



Country Trust
Where children learn and grow



Programme Manager – Farm in a Box

Employed: 4-5 days per week

Location: flexible, but helpful if within reach of Chelmsford, Essex

An opportunity to shape a dynamic new programme

The Country Trust empowers disadvantaged children to be curious, confident and create change in their lives and the world around them through food, farming and countryside experiences, experiences which include the three variants of our new Farm in a Box programme.

We need a skilled and versatile **Programme Manager** to very quickly become immersed in the whole programme, initially focusing on the successful delivery of Farm in a Box National in **autumn 2021**.

Farm in a Box supports teachers to deliver hands-on, farm-centred experiences for primary children in school, in disadvantaged areas. Initially developed as a response to Covid-19, Farm in a Box is proving to be a highly effective and versatile format which has the potential to help us achieve our 5 year ambition of reaching 120,000 children p.a. with meaningful experiences.

Our first pilot at scale - Discover Warburtons Wheat Farm in a Box – has just taken place, reaching 10,000 children and we have just secured the funding for a bigger autumn programme centred on farming and climate change for 26,000 children (1000 Boxes).

We expect that FIAB – its three current variants and new versions yet to be devised - will grow to play an important role in our portfolio. The Programme Manager will therefore also need to be skilled at programme management AND development, able to;

- scale the programme and establish a delivery schedule,
- work with team members across the charity, teachers, partner organisations and farmers, to develop, test and establish variants that enrich our core programmes,
- work with our participants to find ways to sustain its impact,
- consider whether it has commercial potential.

We know that we are greater than the sum of our parts. We are an organisation full of possibilities and we are looking for someone who wants to work and contribute to that kind of environment.

Why work for the Country Trust?

For over 40 years we have been working with farmers to bring the countryside alive for children least able to access it. We are at the start of an ambitious new 5 Year and entering an exciting period of growth and possibility. You would be working with an organisation with deep roots but with plenty of space to grow.

What might this role entail?

It's a very varied role, these are just some examples of what needs to be done either by you or with and through others. This list is primarily focused on Farm in a Box National, which will be delivered in autumn 2021.

- Finding and setting up a warehouse for central packing and distribution
- Rigorous assessment of educational content for quality, impact and delivery of our outcomes
- User testing with teachers
- Setting up a virtual children's climate change forum
- Purchasing resources at scale, with an eye to sustainability
- Ensuring our online systems are fit for purpose and user tested with our IT Lead
- Shaping a digital marketing programme with our Digital Manager
- Film storyboarding and overseeing film production and live stream events.
- Planning the possible involvement of volunteers from corporate partners
- Rigorous evaluation, data analysis and learning
- Finding ways to sustain interest and impact
- Planning e-communication with participants
- Managing the programme budget
- Developing new variants of Boxes with meaningful and relevant themes
- Planning how to use FIAB to enhance our other core programmes

Is this the role for you?

We want our team to better reflect the amazing diversity of the children and communities we work with. We are excited about the connections, creativity, and inspiration that this will bring and most of all we are committed to finding the right people for the job.

Below we have outlined the skills we believe are important for this role. If you have questions, please contact us to discuss your application further recruitment@countrytrust.org.uk

Essentials

We will be looking for the following experience, attributes and skills that we know you'll need to thrive in the role:

Experience

1. Leading a multi-disciplinary project through to successful delivery (and ideally beyond) including customer service and evaluating impact.
2. Track record of successful development of/involvement with online or offline educational programmes.
3. Demonstrable interest in food, farming and the countryside.

Desirable

4. Involvement with programmes addressing the inequalities experienced by disadvantaged children.
5. Professional understanding of primary school education.

Essential skills/attributes

- Real desire to empower disadvantaged children to be curious, confident and create change in their world and the world around them. Able to remain child-centred and focused even when a project is at its noisiest.
- Skilled at organisation and setting up and managing processes (physical, virtual, Teams), but always alert to the need to adapt, flex, change, and with the mindset and the resilience to accommodate this.
- Excellent communicator – oral, written, digital, visual, information management systems, planning tools. (**Everyone always asks for this. What do we mean by it?** You are confident and highly competent whether it's preparing a brief for a team member or contractor, proposing copy for a marketing email, making a video for social media, storyboarding a video, updating a funder, facilitating team meetings, establishing deadlines, proofreading educational content, troubleshooting with suppliers and/or participants, or acting as the bridge between two different skillsets).
- A co-creator – you have a track record of helping a diverse and disparate team contribute, succeed, feel confident, feel valued, feel informed, feel equipped and inspired to achieve more.
- Not phased by new challenges, you love to learn and problem solve, seeking out others who might be able to help, advise etc.
- Able to reflect and improve thinking, brave enough to change course if something could or should be done better.
- The resilience and self-awareness to thrive during an intense period of work.
- Inspired by the new and moving things forward but also with an eye for detail – a little bit obsessed with doing things really well, and on time.
- A head for budgets, cost/benefit thinking and assessing costs at scale.
- Sufficiently techy to be part of technical development, but also knowledgeable about and comfortable in the world of the end user.
- Able to balance successful delivery now and a vision for the future.

Follow these links to get further insight into Farm in a Box

[Farm in a Box](#)

[Farm in a Box National \(registration/info page for teachers June 21\)](#)

Everything else you need to know

	Programme Manager - Farm in a Box
Length of contract	<ul style="list-style-type: none"> • Permanent subject to successful 6 month probationary review <p><i>We would also be open to discussing a self employed contract if this is your preference</i></p>
Hours	<ul style="list-style-type: none"> • 28-35 hours per week (FT at the Country Trust is 35 hours)
Remuneration	<ul style="list-style-type: none"> • £32- 35,000 FTE depending on experience Mileage allowance 45 p per mile

Annual leave	<ul style="list-style-type: none"> • 28 days plus Bank Holidays (FTE)
Benefits	<ul style="list-style-type: none"> • Pension contribution of 3% (employee contribution 5%), free parking (if based at central office), flexible working
Additional requirements	<ul style="list-style-type: none"> • Full Driving Licence and access to a car to use for work purposes. • If you are home based you will require a computer with an up-to-date operating system (compatible with Windows 10 and Office 365), and internet access of sufficient quality (Business ideally), and personal IT proficiency (including a working knowledge of Word and Excel) that ensures you can function as part of The Country Trust team. • In normal times, travel to meetings around the UK is an occasional requirement of the role and may entail early starts, late finishes and on occasion overnight stays.

Safeguarding

The Country Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and able to deliver their roles. **All eligible post holders are subject to a satisfactory enhanced check with the Disclosure and Barring Service and regular training is mandatory.**

How to apply

For all recruitment information please go to our vacancies page on our website: <http://www.countrytrust.org.uk/get-involved/work-for-us>

Application form: https://civicrm.countrytrust.org.uk/job_application_programme_manager

Enquiries: recruitment@countrytrust.org.uk

Closing date: see <http://www.countrytrust.org.uk/get-involved/work-for-us>

Virtual interview: see <http://www.countrytrust.org.uk/get-involved/work-for-us>

Shortlisted applicants will be contacted by telephone and email.

Candidates who are successful at the virtual interview stage may be invited to a second interview which may be face to face.