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Candidate brief for the position of

Chief Executive/Business Development Role

Triangle Community Garden

September 2021

**The Role**

We have an exciting opportunity for a CEO/Business Development Role to lead the Triangle Community Garden, based in Hitchin, Hertfordshire.

Triangle Community Garden have been offering volunteering opportunities and supported sessions for people of all abilities for the last 20 years and we have ambitious plans for the future as we seek to diversify and expand the services we provide to the local community. To achieve this we are looking for a leader to translate our vision for the future into a reality ensuring that we stay true to our ethos of connect, grow, enjoy.

As a leader with ambition and drive you will lead the charity through a period of diversification and expansion so that we can respond to the needs of our community and our service users. This is truly a unique opportunity for the right person to make a lasting impact in our community.

We are offering a highly competitive salary up to £35,000 FTE. The role is offered on a part time basis of 22.5 hours per week which can be worked flexibly across the week.

**About us**

The Triangle Garden is a community garden open to people of all ages and abilities in Hitchin, Hertfordshire. Our vision is for a community where people feel happier and more fulfilled through a connection with the natural world and an understanding of our place in it.

As well as offering volunteering opportunities and holding community events, we provide supported land-based opportunities for people of all abilities to improve their health and resilience, self-esteem and well-being, life skills and independence. Alongside this we actively nurture a connection with nature and the process of gardening, with all the therapeutic and restorative benefits that have been shown to bring.

The Triangle Garden is one of several spaces we manage for and with the community. We also have a number of allotments, a forest garden and a small community building, with potential for further expansion in our local area.

We are a small organisation with four part-time employees delivering our services. As such this role will need to pivot between being ‘hands-on’ as well as strategic.

**Job Profile**

As our CEO/Business Development lead you will work with our small but motivated team and our trustee board to create new services and income streams ensuring that we are supporting our clients, volunteers and adding real benefit to the people of Hitchin and the surrounding areas.

* **Job Location:** This role is located at Triangle Garden in Ransom’s Recreation Ground, with flexibility to work at home.
* **Job Type:** This is a part-time position working 22.5 hours per week; Monday to Friday. On occasion you may need to work weekends. We are flexible about they days and hours you would work.
* **Salary:** up to £35,000 per annum (pro-rata), the salary will be dependent upon skills and experience.
* **Benefits package:** We offer a contribution pension scheme and 30 day’s annual leave (inclusive of bank holidays) pro-rata.

**Duties & Responsibilities**

* Provide leadership to the charity by working with the trustees, employees, service users and stakeholders to develop and deliver our services to the community
* Responsible for the charity’s governance and compliance including health and safety, safeguarding and risk.
* Provide clear reporting to the board of trustees and working with them to develop the vision and strategy of the organisation
* Develop and deliver income generation plans for the charity
* Ensure effective financial control
* Develop positive relationships with local stakeholders for the benefit of the charity
* Effectively market the charity to increase our service users and volunteers
* Manage direct reports effectively

**The full Job Description and Person Specification are at page 11**

**How to Apply**

If you would like an informal chat about the role please contact Adrian Stones, Trustee via:

Phone: 07720 088044

Email: [adrian@trianglegarden.org](mailto:adrian@trianglegarden.org)

To apply please complete the application form, the Diversity Monitoring Form and return by email to Adrian on the details above.

The Triangle Community Garden is proud of its diverse workforce and service users and we are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We absolutely welcome applicants from underrepresented groups; if you think you have the skills and experience for the job, please apply - we would love to hear from you regardless of your background.

We know that some people won’t apply for a role unless they can meet every element in the person specification. We would encourage applications from anyone who believes they can make a difference and lead our charity.

Closing Date: 30 September

Interviews: w/c 11 October

For candidates who reach our final interview stage there will be an opportunity to have a tour of our facilities and meet our employees and service users.

The role requires a Disclosure and Barring Services (Adults and Children) check.

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| TCG-Logo-20yrs-Apple-CMYK**Triangle Community Garden**  **Application Form**  **Position: CEO/Business Development Role** | |
| **Full name** | |
| **Home address** | |
| **Telephone number(s) where we can contact you** | |
| **Email address** | |
| **Do you have any unspent convictions or conditional cautions?**  **Yes 🞏 No 🞏**  If you have answered yes, please separately send the details by email with your application. If you would like to discuss this please contact the recruitment lead as set out in the application pack. | |
| **References** *Please give details of two referees who are willing to support your application. One of these should be an employment reference.* | |
| **Full name**  **Address**  **Postcode**  **Telephone**  **Email**  **May the above person be approached before any interview? Yes / No**  **How is this person known to you?** | **Full name**  **Address**  **Postcode**  **Telephone**  **Email**  **May the above person be approached before any interview? Yes / No**  **How is this person known to you?** |
| **Declaration** *I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge the above information is correct.*  **Signed Date**  If you return this form by email, it will be accepted as signed unless you state otherwise. | |
| **Office use only Our Ref:**    **This cover sheet and the monitoring form will be detached from your application prior to assessment** | |

