



CHIEF EXECUTIVE JOB DESCRIPTION

Role Title	Chief Executive
Location	Stepney City Farm, Stepney Way, London, E1 3DG
Salary	£36,699 per annum (pro rata) plus NEST pension, we will match up to 3% contributions
Hours	40 hours / week as full time post. Will consider 0.6 or 0.8 FTE. Some evening and weekends required
Duration	Permanent
Line managed by	Victoria Park, Co-Chair of Trustees
Line manager of	Café Team Leader, Bookkeeper, Farmyard Manager, Food Grower / Gardener, Grower Trainer, Education workers, Furry Tales Project members, some interns and volunteers

ABOUT STEPNEY CITY FARM

Stepney City Farm was formed as a charity in 2010. It is a four-acre urban farm based in the London Borough of Tower Hamlets. It is a registered charity and exists to provide educational and recreational opportunities for the local community and to improve well-being. As a working farm we produce fruit and vegetables and meat for sale. Activities include craft classes, curriculum-linked classes for schools, volunteering and training unemployed people in food growing and crafts. Activities are provided for all ages. It is a wonderful community resource, providing opportunities for city dwellers to experience a taste of rural life close to home. In 2013 we opened a café/ shop which now returns a profit for the charity. We offer a friendly and supportive working environment and a fun place to work in a unique setting.

ROLE OVERVIEW

Stepney City Farm has quadrupled in size in terms of income and number of employees over the last five years. The CEO is responsible for maintaining progress, and securing more funding/income so that, as projects end, services continue and develop. They have overall responsibility for the Farm and charity, from the day to day running to long term strategy. Responsibilities include line management, budget management, health and safety, reporting to trustees and funders, development of new projects and ensuring the on-going success of existing projects.

ROLE RESPONSIBILITIES

Strategic Planning

- Work closely with the Chairs and the Board to develop and deliver the Farm's strategy

- In collaboration with the wider team, update the aims of the business plan annually, ensuring that they reflect the strategy
- Monitor progress against the business plan, ensuring its aims are met

Leadership and management

- Provide effective line management of direct reports through regular one-to-one meetings, annual job reviews and day to day support as necessary, giving encouragement and constructive feedback.
- Be responsible, with support from the Treasurer and Bookkeeper, for sound financial management.
- Write an annual budget and work with the book-keeper to submit quarterly updates of actual against forecast to the board of trustees
- Oversee other budget holders
- Be a named signatory of bank accounts, regularly bank cash and cheques and pay bills
- Ensure that the skills and knowledge collectively required to manage the Farm/Charity are maintained and that any gaps are filled through training or recruitment
- Be responsible for the development of appropriate systems, structures and policies.
- Ensure appropriate quality standards are in place across the organisation.
- Submit regular management information reports to enable Trustees to make informed decisions.

Income generation and funding

- Working with wider team and delegating as necessary, identify negotiate and secure contracts, grants and other income generation opportunities, so as to ensure the sustainability and success of Stepney City Farm.
- Together with the Café Team Leader, ensure the success and profitability of the café and shop in order that they are contributing effectively to farm overheads. Manage other leases / space hire (Rural Crafts building, classroom, office etc.) in the same way.
- Seek new funding opportunities to enable the development of new services and the sustainability of existing service provision.
- Develop and lead on a corporate fundraising and income generation strategy which should include management of current relationships, seeking new opportunities and securing new partnerships. Core and unrestricted funds should be a particular focus.

Promotion and community engagement

- Liaise with the board of trustees, funders and the local authority and other professional bodies to ensure the Farm continues to develop its services in response to community needs and that all monitoring requirements are fulfilled.

- Raise awareness about the issues and needs of our community and the importance of environmental, agricultural and food awareness
- Promote Stepney City Farm's role and activities and maintain excellent relationships with stakeholders, and other relevant organisations.
- Communicate effectively with people of all backgrounds and abilities developing the Farm as a well-used and supported community hub.
- Improve the diversity of Farm users and ensuring equal opportunities are incorporated into management practice

Projects

- Manage a small team of professional staff and dedicated volunteers to deliver high quality educational and leisure opportunities based on food, farming, crafts and the environment.
- Lead the team to develop the Farm's charitable enterprise activities (Rural Crafts Centre, shop and café, courses and workshops, corporate volunteering)
- In collaboration with the wider team and in line with the Farm strategy, lead the development of new projects developing partnerships with key stakeholders and developing links with our key target audiences.
- Be responsible for quality assuring Stepney City Farm projects, reviewing key strands of work and ensuring funding objectives are met and reports signed off.
- Develop effective monitoring and quality assurance systems for services delivered.

Compliance

- Together with the Board of Trustees, ensure that Stepney City Farm meets all relevant statutory, company, charity and regulatory obligations.
- Ensure all Farm activities conform to health and safety requirements; manage and instigate H&S policy and procedure reviews annually or as necessary.
- Oversee effective management of animal welfare and compliance with regulations.
- Conduct an annual policy review and recommend changes to the board of trustees.

Other responsibilities

- Undertake any other duties required which are consistent with the responsibility of the post including acting as the 'Out of Hours' emergency contact for services operational at those times.