

Tuppenny Barn Centre Manager & Deputy to the CEO

Dear Applicant,

Thank you for your interest in this exciting opportunity to work with the great team here at Tuppenny Barn charity. The Centre Manager & Deputy CEO is a key role in the charity and offers an amazing opportunity to be involved in many aspects of the charities work.

The successful candidate will be a leader and manager who works collaboratively with others. You will be happy to adapt to the challenges of the day whilst keeping a watchful eye on the detail and keeping things moving over the medium term to ensure successful delivery of the charity's activities.

You will work alongside the Chief Executive informing the direction of the charities work but will be expected to build strong relationships across the team and with wider stakeholders to support the effective running of the charity's daily operations.

First and foremost, we are looking for the right candidate who will bring a positive attitude and the right behaviours. We recognise that you may not feel you meet all the requirements or specification for the role, however, if you are a positive leader and manager who is passionate about wellbeing, sustainability, and the environment then we are interested in hearing from you.

To learn about the charity, who we are and what we do please visit our website at:

www.tuppennybarn.co.uk

For an early informal conversation and to address any questions you have about the role, please contact our current Chief Executive, Maggie Haynes at Maggie@tuppennybarn.co.uk or our current Centre Manager, Cath Bryant, at cath@tuppennybarn.co.uk.

Application

Please apply with a current CV and accompanying letter that outlines:

- Why you want this role.
- How your experience best fits the job description and person specification.
- What you will add to the Tuppenny Barn team.

Applications should be received no later than midday on Friday 9 September 2022. Interviews for shortlisted candidates are currently planned for Tuesday 13 September 2022. Interviews will comprise two components:

Formal Interview Panel

A formal interview with a 3 person panel including the Chief Executive Officer, The Centre Manager and an external panel member. This interview will explore your reason for applying, your previous experience and how you would approach the role of Centre Manager & Deputy CEO.

Stakeholder Session

This stakeholder session will be held with a small cohort of Tuppenny Barn staff and will be an informal semi structured discussion. Following introductions, you will take a few minutes to:

- Outline your background.
- Explore your reason for wanting the role.
- Set out how you would approach the role if appointed.

The group will then ask some additional questions to further explore your approach to the role. Feedback from this session will be passed to the Formal Interview Panel to inform their final appointment decision.

Yours Sincerely

Maggie Haynes
Chief Executive Officer



Tuppenny Barn Centre Manager & Deputy to the CEO Job Description

Salary: Up to £27k, dependent on experience
Hours: 40 hours per week. Monday - Friday 8.30am - 5pm with some flexibility for occasional evening and weekend commitments
Location: Southbourne, West Sussex
Contract: Permanent position. Office based
Reports to: CEO

Closing Date: Midday Friday 9th September 2022

Interviews

Interviews for short listed candidates will be held at Tuppenny Barn on Tuesday 13 September 2022.

Tuppenny Barn

Tuppenny Barn is located on an award winning organic smallholding and its key charitable objective is to provide children with the experience of growing, cooking and eating healthy food, particularly with disadvantaged children. The charity introduces the concepts of sustainability, biodiversity and conservation to the next generation responsible for protecting the environment.

Tuppenny Barn was founded in 2005 and has subsequently grown from a hectare of pasture land into a thriving smallholding. The fully accessible education centre is built with environmentally friendly materials and is an instantly recognisable and outstanding icon for the project. It contains a large kitchen where the home grown produce is cooked during school. The site where fruit and vegetables are grown organically is fully accredited by the Soil Association. It works as an outdoor classroom enabling hands-on experience for children on our programmes. The charity currently reaches out to around 2000 children and young people each year and is committed to expanding its services. There is a weekly produce shop and an organic vegetable bag scheme serving the local community.

Main Purpose of the Role

- Actively lead and collaborate with the wider team in delivering the day-to-day operations of Tuppenny Barn Charity to promote the aims and activities of the charity and support all staff, volunteers and users of the Charity.

Key Responsibilities

- Oversee the busy daily activities and duties of the Centre and charity, providing efficient management and administration to support effective day-to-day running of all operational matters.
- Support the CEO and deputise as required.
- Be adaptable and able to balance everyday operational demands with medium term planning and administration and inform the strategic direction of the charity.
- Work flexibly to accommodate some events that fall outside of normal operating hours. This will mean occasional evening and weekend work to support events with time taken back in lieu.
- Co-ordination and administration of all Tuppenny Barn events including administration and coordination of the private hire of the centre (includes parties, ceremonies, wedding receptions, wakes and art exhibitions).
- Undertake Reception Duties and Diary Management.
- Data processing and inputting and management of records.

