

## Feeding Gloucestershire Managing Director

Consultant

### SCOPE OF WORK

#### **Position Title: FG Managing Director**

**Expected Start Date:** June 1 2024

#### **About FG**

Feeding Gloucestershire (“FG”) is a multi-agency partnership, which was convened in July 2021 with a vision for Gloucestershire to be a county where everyone can enjoy good sustainable food, and nobody goes hungry.

The aim of FG is to work with organisations across the county to drive systemic change and build food security across all communities in Gloucestershire. Our aim is to partner with organisations across the public, voluntary and community and private sectors, including local and national food aid organisations; parish, town and district councils and Gloucestershire County Council (“GCC”).

FG aims to create a network of organisations across Gloucestershire, with members that are working collectively to identify the issues causing food inequality, and develop solutions for a better, fairer food system (“The Network”). The Network supports innovation, promotes best practice, and encourages collaborative action between communities, producers, suppliers, and policy makers.

The Network enhances the Countywide conversation around food, including its availability, quality, sustainability, and origin and is in a unique position to work across the whole county, and through its affiliation with the national movements of Feeding Britain and Sustainable Food Places, to represent its members in the national conversation and feed through the learning and opportunities that arise from these memberships. Additionally, through a good working relationship with GCC and the six District Councils the Network can influence, communicate, and collaborate at Local Government levels. The six strategic aims of Feeding Gloucestershire are:

1. To find sustainable solutions to helping people who are struggling with low incomes or debt to access good food that they can afford.
2. To champion systemic change to build food security, creating local, equitable and sustainable healthy food provision.
3. To reduce food waste.
4. To facilitate equitable access to emergency food provision.
5. To build community resilience and promote social inclusion, cohesion, and connection through food.
6. To help tackle the root causes of food poverty.

#### **Background**

After 3 years functioning as an informal network of partners interested in food systems and security within Gloucestershire. Feeding Gloucestershire established a board of trustees in late 2023 and secured Charitable Incorporated Organisation (CIO) status in early 2024. The

board of trustees are now actively looking to put in place an organisational structure to deliver the workplan and meet the organisation's strategic aims and vision for the coming years.

This structure will be put in place across two phases whilst FG secures long-term funding. The first phase of staffing will involve an interim structure, contracting medium term consultancy roles to fill the new structure for the remainder of 2024. Then, funding dependent, the Trustees hope to transition to more permanent positions in 2025. The interim structure comprises of 4 Feeding Gloucestershire staff roles, on consultancy contracts:

- 1x FG Managing Director
- 2x District Development Coordinators
- 1x Administrative Assistant

## Responsibilities

The key responsibilities of this role are :

- Being accountable for running of the CIO and day to day operations.
- Strategic lead for the direction of FG, has authority to make delegated decisions and is accountable to the Board of Trustees.
- Managing all FG budgets.
- Line management of all FG staff and consultant roles.
- Reporting to the Trustee Board and providing reasonable guidance to the Trustees on CIO decisions.
- Overseeing the District work and ensuring that FG is engaging diverse and inclusive communities and partners.
- Leading on county and national 'change' projects, working in partnership with county and national organisations.
- Representing FG at external local, county wide and regional/ national events and partnership fora.
- Developing a funding strategy for FG; including researching potential funding partners, creating a timetable of potential opportunities over the next three years and working up applications in readiness for potential opportunities.

## Deliverables:

Deliverable 1: Medium term workplan and outcomes established and implemented

Deliverable 2: Funding strategy for Feeding Gloucestershire in place

Deliverable 3: Monthly operational updates provided to Trustees

Deliverable 4: Linkages with national initiatives established and linked to long term FG vision and priorities.

## Duration & Remuneration

It is estimated that the consultancy will take **3 days a week** (with flexibility up to 4 days per week upon negotiation) for a period of **10 months** from June 1, 2024 until 31 March, 2025.

The daily rate for this consultancy shall be **£300** (including expenses)

Consultants are responsible for covering their own travel expenses which for this role have been estimated at around **£10 per day**.

*Please note: The duration of this consultancy is **dependent** on funding being approved.*

## Key Working Relationships:

Key working relationships include the following:

Internal: 2x FG District Development Coordinators, FG Admin Assistant, FG Trustees

External : NHS and Local Authority partners, national food organisations and networks ( e.g. Feeding Britain, Trussel Trust etc), Voluntary Community and Social Enterprise partners, commercial partners (e.g. producers, suppliers, farmers) and others depending on strategy/demand.

This role will also have supervisory responsibilities for 3x FG consultant positions.

## Travel

This consultancy is home based but would require travel within Gloucestershire plus ad-hoc nationwide visits.

## Skills and Qualifications

### Qualifications, Experience and Professional Development

- A degree ( preferably in Asset Based Community Development or other equivalent professional qualifications) and/or or equivalent experience.

#### *Desirable*

- A relevant professional management qualification or experience.
- Experience of work as a manager in a similar organisation.

### Knowledge and Experience

- Administrative experience including the management and operation of administration systems and procedures, including audits.
- Experience of managing budgets and financial reporting systems.
- Successful experience in the submission of bids securing funding in the public or private sector.
- Experience of managing different teams.
- Use of IT including Microsoft Office, also to analyse data.
- Experience of leadership of a team of staff ideally those not directly supervised throughout the day.
- Working knowledge of CIO management and the role of the Governing Body.
- Experience of working effectively with a wide range of external partners.
- Experience of working in an 'Asset-Based' way with communities and partners.
- An understanding of contracts, risk assessment, health and safety and Safeguarding legislation.
- Commitment to personal / professional development.
- Knowledge of managing personnel procedures, including managing the sickness absence.
- Knowledge of relevant legal issues including governance of CIO.

*Desirable*

- Experience of reporting systems.
- Experience of project management.
- Performance management appraisal for staff.

**Abilities and Skills**

- Excellent organisation skills
- Experience in communicating ideas
- Experience of funding generation
- Strategic thinking mindset
- High level communication skills
- Excellent time management skills and ability to work independently
- Ability to organise own work load and priorities on day to day basis using own initiative
- Team leadership abilities
- An ability to consult and share decision making with the Trustees.
- Valid driving license

**Personal Skills and Attributes**

- High standards of professionalism with regards to confidentiality and discretion
- A total commitment to equal opportunities
- Highly motivated, positive and self-reliant
- Willingness to take on other roles and responsibilities within the team
- Empathy with Feeding Gloucestershire core aims and values
- Flexibility – the ability to work with the organisation on some evening and weekends when appropriate

Interested candidates should submit their CV and cover letter to [emma.keatingclark@feedinggloucestershire.org.uk](mailto:emma.keatingclark@feedinggloucestershire.org.uk) by Friday 3<sup>rd</sup> May, interviews will be conducted on a rolling basis.