



# BRIGHTON PERMACULTURE TRUST

## Charity Manager Brighton Permaculture Trust

BN1 9PZ (Hybrid)

£35,000 per year pro rata

Part-time (Three days a week, can be worked flexibly)

We are seeking a new Charity Manager to lead the organisation into its next phase, building on its significant successes, and working with the team to take it to the next level. We are looking for someone who shares our values and is passionate about improving life for both people and nature in Sussex, especially in disadvantaged communities.

Our Permaculture ethics are central to everything we do:

Earthcare - enhancing natural resources and biodiversity; celebrating seasons

Peoplecare - valuing diversity, embracing difference; supporting health and well-being by connecting people to nature and to healthy food

Fairshare - inspiring people to create solutions for sharing resources wisely, today and for future generations.

### About Brighton Permaculture Trust

We teach 30+ courses a year in permaculture, eco-building, orchard management and food-growing. We plant 100 trees each year in school and community orchards. We save 30 tonnes of locally grown fruit from going to waste and turn it into delicious juice, cider, crumble and jams.

We run over 450 volunteering sessions a year, giving our volunteers opportunities to connect with nature and learn new skills.

We manage a permaculture demonstration plot, Racehill orchard and several other small orchards for the benefit of wildlife and the community. We are in the process of acquiring stewardship of a small plot of woodland in central Brighton that will be managed as an urban oasis for wildlife.

The trustees have recently led an extensive review of our mission, vision and values.

## The role

The current manager is moving on to pastures new and we are seeking an experienced leader with strong strategy and communication skills to take this vital work forward.

Working closely with a committed and extensive team of volunteers and paid staff, and with the support of an established and engaged board of Trustees, you will be steering the work on our vision and leading the team to deliver it.

As the leader of a relatively small charity, you will be engaged with many operational aspects of the organisation.

Taking on the stewardship of the new plot of land will be one of the operational priorities in the first year.

You will be managing our annual income of around £200K, our part-time managers (admin; orchard planting, scrumping, courses and sites) plus a team of 25 workers and key volunteers engaged in ongoing roles.

Hours can be worked flexibly, though you will need to attend in-person meetings, events and site visits, including some weekends and evenings. We have a working Fruit Factory at Stanmer Park, but not an office, so all desk work and online meetings will need to be done remotely.

### Key responsibilities:

- Figurehead and ambassador for the organisation. Willing to be available for interviews and talks.
- Decision maker. Brighton Permaculture Trust has always been a collaborative organisation. There will be times when quick or difficult decisions are needed.
- Setting budgets and monitoring finances. Draft budgets for our financial year July 2024 to June 2025 are in place.
- Writing/Assisting with funding bids.
- Formal reporting to the Trustees quarterly, plus monthly opportunities to meet with the Trustees for support, collaboration and feedback.
- Leading monthly meetings with the operational managers. Operational managers cover each key area: Scrumped in Sussex, Community Orchards, Brighton Permaculture Trust Sites, Courses & Events and Admin/Compliance.
- One-to-one meetings with operational managers, key contractors and volunteers as required. These can be online or on-site.
- Supporting the wider team to agree on SMART targets for each project and deliver on our strategic goals.
- Attending Brighton Permaculture Trust Apple Days events (3 per year).
- Being the main point of contact for key relationships, including major donors, funders, partner organisations and Brighton & Hove City Council.
- Presenting our year's achievements to the members at our AGM.
- Line management of 3-5 operational managers, as these move to longer-term contracts.
- Representing the Trust at assorted, infrequent external meetings and events would be desirable and require some flexibility in days/times worked.

## Skills and competencies for the Charity Manager role

### Essential

#### Strategy and delivery

At this stage of the Trust's development, you will be working with the project teams to realise our vision for the future and operationalise our long-term strategy. You will have experience and expertise in this area, and will work with the team to set specific goals for delivery, with mechanisms for regularly measuring performance and reviewing progress.

#### Leadership, relationship building and negotiating

You will demonstrate strong skills in leading a team to meet key objectives and goals. You will be able to work effectively with staff, volunteers, and stakeholders to negotiate priorities and deliver results, inspiring confidence, and steering the organisation through consolidation and development.

You will enjoy working in a relational way and have a track record of building healthy relationships as a leader.

Negotiation skills will be crucial in your engagement with stakeholders and local decision-makers. Managing conflict, building consensus and communicating skilfully to galvanise teams to bring a shared vision to fruition.

#### Peoplecare

Diversity and inclusion are central to our ethics of peoplecare and fair shares for all. The people make Brighton Permaculture Trust: from our teams of tree planters, apple pickers and juicers, to the admin team, the project managers, the tutors, the growers, and the hundreds of volunteers who give hours of their time. Recruiting and retaining good people is our focus. You will work with us to ensure we have the best models for engaging volunteers and employing/contracting people.

#### Financial management

You will have a good grasp of accounts and be confident working with our accountants and admin team in structuring and managing budgets and reporting on the accounts to the trustees.

Fundraising, corporate sponsorship and networking are important to the continued financial stability of Brighton Permaculture Trust. You will have the skills and experience to manage partnerships and networks at all levels to sustain financially beneficial relationships.

You will be able to write /commission successful funding bids and be able to articulate a fundraising strategy.

### **Permaculture knowledge and experience**

Permaculture, and consciously designing for sustainability, is at the heart of our work. You will have a good understanding of sustainable design and be able to articulate how the principles and ethics of permaculture can be realised through work such as ours. Willingness to undertake a Permaculture design course in the first year if you haven't already done so.

### **Local to Brighton and its environs**

We are a Brighton-based, Sussex-focused charity. Knowledge of the city and its environs, and familiarity with local structures, forums, opportunities and networks is important in ensuring we continue to grow and are well-connected with stakeholders. You will be based in the locality and have experience working with multiple agencies and organisations to deliver goals.

### **Desirable**

#### **Communications and marketing experience**

Experience in writing for websites, and newsletters, delivering a social media marketing campaign, and online or in-person events would all be valuable. Working alongside the comms team, you will provide strategic oversight of a marketing strategy with insight into the best mechanisms to broadcast and amplify our work and our offer.

## **Application Instructions**

To apply please submit your CV and a Cover Letter, showing how you meet the Key Competencies outlined in the Job Description. Applications without both won't be considered.

Please email your application to [christian@brightonpermaculture.org.uk](mailto:christian@brightonpermaculture.org.uk)

Contact us for more information and an informal chat with a trustee.

**Closing date:** 5pm, Monday 13 May 2024

#### **Interviews:**

First interview Monday 20 May 2024, at Stanmer Park, Brighton

Second interview: Thursday 23 May 2024, online