

Programme Manager Volunteering Development (18 month initial contract)



Candidate Brief



Welcome

Thank you for your interest in joining with us in these unprecedented times.

Together with the farming community in England and Wales we are facing perhaps the greatest challenge in our 160 year history. Such times demand that we look at how we do things in the best interests of the people and community we serve.

Our regional volunteer structure is no longer able to run their fundraising programmes that existed before the Coronavirus pandemic struck and it will be some considerable time before we are able to return to anything that resembles normality. Over the next few years the farming community will be faced with unprecedented challenges that will affect many aspects of their lives.

What we need to do now is work with our volunteers and supporters in the regions to develop a structure that meets the challenges of the moment and that will provide a sustainable way of working in the future, not simply for us as an organisation but for the farming community we are here to support.

I am seeking to appoint a Programme Manager who is able to engage with our volunteers, to strengthen those existing relationships and harness their passion and commitment for supporting the farming community to forge new ways of working that will enable them and us to achieve our shared objectives in joint endeavour.

It is envisaged that this development work will involve multiple projects and will take around 18 months. The role offers you the opportunity to play a lead role in establishing a sustainable model for the future that has a lasting impact on the future wellbeing of the farming community.

I look forward to hearing from you.

Dan Whitbread
Director of Operations

About RABI

We offer financial support, practical care and guidance to farming people of all ages, including farmers, farmworkers and dependants.

Our Vision

No member of the farming community will ever have to face adversity alone.

Our Mission

We exist to provide guidance, practical care and financial support to those in need within the farming community.

Our Values

- Caring – We are committed to treating everyone with empathy and compassion.
- Trust - We won't let people down, working with honesty and openness to achieve what we have promised.
- Fair – We strive to treat everyone equally and reasonably.
- Stewardship – We take great care of the resources entrusted to us and act with integrity to maximise their use.
- Respect – We value the contribution made by all and treat others as we would like to be treated, with sensitivity and without prejudice.

What we do

We offer financial support, practical care and guidance to farming people of all ages, including farmers, farmworkers and dependants.

Even prior to the Coronavirus pandemic more and more individual and families were turning to us for assistance for reasons that are rarely of their own making – the impact of extreme weather, illness, accidents, animal disease, family breakdown, bereavement and other challenges that life can throw at any of us.

Sometimes, all it takes is a small amount of support at the right time to get things back on track. We're here for the small things as well as the big and treat every request for help on its own merits, working with compassion and discretion.

We strive to build personal relationships and will tailor our support to suit you. If we can't directly provide what you need, we'll do our best to liaise with other organisations and agencies on your behalf.

Find out more about the support we provide for working farming families and retired farming workers and their dependents on the [Need help?](#) Section of our website.

For more information

Visit the R.A.B.I. [website](#).

Download our latest [Annual Report](#).

Read our [Strategy 2019-2022](#)

Job Description

Job Title: Programme Manager - Volunteering Development

Salary: £50,000 - £55,000

Contract: 18 months initially

Hours: 37.5 per week

Location: Shaw House, Oxford.

Reports to: Director of Operations

Responsible for: Regional Managers (x10)
Fundraising Development Co-ordinators (x2)
Trusts and Legacy Officer

Key Relationships:

Internal: Chief Executive, Senior Management Team, Corporate Partnerships Manager, Regional Branches and Committees.

External: Media and communications agency, sector partners, agricultural media, regulatory and other sector-specific bodies

Context and key purpose:

The Programme Manager is a member of the Senior Management Team with a key role in redefining and developing the role of R.A.B.I.'s network of 49 regional Branches and Committees. Working closely with the team of Regional Managers and senior colleagues, the role is pivotal to redeveloping the future local support base of R.A.B.I. to deliver truly impactful local engagement and income generation.

The primary purpose of the role is to engage with the team and Branches to better utilise the existing strengths of the local volunteer bases and develop and support these relationships. Establishing and embedding shared working across the network to ensure R.A.B.I. works collaboratively with volunteers to better meet the needs of the community and strategic goals of the charity.

Key responsibilities:

- Develop and lead the programme of review work to align the work of the branches to core R.A.B.I. strategic objectives
- Act as the project lead to support branch engagement to better define and align the value of branches and volunteers to core R.A.B.I. objectives
- Lead the definition and establishment of a volunteering framework to better reflect the values and roles required from volunteers to support R.A.B.I.'s objectives and provide maximum impact to the charity and those it supports
- Lead the ongoing development of systems and processes across the branch network to provide compliance across key areas of: Finance; Health & Safety; Data Protection; and Safeguarding
- Lead the development and implementation of volunteering practice, procedures, guidance, policies and quality measures
- Lead, with support from the IS Manager, the development and implementation of regional management systems
- Establish appropriate reporting, monitoring and assurance procedures to evidence branch compliance
- Redefine and develop the regional staffing model
- Engage, support and mentor the regional and fundraising team through the development of new volunteering and staffing models
- Implement and lead effective supervision and training to enable learning and development across the regional and fundraising team
- Coordinate access to specialist expert advice where necessary
- Lead fundraising development, maximising income where possible and appropriate throughout the transition process
- Act as a spokesperson for R.A.B.I and complete other duties as may be reasonably required

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at R.A.B.I.

Person Specification

Essential experience

- Extensive experience gained within the UK charity sector of managing locally based volunteer networks;
- Senior level management experience within an organisation undergoing a period of strategic change, with ability to articulate strategic direction
- A strong understanding of charity governance and compliance including: finance; H&S; data protection; and safeguarding
- Significant programme and project management experience
- Knowledge of fundraising compliance

Desirable

- Farming background and/or knowledge of the farming community
- Experience of fundraising development
- Programme/Project management qualification

Skills and abilities

- Confident operating at a strategic level
- Confident leader with a track record of motivating teams and leading them through change, including role transitions
- Ability to produce high quality written work
- Outstanding communication skills
- Flexible and resilient, solution focussed
- Excellent IT software skills

Other requirements

- Affinity with the goals and objectives of R.A.B.I.
- A full, clean UK driving licence
- Ability to travel and work some unsociable hours, including occasional overnight stays

Benefits

- Free onsite parking
- 25 days' holiday plus bank holidays
- Employee Assistance Programme
- Life Assurance (3 x salary)
- Pension
- Personal accident insurance

How to apply

Apply online at www.nfpconsulting.co.uk/rabi

For an informal and confidential discussion about the role, please contact our recruitment partner:

Simon Lloyd, Director, NFP Consulting

T: 07961 988 523

E: simon.lloyd@nfpconsulting.co.uk

Application is by way of a CV and a Supporting Statement.

Closing date: Monday 9th November

Selection and timescales:

There is a two stage selection process.

First Interviews: W/B 16th November

Second interviews: Monday 23rd/Tuesday 24th November

The format of the interviews will be determined by the COVID-19 guidelines and restrictions that apply at the time.

Accessibility:

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.