



Slow Food® UK

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE	:	Programmes Director
REPORTS TO	:	CEO of Slow Food UK Trust
TEAM	:	team of five

PURPOSE / UNIQUE CONTRIBUTION:

Our reach and influence depends on offering a set of convincing and engaging projects and programmes in our core thematic areas of biodiversity, food communities and taste education. We seek a dynamic programmes director who can galvanise our leaders, members and supporters as well as interest new stakeholders to join in with Slow Food's (SF) activities.

This is a new post and comes at a critical and sensitive time in Slow Food's growth in the UK. You will be working with member groups and stakeholders across the UK. Supporting the growth of Slow Food in Wales and Scotland is of particular relevance and we require a person with a sharp understanding of obvious as well as subtle cultural differences.

KEY ACCOUNTABILITIES:

Develop Programming

- Define and structure SFUK programming based on stated objectives
- Document and develop project methodologies and frameworks
- Introduce new project ideas and exchange with member groups
- Manage project implementation and delivery
- Supervise monitoring of project outcomes

Build and Maintain Networks

- Act as a two-way conduit of information, document and support member-led activities while also introducing member group leaders to new project modalities that are promising in the UK context
- Manage the development and implementation of the online knowledge sharing platform
- Identify and initiate strategic partnerships with other organisation and institutions engaged in SFUK thematic areas, including potential for joint project implementation
- Visit and complete needs assessments from member groups during programme cycles

Develop Programme Funding

- Work with the grants writer on opportunities for programme funding with full cost recovery
- Research and approach funding sources for theme and project specific funding
- Help develop and maintain good relationships with trusts working in our programme areas
- Prepare joint funding proposals with partner organisations on the basis of projects

KEY RELATIONSHIPS AND INTERFACES

- Work closely with the Operations Director and CEO
- Supervise the Events Coordinator, Project Coordinator, Grant Writer and volunteer team
- Work with Member Group Leaders, Members and interested parties of the public

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE:

1. ESSENTIAL

- Degree level qualifications
- Proven track record of successful design and management of complex nation wide, multi stake holder, high visibility projects
- Proven experience in facilitating learning and educational experiences
- Budget management responsibility for large projects
- Proven track record of successful proposal writing and fund raising initiatives
- Command of Microsoft Office Software
- Excellent command of English language – spoken and written

2. DESIRABLE

- Education and/or experience in food or food related industry, food education and/or biodiversity
- Second European language

PERSONAL ATTRIBUTES:

Ability to work under pressure and manage multiple tasks

Interpersonal Agility

Creative problem solver

Leading and motivating others

Planning

ADDITIONAL INFORMATION:

Salary: £32k
Hours: Fulltime, 40 hours/week
Based at: 6 Neal's Yard, Covent Garden, London
Expected Travel: within UK to project locations, universities etc