



Appointment of a Chief Executive Officer (Full time, 37.5 hours per week)

Salary: circa £40,000

The Magdalen Environmental Trust provides outdoor environmental education to children and adults, and therapeutic / respite opportunities to people with more complex needs, on its own 132 acre organic farm.

We work with a wide range of people including: families, charities and schools from across southern England, helping primary school age children in particular to understand sustainability, where their food comes from, and helping them better appreciate the countryside and the natural environment. Many of the people we work with have very limited experience of the countryside, or no experience of it at all.

Many of the clients who come to Magdalen also have disabilities including autism and sensory impairments, or are carers needing respite. We are a leading Care Farm and are growing this provision.

Magdalen, a working organic farm with its diverse landscape, hand-reared animals and purpose-built residential centre provides the perfect environment to connect with nature and learn from sustainable living.

Every aspect is delivered with expertise by a dedicated team, encouraging both children and adults to learn new skills, benefit from therapeutic experiences and develop a deeper understanding of the countryside.

You can learn a lot about us from our website: www.magdalenfarm.org.uk

We are now seeking a new CEO to develop and lead the charity from 2018 onwards.

This is an exceptional opportunity to lead a committed team of education, care and support staff and build on our reputation for providing high quality services to the education and special needs sectors. Magdalen is a working organic farm, providing the perfect environment to connect with nature and learn from sustainable living. Therefore, any previous experience of the environmental, care farming and/or education sector would be an advantage.



On the following pages you will find:

- The timetable for recruitment
- Job description
- Person Specification
- Application Form

Please send your completed application form with a covering letter explaining how you fit the person specification for the post.

Please note we will not accept applications by CV.

This post is subject to a satisfactory DBS check

For any queries please contact: info@magdalenfarm.org.uk Tel: 01460 30144

Frances Stuart, Chair of Trustees, Magdalen.

Timetable for Recruitment:

Closing date for application forms & covering letter:	October 23 rd , 2017
Candidates invited to interview	October 31 st , 2017
First Interviews	November 9 th , 2017
Second Interviews	November 14 th , 2017

Please note the interview dates and ensure you are available.



Magdalen Environmental Trust - Chief Executive Officer Job Description

Job title	Chief Executive Officer
Hours per week	37.5
Reports to	Board of Trustees
Key Responsibilities	<p>You will be responsible for promotion of and adherence to Magdalen's ethos and overarching principles.</p> <p>You will develop the charity's public profile and foster relationships with government, statutory, voluntary and private bodies, individuals and other external stakeholders.</p> <p>You will ensure that the organisation complies with its governing document, Charity Law, Company Law, and any other relevant legislation or regulations including requirements in respect of safeguarding children and vulnerable people.</p>
Line management responsibilities	<p>Responsible for all staff employed by Magdalen</p> <p>Responsible for all volunteers working at Magdalen</p> <p>Responsible for all appointments and disciplinary matters</p> <p>Directly Line manage:</p> <ul style="list-style-type: none"> • 3 members of Senior Management Team. • Fundraising & Marketing Officer <p>Intervene with the management of other staff in the event of a problem</p> <p>Design the staffing structure of the organisation and work with senior staff to manage the others</p> <p>Disseminate information to staff and lead staff meetings / briefings</p> <p>Responsible for the farm tenancy</p>
Responsible to Board of Trustees	<p>Report to, take instruction from and advise the board of trustees</p> <p>Write the annual reports using data the post holder gathers and requests from others.</p> <p>Work with the board of trustees to set the strategic direction of the charity</p> <p>Provide reports to the board of trustees to ensure that the charity remains solvent, able to fulfil its financial obligations.</p>

Financial management	<p>The role will have overall responsibility for the operating and financial stability of the organisation.</p> <p>Oversight of cashflow, and payments to creditors as they fall due (including HMRC, staff payroll)</p> <p>Monitor income generation and respond to risks to the charity.</p> <p>Responsible for setting annual budget and review of pricing strategy.</p> <p>Responsible for ensuring that expenditure remains within budget agreed by board of trustees</p> <p>Decision making and advising trustees on larger expenditure as set out within the Trust's financial policy.</p> <p>Manage finances on an ongoing basis through quarterly management accounts and forecasts.</p> <p>Responsible for advising the board on the appointment of accountant and auditors.</p>
Fundraising & marketing	<p>Set fundraising strategy and direction and work with Fundraising & Marketing Officer to prepare and submit funding bids accordingly</p> <p>Evaluate funding opportunities with regard to best fit for the charities aims.</p> <p>Maintain records of funding applications and funders approached, including our reporting requirements and audit-related information</p> <p>Meet with funders as required, both current funders and potential new funders</p>
Educational / care farming	<p>Responsible for ensuring that the Education/Care Farming programme is appropriate for our clients need and adaptable for future clients</p>
Health and Safety	<p>Responsible for ensuring that all Health and Safety legislation is adhered to</p> <p>Develop new systems and in unusual events write risk assessments</p>
Land management and conservation	<p>Responsible for ensuring that land management and conservation work is undertaken in accordance with Magdalen's principles and aims</p>
External relationships	<p>Negotiate and work with suppliers and contractors to ensure best value</p> <p>Promote the charity to potential customers, client referrers and funders</p> <p>Maintain strong partnerships with key customers and client groups</p>

