



Job Title: Farm Business Manager
Start Date: mid-February 2018 (or as soon as possible thereafter)
Hours: Full-time, 5 days per week (37.5 hours)
Salary: £32,000
Location: [Sutton Community Farm, South London, SM6 0SH](#)

An exciting vacancy has arisen for a Farm Business Manager at Sutton Community Farm.

Sutton Community Farm (SCF) is a community-owned seven acre farm on the edges of south London. Our aim is to increase access to fresh, healthy and sustainably grown food and be a shared space for the community to cultivate skills. Since starting in 2010 we have engaged with a wide variety of organisations and have established a strong reputation in the community food sector. We are known for being innovative, collaborative, transparent and ambitious. At the core of our enterprise is horticultural production with the majority of our produce going into a VegBox delivery service. The farm has a turnover of approximately £400,000 employs seven staff and works with a large community of volunteers, Members, visitors and friends. Please visit our website for more information: www.suttoncommunityfarm.org.uk.

The role of Farm Business Manager is responsible for ensuring SCF trades as a successful social enterprise in south London, growing and selling produce via its VegBox scheme in order to meet its business targets and wider economic, social and environmental goals. The Manager also provides a leadership role upholding SCF's ethos and will be responsible for developing and maintaining core internal and external stakeholder relationships to help grow and develop the business. For further details please see the attached Job Description.

The team is highly-motivated and passionate about helping to create positive relationships between people and food. We farm with organic principles and strive to be a deeply sustainable business. We are driven by values of respect, transparency, quality and integrity.

We aim to make our Farm accessible to as wide a range of the public as practically possible and are committed to ensuring that everyone is treated fairly. You can find out more by reading our [Equal Opportunities Policy](#). As an organisation, we also believe in fair pay. All our staff are paid above the London Living Wage and we maintain a low pay ratio.

Benefits

- Flexible working - time off in lieu, working from home.
- Staff discount on produce and products.
- Pension contribution.
- Cycle to work scheme.

How to apply

Please send your CV and maximum two page covering letter stating why you would like the position and how you meet the knowledge, skills and experience required to Charlotte Steel: charlotte@suttoncommunityfarm.org.uk.

Timeline

- 21st Jan - deadline for applications
- 24-26th Jan - telephone interviews
- w/c 29th Jan and/or w/c 5th Feb - face-to-face interview for shortlisted applicants

Supporting Documents

- [Business Plan](#)
- [Annual Accounts 2016/17](#)
- [Performance Report 2016/17](#)

Job Description and Person Specification

Job Title	Sutton Community Farm Business Manager
Reporting To	Sutton Community Farm Management Committee
Job Purpose	<p>The Farm Business Manager is responsible for ensuring Sutton Community Farm trades as a successful social enterprise in south London, growing and selling produce via its VegBox scheme in order to meet its business targets and wider economic, social and environmental goals. The Farm Business Manager will provide a leadership role upholding Sutton Community Farm's ethos and will be responsible for developing and maintaining core internal and external stakeholder relationships to help grow and develop the business.</p>
Key Accountabilities	<p>Strategy</p> <ul style="list-style-type: none"> ● Provide strategic direction to develop and grow the VegBox scheme and wholesale offering in-line with business plan targets. ● Development of the farm's business plan with a focus on marketing and communications strategy. Regularly review this and the strategic direction to ensure the farm meets its customer growth target. Collaborate with the team and Management Committee to ensure that developments are in-line with the farm's aims, mission and objectives. ● Seeking to maintain and develop community engagement - key partnerships, relationships and opportunities. ● Develop other income generating activities with appropriate regard to risk and return. <p>Business Development and Marketing</p> <ul style="list-style-type: none"> ● Identify opportunities to develop the business, including increasing income from VegBoxes, engaging the Membership and broader community involvement. ● Ensure appropriate marketing materials are developed and reflect the farm's brand. Promote the farm using the most appropriate communication channels. ● Responsible for ensuring all customer data meets the required legal standards. <p>Operational</p> <ul style="list-style-type: none"> ● Ensure the day-to-day running of the farm, supporting staff to keep operations as smooth as possible meeting all necessary requirements for the enterprise to function. ● Improve and develop systems and processes to ensure a high quality and reliable product offering. Position the enterprise for growth and future security. ● Work with the growing team to ensure farm has the required infrastructure for production, safe working and quality standards. ● Oversee and monitor compliance relating to SCF facilities and assets, including leases, vehicles, insurance, utilities, food handling and fire protection. ● Responsible for ensuring SCF has an efficient, effective and secure IT system and that arrangements are in place for the provision of accounting, audit, IT, and personnel advice as required. <p>People Management</p> <ul style="list-style-type: none"> ● Manage team of staff, being responsible for their training and development. ● Responsible for employment terms and contracts, recruitment strategy and HR. ● Recruit and manage contracted delivery drivers and consultants as appropriate.

	<p>Monitoring and reporting</p> <ul style="list-style-type: none"> ● Attend and report in to Management Committee Meetings every two months. ● Attend and report to Members at farm Annual Members' Meeting. ● Produce scheduled funding reports which include coordinating social and financial monitoring.
Financial Authority	<ul style="list-style-type: none"> ● Ensure effective management of SCF budget of approximately £450,000 to maximise the farm's productivity and ensure legal compliance. ● Work towards further financial self-sufficiency. ● Seek and apply for relevant charitable funding (trusts and foundations) as relevant and appropriate. ● Manage funded projects and resource appropriately. ● Manage Members' funds in accordance with community shares documentation.
Key Interfaces	<ul style="list-style-type: none"> ● Management Committee ● Farm Members ● Farm community of volunteers and beneficiaries ● Funders ● Local council ● Local schools and businesses ● Suppliers and contractors ● Partner organisations ● Sector networks and agencies
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> ● Particular knowledge of growing a retail business, especially sales and marketing strategy and delivery. ● Business finance processes, developing and managing budgets. ● Knowledge of key business management disciplines and processes. <p>Desirable</p> <ul style="list-style-type: none"> ● Familiarity with community ownership models. ● Knowledge of how VegBox schemes operate. ● Understanding of and commitment to sustainable agriculture. ● A relevant degree or business qualification.
Skills	<p>Essential</p> <ul style="list-style-type: none"> ● Project management skills in a complex, busy commercial and operational environment. ● Excellent relationship management and engagement skills which include developing stakeholder networks and communicating regularly with partners and other like-minded organisations. ● Strong IT skills. ● Excellent written and verbal communication skills. ● Capable of assessing complex issues and developing solutions. ● Ability to self-direct – being resourceful, flexible, organised and working on own initiative. <p>Desirable</p> <ul style="list-style-type: none"> ● Use of accounting software, in particular Xero. ● Familiarity with Google Drive and Wordpress website operating system. Proficient at using MS Office.
Experience	<p>Essential</p> <ul style="list-style-type: none"> ● Competent at managing complex workloads. ● Proven ability to achieve results within a complex multi-stakeholder environment.

	<ul style="list-style-type: none"> ● Experience of leadership, building rapport and fostering a culture that enables people to reach their full potential. <p>Desirable</p> <ul style="list-style-type: none"> ● Experience of running a social enterprise and/or food growing enterprise. ● Business development skills including achieving growth in SME environment. ● At least 3 years of commercial experience. ● Experience of developing, implementing and evaluating business plans, budgets and project management programmes.
Additional Info and/or Addendum	<p>Desirable</p> <ul style="list-style-type: none"> ● Clean UK driving license. ● Local knowledge.