

Food and Farming Discovery Trust

Trust Manager

Job Type: Part time three days per week, fixed contract (initially)

Salary Level: £35,000 FTE.

Location: Norwich, Norfolk

Closing Date: Friday 19 November 2021

About Us

The Food and Farming Discovery Trust (FFDT), a charitable incorporated organisation, was formed by the Royal Norfolk Agricultural association (RNAA), to establish a network for partners to work together on projects that enhance learning opportunities for young people and to educate current and future consumers about the importance of locally sourced food and farming products. The Trust is overseen by a board of experienced trustees drawn from industry, education and the agricultural sector. The trustees support an advisory group with representatives from local and national organisations working in education, science, technology, agriculture and communication. Members of the advisory group are often involved in delivering the trust's activities.

Operating from the RNAA, the FFDT has regional reach, working with partners in Suffolk, Cambridgeshire and further afield. Although the FFDT is independent from the RNAA it works closely with it to deliver the charity's educational objectives in a mutually beneficial manner.

In its first few years of operation the FFDT has developed several novel educational initiatives targeting a range of ages from primary children to secondary students. These have included:

- The annual Science of Farming events held at the Norfolk Showground and Holkham Estate attract primary schools from across the county. These enable many hundreds of children to experience hands-on activities that focus on the science and technology of food and farming and demonstrate the creativity and innovation needed in agriculture.
- The hugely popular Learn about Livestock programme enables children to experience animal husbandry first-hand in their own school setting. This unique project was developed in partnership with the Rare Breeds Survival Trust, Chapelfield Vets, LEAF (Linking Environment and Farming) and Ben Burgess and provides primary schools with livestock, equipment and training to care for a ewe and her lambs for a week.
- Conscious Consumers was developed specifically to appeal to older students from years 9 to 13, stimulating interest in topical issues that span the boundaries of agriculture, food and society. Digital resources provide an introduction to plant-based diets, personalised nutrition and food miles and three new modules on climate change, animal welfare and rewilding are being developed, all with a mix of activities and video content from experts.

The creation of these events and resources was made possible through effective partnership working which identified gaps in current provision and focused our efforts on employing novel approaches to bring food and farming-related topics to young people in fresh, new ways. This

has been supported by the creation of a mobile classroom enabling us to take activities out on tour. Increasingly, the FFDT finds itself engaging with young people as they consider skills and careers options in the region's agrifood sector.

Our Vision for the East document should be read to find out more about our aims and ambitions.

Trust Manager

We are looking for a driven and experienced person who can provide the day-to-day lead for the Trust's work. You will support members of the Advisory Group and other delivery focused organisations by enabling the administration, coordination, and planning of the Trust's activities.

You will be responsible for:

- Providing a central point of contact for the coordination of FFDT activities;
- Coordinating the activities of the Board of Trustees and Advisory Group;
- Liaising with members of the Advisory Group and other stakeholders;
- Identification and co-ordination of fundraising activities;
- Assisting the development of networks between schools, farmers and agricultural organisations.
- Creating or identifying and disseminating resources – print and digital;
- Communicating and promoting the work of the Trust;
- Co-ordinating the content of the Trust's Digital Hub;
- Taking a hands-on lead in the planning and delivery of the education content of RNAA events and activities, including the Spring Fling, the Royal Norfolk Show, and the Norfolk Skills and Careers Festival;
- Collaborating widely to ensure that best practice is shared and adopted;
- With guidance from trustees ensuring the Trust complies with Charity Commission guidance and other regulatory requirements.

This role will be based at the RNAA's office at Norfolk Showground (NR5 0TT) and will involve occasional travel throughout East Anglia and flexibility to work in the evenings/weekends.

How does this role fit within the Trust's structure? The Trust Manager is not required to deliver the educational activities of the Trust. Rather, the role enables the Trust to function and to ensure that the day-to-day requirements of administration, coordination and planning are addressed. With successful funding bids to enable project work, members of the Advisory Group and supporting organisations will lead the delivery of activities, with the Trust Manager's support. The RNAA, as the principal stakeholder, will provide staff resource for financial management as well as the technical maintenance of the Trust's new Digital Hub (under construction) and external communications including social media. The Trust Manager will work closely with the RNAA team,

principally the Managing Director, Marketing Executive and fundraising consultant to provide continuity and input to projects from the creation of funding bids right through to evaluation reporting after project delivery.

Person specification

We are looking for a focused and driven individual who can enable the FFDT to thrive. Educated to degree/diploma standard you will have well-honed interpersonal skills and be able to communicate effectively both verbally and in writing. You will combine your exceptional organisational skills with a passion for education with a deep interest in food, farming and the countryside.

As the person at the centre of the Trust, this will be a role with profile and requiring someone who has the foresight and the ability to ensure that our activities are well planned and well delivered. You will engage sensitively and effectively with our stakeholders providing them with the confidence and enthusiasm to support the Trust.

In return for your enthusiasm and commitment we will actively develop you, enable you to join a contributory pension scheme and provide you with generous annual leave.

Application process

Please apply in writing, outlining why you feel you might be suitable for this role, including:

- an up-to-date curriculum vitae / resume (of no more than 2 pages)
- an indication of current remuneration / salary expectations
- a statement (of no more than 2 pages) explaining why you are interested in this role, how your strengths and experience make you suitable for it and what you feel you could bring to this role
- contact details for two referees (references will not be taken up without prior permission).

Closing date for applications: 1700 hours Friday 19 November 2021. Interviews are likely to held in Norwich in late November 2021.

Applications should be sent by email to Mark Nicholas, Managing Director RNAA (mark.nicholas@rnaa.org.uk), and to whom any questions should be directed in the first instance (01603 731961). You may also post your application, marked "Private and Confidential", to: Mark Nicholas, Royal Norfolk Agricultural Association, Norfolk Showground, Costessey, Norwich, Norfolk NR5 0TT.

The Food & Farming Discovery Trust is an equal opportunities employer.

No agencies please.

Person Specification

Key Competencies	Essential	Desirable
Qualifications	Maths and English at GCSE.A-level standard in other subjects.	Diploma/degree standard: business/management/PGCE
Experience & Knowledge	Experience of working at management level in the FE/HE education sector.	
	Experience of planning and delivering outdoor and indoor events.	Experience of coordinating a range of stakeholders.
	Implementing marketing and engagement plans.	
	Operational budgeting and finance control.	Fundraising experience – trusts and grants.
	IT competency including Microsoft Office 365 and tools is essential.	Background in organisation management.
Abilities & Skills	Confident in engaging with people at all levels and in any situation; proven experience of building relationships at very senior levels.	Able to act as an ambassador for the FFDT and work with a wide and diverse range of stakeholders.
	Excellent interpersonal skills. A genuine team-player with strong listening, negotiating and persuasive skills.	
	Excellent verbal and written communication skills. Ability to manage relationships with tact and diplomacy.	
	Shows integrity, professionalism and empathy with the mission and ethos of the FFDT.	
	Outstanding organisational skills.	Solution-focused approach.
	Willingness to undertake training and development as required.	
Other	Self-starter.	
	Work with a sense of purpose.	
	Full UK Driving licence	