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| **Supported by National Lottery Community Fund, The Robertson Trust and SCVO** |
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**Role: Chief Officer**

**Organisation: Abundant Borders**

**Location: Berwickshire**

**Salary: £24,000**

**Closing: Friday 1st March 2019**

Abundant Borders (SC049008) is a growing charity working to create a network of community food gardens across the Scottish Borders. Our aim is to alleviate household food insecurity by teaching people to grow food in a sustainable way and teaching how to cook healthy, inexpensive meals.

Having secured grant funding from the National Lottery Community Fund, The Robertson Trust and SCVO, we are now looking to appoint a Chief Officer

This is an exciting opportunity to work with enthusiastic volunteers and a dynamic young charity.

Gardening skills would be an advantage but are not essential as full support will be given.

The successful applicant should:

* have experience of working within a charity or social enterprise,
* have excellent organisational skills,
* be confident in preparing accounts, financial reports and financial projections
* be able to work with and support volunteers with a wide range of abilities and needs
* be able to maintain accurate records and undertake evaluation tasks
* be able to manage the charity’s social media and other marketing channels

Good communication skills are essential, as is an ability to form positive partnerships with other groups, agencies and organisations across the Scottish Borders and beyond.

This is three-year post, supported by National Lottery Community Fund, The Robertson Trust and SCVO.

For further information about the project: please visit our website at [www.abundantborders.org.uk](http://www.abundantborders.org.uk)

For more information about the post: please contact [robin@abundantborders.org.uk](mailto:robin@abundantborders.org.uk)

To apply; please apply in writing, with cv to info@abundantborders.org.uk

**JOB DESCRIPTION - CHIEF OFFICER**

**Responsible to:** Board of Trustees

**Responsible for:** The overall management and development of Abundant Borders and for ensuring that its legal, statutory and regulatory responsibilities are adhered to.

**Job Purpose**

The CO is responsible for the overall performance, development and financial management of Abundant Borders. Since Abundant Borders is a small organisation the role of CO involves physical involvement on sites and extensive project management.

**Key Responsibilities**

**Organisational:**

* Deliver the organisation’s business plan
* Ensure the organisation remains focused on achieving its mission and aims
* Supply regular reports to the board and attend trustee meetings
* Ensure all policies and procedures are current and compliant
* Establish and monitor key indicators of the organisation’s impact
* Build an effective working relationship with the board of trustees
* Build relationships and networks to advance the organisation’s aims
* Represent the organisation at external events and publicity opportunities

**Financial:**

* Operate within the annual budget and report to funders, as required
* Build an effective working relationship with OSCR and the charity’s accountants
* Prepare all necessary financial statements and projections for trustees, charity regulators and funders
* Help to ensure a sustainable income from grants and self-generated income

**Operational:**

* Establish ways to listen to the views of beneficiaries on the organisation’s performance
* Prepare all reports necessary to evidence the outcomes of projects
* Identify new sites for Community Food Gardens and oversee existing sites
* Help design and build new Community Food Gardens and provide management up to the appointment of site-specific project co-ordinators
* Work with staff and volunteers to ensure sustainability of Community Food Gardens
* Deliver workshops and talks to support the aims of the organisation
* Build a network of teachers and advisors for food growing and cooking courses

**Conditions**

* The performance of the job requires practical skills and willingness to work outdoors.
* The performance of the job requires a flexible approach to the work and some unsociable hours and travelling.
* Holiday entitlement – 25 annual days pro rata (five of which must be taken during the Christmas/New Year holiday) plus ten public holidays
* Starting salary: £24,000 per annum for 35-hour week, plus essential car user’s expenses
* Job share will be considered

**February 2019**