Activities and Duties

- Co-ordination of facilities management for the Centre including centre security, health and safety, cleaning, servicing, maintenance and repairs, this includes ensuring the cleanliness and safety of the Centre for all users.
- Co-ordination and administration of the private hire of the centre from initial enquiry through to delivery (includes parties, ceremonies, wedding receptions, wakes, art exhibitions etc). This requires occasionally to be on call, a duty shared with the CEO.
- Directly coordinate and facilitate wakes for the duration of the event or to ensure a suitable trained person undertakes this role.
- Instigate the annual events programme with assistance from the CEO.
- TB Events – Tasks such as liaising with suppliers, managing staff and volunteer rosters, instigating event ticketing and overseeing all ticket sales using Espresso software, writing risk assessments, assessing parking requirements, arranging marquee, café and café volunteer staff. This will include attending some of the events as required which can include evening or weekend work.
- Provide day to day leadership and decision making for the smooth operation of Tuppenny Barn activities and deputise for the CEO in executive decisions in their absence.
- Coordinate with other managers and staff to ensure a team approach for continuity of business of all functions and activities.
- Deputising for the CEO's annual leave and other staff leave when required to ensure continuity of business e.g. assisting the cropping team.
- Liaising with the IT contractor to ensure the smooth running of the Centre IT system and with external parties for maintenance.
- Liaising with the Social Media Manager for all TB marketing.
- Co-ordination of marketing posters and fliers and liaising with the printer or graphic designer for production of all marketing materials.
- Responsible for TB volunteer administration including contact details/medical information in conjunction with the Volunteer Co-ordinator.
- Key holder. Maintain up to data records of all TB key holders
- Set-up, manage and pack up the shop on occasions when Shop Manager is on leave or additional support is required. This can include physical tasks that require some heavy lifting.
- Responsible for TB personnel administration, including record keeping and holiday records
- Undertake day to day management of finances including maintaining records, raising and paying invoices and reporting on budgets and expenditure.

**Tuppenny Barn Centre Manager & Deputy to the CEO
Person Specification**

Qualifications & Training	Essential (E) or Desirable (D)	On Recruitment	After Training
Holds and maintain a current UK driving licence	E	X	
Qualifications or Training in Management, Leadership	D	X	
Qualifications or Training in Horticulture, environment or sustainability	D		X
GCSE in Maths and English A-C or equivalent grade/level of education	E	X	
Experience			
Proven experience of Managing and Leading a team in a public, private or charitable sector	E	X	
Previous experience of producing work schedules and plans and managing individual and team performance	E	X	
Experience in Horticulture or Sustainability	D	X	X
Experience of the Charity or voluntary sector	D	X	X
Experience of prioritising own workload and as part of a team, understanding the needs of the team and the business	E	X	
Experience of managing Health and Safety and Risk Management in a working environment.	D	X	X
Knowledge/Skills	Essential (E) or Desirable (D)	On Recruitment	After Training
Excellent written communication skills (e.g. letter writing, responding to emails, drafting communications and briefings)	E	X	
Good verbal communication skills	E	X	
Excellent interpersonal skills, able to clearly express oneself and engage with people at all levels	E	X	
Reliable and will respond and follow through on obligations	E	X	
Ability to organise and prioritise work of self and others	E	X	
Will act on own initiative and encourage others to do the same	E	X	
Good numeracy skills	E	X	
IT Literate in MS Office	E	X	
IT literate in MS Event Espresso	D		X

Able to work flexible to accommodate TB activity	E	X	
Experience of working in a team	E	X	
Excellent planning and organisational skills	E	X	
Self-motivated with a positive attitude and a willingness to take on new challenges	E	X	
Ability to pay attention to detail	E	X	
Work well under pressure, and able to pro-actively manage competing demands for your time	E	X	
Knowledge of Mailchimp and Wordpress	D		X
Can undertake safe lifting and moving of items	E	X	X
Personal Qualities	Essential (E) or Desirable (D)	On Recruitment	After Training
Passion or Interest in wellbeing, the environment or sustainability	D	X	
Ability to engage with colleagues and stakeholders on different levels to negotiate and achieve results	E	X	
A good time keeper	E	X	
Be a team player	E	X	
Be customer focused with a positive, enthusiastic and flexible approach to work	E	X	
Self-motivated with drive and focus to achieve objectives	E	X	
Flexible and able to work outside of normal office hours	E	X	
Enjoys and able to undertake outdoor physical activity	E	X	

Essential and Desirable criteria will be assessed through Application and interview.

Essential Criteria are the qualifications, skills, experience and knowledge needed to be considered for this role.

Desirable criteria are used to help decide between candidates who meet All the essential criteria.