

JOB DESCRIPTION

Job Title:	Director
Salary:	NJC scale 35: £30,785
Responsible to:	Board of Trustees
Line managed by	Chair of Trustees
Location:	Martineau Gardens, 27 Priory Road, Edgbaston B5 7UG
Hours of work:	30 per week including occasional evenings and weekends
Holidays	31 days + 1 day per year of service (up to 5 days)

Martineau Gardens, a registered charity, is a 2.5 acre community garden in Edgbaston. The Gardens are free to enter and provide a place to visit and venue hire facility for local communities. The Gardens offer the following activities:

- Volunteering opportunities for adults including those with learning disabilities and mental health issues on its Therapeutic Horticulture programme
- Environmental Education sessions for local school children
- Work placement opportunities for young people with autism/learning disabilities
- Events and courses open to the public

The Gardens has an annual budget of circa £150k. There are 9 staff and 6 trustees (see attached) and, currently, 60 volunteers who work alongside staff to maintain the gardens. In 2016/2017 there were 10,000 visitors. The Charity relies on grants from Charitable Trusts, events, donations and sales of goods and services to operate.

Purpose of the Role:

The Director is responsible for providing overall leadership in the running of the Martineau Gardens, for the Charity's administration and financial management. The Director ensures the Board of Trustees (the Board) receives advice required to support decision making and the setting of strategy. The Director is responsible for delivering the **Mission, values, objectives and activities** which involves balancing the interests and needs of the stakeholders and aspects of our work.

The Director is Company Secretary.

DUTIES AND RESPONSIBILITIES

Summary:

- 1. Managing the overall organisation**
- 2. Line management of the staff**
- 3. Relationship building**
- 4. Building financial and environmental sustainability into the organisation**

Strategic:

1. To work closely with the Board to develop the Charity's long-term strategy, budget and delivery plan
2. To act as an ambassador for the Martineau Gardens and to build relationships and purposeful networks with key stakeholders in local communities, in organisations with complementary agendas, in the media and with local politicians
3. To develop and supervise the delivery of the Charity's fundraising strategy. This could include exploring the potential for growing community based 'supporter-led' fundraising and corporate sponsorship
4. To ensure that the marketing plan is in place to maximise the potential for growing the Charity's profile, general supporter base, Friends' Scheme, and income

Operational:

5. To operate within the annual budget
6. To run the Charity in accordance with agreed policies and procedures, ensuring that the Charity fulfils its legal, statutory and regulatory responsibilities
7. To agree annual plans with all staff for their programmes of work, continuously reviewing and improving programme core content and income potential
8. To maintain efficient arrangements for the recruitment and assessment of volunteers referred to the Therapeutic Horticulture project and 'Visitor Welcome team.
9. To ensure that the Therapeutic Horticulture waiting list is continuously reviewed and that volunteers are supported to explore alternative opportunities when Martineau Gardens is unable to meet volunteers' needs in a timely enough fashion
10. To provide supervision and support to the staff team to support their personal development and to enable them to deliver their plans.
11. To manage meeting the training needs of staff, time off etc.
12. to identify new leads and innovative fundraising activities
13. To work closely with the Trustees to establish and monitor key indicators to evidence the impact of the Charity's activities
14. To maintain awareness of risks and changes (internal and external) that affect the Charity and respond accordingly
15. To supply regular reports to the Board and attend Trustee meetings
16. To arrange and prepare for Annual General Meetings

17. To represent the Charity at external events and publicity opportunities
18. To represent the Charity to the media and give interviews
19. To make sure that all activities and events at the Gardens go as well as possible and that they are legal, safe and do not damage the reputation of the Gardens.

Governance:

20. To support the Board in discharging its duties in accordance with the Charity's Governance Policy
21. To keep abreast of strategic and policy issues affecting the Martineau Gardens and to contribute to the development of strategy and policy externally when it is in the Gardens' best interests to do so
22. To keep the Charity's policies and procedures under review with the Trustees, to update them when required and to ensure their implementation.
23. Specifically, to maintain a register of risks and mitigations, ensuring that 'red' risks and associated improvement actions are presented to the Board twice a year or more frequently if required.
24. To ensure that all staff, including the Director, are competent to fulfil their role through a programme of continuing professional development that may involve training, attending conferences and seminars and other appropriate means.
25. To listen to all stakeholders, to understand their experiences and needs and the wider picture and communicate and lead accordingly
26. To source technical and professional advice relating to gardening and sustainability, in line with the Charity's core values.

EMPLOYEE SPECIFICATION

	Application	Presentation	Interview
Experience:			
1. Accountability for achieving results	*		
2. Staff management	*		
3. Networking and building partnerships	*		
4. Managing a building or garden	*		
5. Leadership		*	
Skills:			
5. Getting the most out of people and teams	*	*	
6. Excellent communicator in all forms	*	*	
7. Knowing how to secure resources	*		
8. Working with people with mental health issues or learning disabilities	*	*	
9. IT competence and confidence	*		
Knowledge:			
9. Gardens/Horticulture/Sustainability/Wildlife	*	*	
10. Charity/Board Governance	*		
Attitudes/Behaviours:			
11. Understanding of/and commitment to the ethos of Martineau Gardens as expressed in the Mission, Values, Objectives, Activities	*		*
12. Demonstrable commitment to Martineau Gardens equal opportunities and anti-discrimination ethos and an ability to incorporate it into practice	*	*	
13. Empathy with and understanding of the values of the voluntary sector and the policy context within which Martineau Gardens operates	*		
14. Enthusiasm with a positive and solutions-focused attitude		*	*
15. Excellent listener and acceptance of a wide range of people		*	
16. Good boundaries and integrity		*	*
17. Calm and flexible under pressure		*	*