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| **Position: Triangle Garden CEO/Business Development Role** | | **Our Ref:** |
| **1. Education and training** *Please give details of any relevant qualifications or training, including any part-time courses. Continue on a separate sheet if necessary.* | | |
| **School / College / Awarding body** | **Qualification** | **Date** |
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| **Position: Triangle Garden CEO/Business Development Role** | | | | **Our Ref:** |
| **2. Present & previous employment/voluntary work over the past ten years** *Relevant employment previous to this may be detailed on a separate sheet.* | | | | |
| **Job Title** | **Employer** | **Dates** | **Brief summary of duties** | |
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| **Position: Triangle Garden CEO/Business Development Role** | **Our Ref:** |
| **3. Please give details of your knowledge, skills and experience relevant to this post** *Please pay particular attention to this section as it tells us what makes you suitable for this job. Your application will be judged against the Person Specification. Please give evidence for each point on the Person Specification, being as specific as possible and supporting your answers with examples. Please also tell us why you wish to apply for this post. Continue on a separate sheet if necessary.* | |
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| **Position: Triangle Garden CEO/Business Development Role** | **Our Ref:** |
| **4. Are there areas of responsibility in the job description for which you may require special training or induction?** | |
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| **5. Where did you see this post advertised?** | |
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| Please ensure this form is returned by the deadline to:  **By Email:** adrian@trianglegarden.org  **This form can be made available in other formats on request** | |

**Diagram

Description automatically generatedThe Triangle Community Garden**

CEO/Business Development Role

**About the Triangle Community Garden**

The Triangle Garden is a community garden open to people of all ages and abilities in Hitchin, Hertfordshire. Our vision is for a community where people feel happier and more fulfilled through a connection with the natural world and an understanding of our place in it. At the Triangle Garden our ethos can be encapsulated in three words: **‘Connect Grow Enjoy’**

As well as offering volunteering opportunities and holding community events, we provide supported land-based opportunities for people of all abilities to improve their health and resilience, self-esteem and well-being, life skills and independence. Alongside this we actively nurture a connection with nature and the process of gardening, with all the therapeutic and restorative benefits that has been shown to bring.

The Triangle Garden is one of several spaces we manage for and with the community: we also have a number of allotments, a forest garden and a small community building, with potential for further expansion in our local area.

**Purpose of the CEO/Business Development Role:**

The Triangle Garden is seeking to expand and diversify its service provision, to increase its presence in the local community and to broaden its income streams. The new CEO will lead on business and partnership development, working collaboratively with the Trustees and Project Manager to develop and deliver a strategy for organisational and cultural development.

The new CEO will play a critical role in communicating the Triangle Garden’s vision, ensuring our services respond to the evolving needs of the wider community and reinforcing a culture in which people of all abilities can thrive. As a people-specialist and transformational leader the CEO will exemplify the charity’s values, encourage thoughtful decision-making, foster open communication, and enable staff to perform at their best.

* **Strategy**: Take a strategic lead in all Triangle Garden activities and ensure that projects are implemented efficiently and with clients/users at the centre.
* **Funding:** Find new financially sustainable funding streams and maintain the existing funding streams for the projects we run
* **Outreach:** Attract more potential beneficiaries to our services by maximising the effectiveness of our existing channels and developing new ones.
* **New Projects:** Research and respond to the evolving needs of our community and develop new projects and revenue streams that add to our viability and meet the charity’s aims.

**CEO/Business Development Role Description**

**Reporting to: Triangle Garden Board of Trustees**

**Salary: £29-35,000 FTE pa**

**Hours of work: 22.5 hours per week** worked flexibly across the week

**Benefits: 30 days pro rata annual leave** including bank holidays.

**DUTIES & RESPONSIBILITIES**

**Strategy and Leadership:**

* Led by the vision and values defined by the Board of Trustees, develop and implement sustainable strategies to expand the organisation to fulfil its potential; managing change, addressing risks and dealing with threats in a considered and robust way.
* Be an inspirational leader ensuring the charity consistently achieves excellence, invites innovation and responds creatively to new opportunities.
* Ensure the charity continues to be a great place to work for paid and volunteer staff
* Represent and enhance the Triangle Garden’s profile and purpose across North Herts, Stevenage and South Bedfordshire
* Ensure the charity’s objectives and purposes remain at the heart of delivery and implementation of policies and activities
* Promote and nurture creative and innovative thinking in promoting the Triangle Garden’s work with user groups and the wider community
* Take an organisational development approach to recruitment and staff development, ensuring effective succession planning
* Foster an organisational learning approach, proactively identifying and solving problems and sharing learning to prevent issues from recurring
* Develop and nurture strong and effective relationships with internal and external stakeholders including representatives of potential service user groups
* Work with internal and external networks effectively and creatively to build a mutually beneficial partnership web

**Governance and Compliance:**

* Take full accountability for the Charity in fulfilling its legal, health and safety, and regulatory responsibilities.
* Ensure that best practice in governance, safeguarding and service delivery remains paramount at all times.
* Ensure effective and proportionate risk management process are in place and maintained.
* Produce the charity’s annual report and accounts.

