

## Organic Research Centre Elm Farm

### Recruitment of Chair of Council of Management (CoM)

#### Job Description

The Chair is responsible for:

- 1.1 Leading the CoM in respect to ORC's strategic development, policies and plans;
- 1.2 Supporting the development of key relationships with partners, funders and other major stakeholders;
- 1.3 Ensuring PFT/ORC appropriately fulfils its statutory objectives, general functions and duties;
- 1.4 Chairing Council meetings at appropriate intervals, currently quarterly, and ensuring that deputising arrangements are in place;
- 1.5 Ensuring that the Trustees of PFT (Members of CoM) operate in accordance with governance best practice and ensuring their effective induction and support;
- 1.6 In partnership with the Director, communicating ORC's plans and achievements to partners, stakeholders, service users and the public;
- 1.7 Monitoring and reviewing governance structures, financial systems and processes, and ensuring compliance and maximising effectiveness at both individual and CoM level;
- 1.8 Ensuring that the CoM has –and uses- the skills it needs;
- 1.9 Directing, supporting and managing the Director including agreeing objectives and undertaking an annual appraisal, following consultation with other CoM Members.

The post will be for a period of three years in the first instance.

#### Person description

##### Required

- A strong interest in sustainable development, preferably food production and/or environmental protection;
- Available time (ca. 15 days per year) and experience to chair CoM meetings and from time to time to represent the CoM and ORC to outside partners, organisations and funders;
- A proven record of working with, and preferably chairing, a group comparable with the ORC Council of Management and enhancing the effectiveness of that group;
- The capability to open doors in support of the fundraising activities of ORC.
- First class communication skills

##### Desirable

- Financial management skills;
- Skills in strategy development;
- Experience of working with the executive of an organisation to take forward the steering group's agenda on strategy and business planning;
- Knowledge of charity law.