	You will take responsibility for identifying and maintaining key relationships with external stakeholders.
On site improvements	Design, plan, finance and oversee large scale site and infrastructure improvements as informed by the current strategic plan Appoint and deal directly with contractors.
Practical works in support of the organisation	Ensure that the buildings and equipment are maintained in a satisfactory condition, to include commissioning repairs and ordering replacement equipment



Person Specification

This is a very diverse role encompassing a large number of skills, it is not expected that any candidate will have experience/knowledge of all the facets of this post. However, a willingness to learn and develop all the desirable skills, is essential.

	Essential	Desirable
EXPERIENCE	A minimum of 2 years experience in managing an organisation, including staffing and budgets	<p>Working in a not for profit organisation.</p> <p>Working with young people including those with special needs.</p> <p>Involvement in fund raising</p> <p>Educational delivery and curriculum planning</p> <p>Environmental land management</p>
KNOWLEDGE	<p>Charities & Voluntary Organisations structures including working with Trustee Boards.</p> <p>Management of Accounts</p> <p>Environment and conservation issues</p>	<p>Organic farming, including livestock management</p> <p>Care Farming</p> <p>Environmental education</p> <p>National Curriculum</p> <p>Health and Safety in an outdoor environment with visiting groups</p>
SKILLS	<p>Ability to ensure that Magdalen offers relevant programmes to ensure repeat business and gain new clients.</p> <p>Ability to find new opportunities and take full advantage of them</p> <p>Ability to produce accurate work to tight deadlines under pressure</p> <p>Ability to communicate with external agencies, Trustees, staff, volunteers and visiting groups</p>	<p>Ability to work with visiting groups</p> <p>Ability to undertake work with animals</p>
PERSONAL QUALITIES	<p>To demonstrate commitment to Magdalen's aims and beliefs</p> <p>To demonstrate the ability to solve unforeseen difficulties, quickly and efficiently</p> <p>To oversee a large range of activities and assist with them when necessary</p>	



CONFIDENTIAL

**The Magdalen Environmental Trust
Application for Employment**

Please expand boxes and attach additional sheets where necessary
Please complete **all** sections

Position applying for

Where did you see the position advertised

1. Personal Details

Surname	Telephone Number (Home)
First Names	Telephone Number (Mobile).....
Address	E-Mail Address
.....	
.....	National Insurance Number
.....	
Postcode	

2. Education and Qualifications

School / College / University etc	Qualifications (state level and subject)	Dates	Grades

3. Present / Most Recent Employment

From	To	Name and Address
Job Title		
Reason for Leaving		
Period of Notice Required	Key Responsibilities	
Present Salary		

4. Previous Employment

Date From	To	Name and Address of Employer	Job Title	Reason for Leaving

5. Information in Support of your Application

- 1 Please explain why you are applying for this vacancy and your reasons for considering a move
- 2 Give details of relevant experience and courses attended
- 3 What skills and personal qualities can you bring to this post?

(Please use continuation sheet)

6. Other Information

Please note any other employment you would continue if you were successful in obtaining this position

.....
.....

Do you hold a current full driving licence? Yes No

Do you have regular use of a vehicle? Yes No

Please give details of any penalty points and / or driving ban in the last five years

.....
.....

7. Health and Medical History

How many days absence from work (or college) due to illness have you had in the last two years?

8. References

Name	Name
Address	Address
Telephone	Telephone
Position	Position
May we contact him / her prior to interview Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact him / her prior to interview Yes <input type="checkbox"/> No <input type="checkbox"/>

9. Declaration

I declare that the information given on the application is, complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that should I be successful in this application, The Magdalen Environmental Trust will apply to the DBS for an enhanced disclosure, should the disclosure not be satisfactory any offer of employment may be withdrawn or employment terminated.

Signed (or emailed) Date

Please return this form to:
Staff Recruitment
Magdalen Environmental Trust
Magdalen Farm
Winsham
Chard TA20 4PA

Telephone 01460 30144 info@magdalenfarm.org.uk