**Reporting to the Board of Trustees**

* Prepare business and strategic plans and reports for Board approval ensuring information is presented in a coherent and timely manner, including analysis of performance and financial information.
* Provide sound clear and timely information and advice to the Board of the charity’s operations, its risks and its legal and constitutional obligations
* Assist the Board in identifying, recruiting, retaining and developing trustees ensuring continued engagement and participation of all Board members in line with established codes of good practice
* Ensure the board addresses the key issues at hand, effectively balancing ethical, financial and regulatory priorities

**Financial Control and Income Generation:**

* Develop and deliver the Triangle Garden’s business plan and develop income streams. Review progress against plans, budgets and set appropriate targets to maintain and enhance the organisation’s commercial performance.
* Analyse the Triangle Garden’s portfolio of services on an ongoing basis, making prompt and robust commercial decisions regarding financial viability when necessary
* Develop and maintain new relationships with partners, supporters, funders and potential funders to maximise opportunities for income generation and financial sustainability.
* Wherever possible, maintain and extend existing funding sources for the charity’s projects.
* Research and apply for new appropriate funding sources for both existing and new projects.
* Ensure that funds are spent responsibly and effectively, meeting the charities aims and those of the funders where stipulated.

**Outreach and marketing:**

* Develop and maintain positive links with relevant agencies, local Government representatives, schools, colleges and local providers.
* Liaise with the Project Manager to ensure that day to day relationships in the local area are managed and nurtured including referring agencies, funding bodies, outside employers and other local bodies as necessary.
* Creatively find new ways of marketing our services to prospective users and their advisors/carers.
* Develop a ‘community’ of users, carers and referrers that will lead to a referral ecosystem.
* Take an active role at TCG events helping to raise awareness and funds for TCG projects and services.

**Staff:**

* Produce and monitor staff development plans for direct reports, which reflect a philosophy of continuous improvement in quality, and performance and development of the individual.
* Liaise with the Project Manager to ensure that same process takes place for all staff and that all staff and volunteers receive induction, regular supervision, annual appraisals, and the training needed to perform their jobs effectively in accordance with the Business Plan and with TCG policies.

**Projects:**

* Research and develop new ideas for future projects that meet the charity’s aims and are financially viable.
* Make proposals to the board of trustees including financial and other data on new projects.
* Research and develop ways to ensure continuous improvement of existing projects to more closely meet the charity’s aims, be client/user centred and be viable.

**General:**

* Promote and foster a ‘client/user-centred’ ethos within projects and services, to encourage active participation in all aspects of management and evaluation from the client/user group.
* Liaise with Project Manager to ensure the TCG Health & Safety policy and procedures are always adhered to

Person Specification

Triangle Garden CEO/Business Development Role

You will need to demonstrate in your application/at interview that you possess the essential criteria for this post as detailed below. In addition, demonstration of some of the desirable criteria will assist you greatly in your application.

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| Criteria | **E**ssential/  **D**esirable |
| **Work Related Experience** |  |
| Management experience including financial reporting and budgeting | **E** |
| Experience of working in a business development role with clear transferable skills | **E** |
| At least 2 years’ experience in business development and project management roles | **E** |
| Experience of setting and working to a budget and business plan | **E** |
| Experience of staff management | **E** |
| Experience of managing change | **E** |
| Experience of motivating and inspiring supporters and clients | **E** |
| Experience of managing contracts with funders | **D** |
| Experience of working with people who are learning disabled or running a social and therapeutic horticulture project | **D** |
| At least 1 years’ experience in the not for profit sector. |  |
| Experience of performing market research and competitor analysis | **D** |

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| **Skills, Abilities And Knowledge** |  |
| Very good interpersonal and communication skills, outgoing manner, able to establish easy relationships with a variety of people and to be confident dealing people in senior positions. | **E** |
| Ability to manage oneself with minimum supervision, hold an awareness of own abilities and areas for development. | **E** |
| Planning and decision-making, delivery of commitments and ability to make clear, informed and timely decisions appropriate to the role. | **E** |
| Creativity and innovation: seeks out, develops and successfully implements new ideas, builds on proven approaches and learns from ongoing work to improve it. | **E** |
| Excellent organisational skills | **E** |
| Excellent written, analytical, research and proof-reading skills | **E** |
| High level of computer literacy (MS Word, Excel and power point), experience of using a database. |  |
| Knowledge of online marketing and advertising techniques | **E** |
| Ability to delegate | **E** |
| Ability to set targets for staff and ensure these are met | **E** |
| Awareness of local agencies and networks working to support and fund the employment of disabled people | **D** |
| Knowledge of mental health problems and the employment-related consequences of poor mental health | **D** |
| Knowledge of relevant assessment procedures and other technical issues in employment, guidance and support | **D** |
| Awareness of the issues facing the learning disability community, their carers and land-based community service providers | **D** |
| Awareness of the benefits of social therapeutic horticulture, co-production, healthy living initiatives and contact with the natural world | **D** |
| **Qualifications** |  |
| Bachelor’s degree in business, marketing or related field | **D** |
| **Commitments** |  |
| Prepared to follow and uphold the Triangle Garden's aims, objectives, values and policies | **E** |