing a satisfactory 6-month probation period)
Hours:	Basic 15hr per week (i.e. 2 days @ 7.5 hrs). Flexible, but must include Thursdays. Possibility of additional hours to support specific initiatives or attend events.
Location:	Home based. Must be available to attend office in Stroud on an ad hoc basis if required.
Travel:	UK Driving licence
Closing date:	Friday 18th June 2021
Application:	Email CV and expression of interest letter to: admin@biodynamiclandtrust.org.uk

The Biodynamic Land Trust May 2021