

JOB DESCRIPTION

Job Title	Charity Manager
Managers Job Title	Reports to the Council of Trustees
Job Description last updated	October 2023

Job purpose

To develop the capacity, scale and reach of the Biodynamic Association (BDA) activities and carry responsibility for fulfilling the charitable aims and supporting the maintenance and development of certification activity.

Lead the organisation to proactively promote biodynamic knowledge and practice; enable research and its dissemination and the deployment of the BDA's overall strategy.

Be a key spokesperson for biodynamics in the UK and represent the BDA worldwide.

Key responsibilities

- Lead, coach and inspire a team of knowledgeable and dedicated employees. Work effectively with the Certification Manager to achieve oversight, management and development of the whole charitable organisation.
- Contribute to strategic planning by the Council and the budgeting for the organisation with full oversight of the business financially and operationally. Lead on annual planning and deployment for the charity.
- Manage and audit approved budgets, carry out corrective action to maintain financial resilience if needed. Assure good policy, procedures and governance practice.
- Enable the development of new and sustainable income streams and fundraising activities to support the delivery of the charity's strategic plan. Strengthen relationships with institutional and statutory grant-makers and private funders.
- Maintain and strengthen relationships with principle supporters and stakeholders, including by enabling the provision of events and workshops for licensees, members etc.
- Develop workforce capacity and line manage the charity activity employees, contractors and volunteers, to include managing workload, task allocation and provide support, feedback and training with regular reviews.
- Develop the charity by growing the number of members and other partners, develop the overall visibility of the organisation, biodynamics and Demeter produce.
- Represent the BDA, acting as an external spokesperson on biodynamic agriculture and Demeter standards. Develop the expression of biodynamics in diverse ways for a variety of audiences,

further the interpretation and understanding of Steiner's teachings on farming, gardening and the environment. Raise the BDA's profile in national and international debates.

- Strengthen the UK's biodynamic community including the strategic activities of the Whole Movement, further develop the relationship with the Anthroposophical movement. Oversee and enable the development of greater research in the UK context.
- Connect to national and international organisations and strategy related to Biodynamics, Demeter and Organics (BFDI, IFOAM, FiBL, Goetheanum Agriculture Section, and others).
- Maintain and expand links and further the integration of the BDA and biodynamics into the wider agroecological, regenerative agriculture, environment and health movements relating to practice, research and policy.

Skills, knowledge & experience required

- Demonstrable experience of business planning, business development and budgeting within the charity sector.
- Experience of successfully leading and performance managing an occupationally diverse team, working to an agreed strategy, and developing operational resilience through cross skilling.
- Understanding of Biodynamics and of Steiner's teachings.
- Good communication and networking skills.
- Qualifications: a degree in a suitable subject and business or management qualifications are desirable or evidence of other knowledge and experience to carry the responsibilities.
- Membership of HR, Management or Accountancy bodies an advantage.

Specific requirements

The job will require some UK and international travel and some weekend working, and at times some evening hours.

Notes

Job 0.6FT with potential to increase

Stroud Office based

Holidays - 21days + bank Holidays, increasing by 1 day from second year to max 30