

JOB DESCRIPTION

Job title: Executive Director: 3 days/week, 2-year contract, potentially permanent post. Pay based on up to £26,600 (£13.35ph) with holiday allowance pro-rata of 21 days + bank holidays.

The Biodynamic Agricultural Association (BDAA, commonly abbreviated to Biodynamic Association or BDA) is a charitable organisation founded in 1929 to foster and promote biodynamic farming and gardening in the UK. We give support and advice, publish our journal Star & Furrow, and organise regular workshops and conferences. We belong to the worldwide biodynamic movement, inspired by Rudolf Steiner's Agriculture Lectures, given in 1924. Our aim is greater health and vitality for people and planet through more biodynamic acres, more biodynamic food, and more understanding of biodynamics.

We are seeking a passionate person with knowledge of biodynamics to take the BDA to the next level. The Executive Director of the Biodynamic Association is responsible for overseeing the strategic and day-to-day operations of the Association, including fundraising, promotion and outreach. The position reports directly to Council and works in a collegiate manner with the existing executive and operations teams that currently comprise: Office Manager and Assistant to Executive Director, Editor of Star and Furrow, Communications Executive.

Purpose of job

To develop the scale and reach of the BDA's activities and specifically to:

- Uphold the BDA's charitable objects professionally and responsibly;
- Execute agreed strategic goals and vision of the BDA;
- Lead the executive team in the implementation of the Association's business plan;
- Co-Create and deliver an ever more effective organisation capable of delivering excellent, sustainable projects, workshops and conferences which contribute towards our goal of increasing knowledge & use of Biodynamic methods;
- Ensure that the charity is well administered in all its parts and meets its governance responsibilities;
- Enhance the charity's impact and profile both nationally and internationally;
- Manage the staff to enable them to maximise their personal contributions.

General Duties

Leading and managing the organisation:

- Overall Executive responsibility for the BDA – leading on the implementation of the business plan, including reviewing progress against the plan, meeting appropriate targets and reporting to Council
- Hold responsibility for strategic and day-to-day financial management of the charity including preparation of budgets, control of income and expenditure, and risk management
- Lead on fundraising for delivery of the business plan, and develop relationships with institutional and statutory grant-makers and high-value supporters
- Facilitate a happy and co-operative executive and operational team, including by ensuring that they have a voice in the planning and operations of the organisation as well as fulfilling their own responsibilities, based around a monthly Vision and Action Planning meeting (VAP). This includes staff line management and conducting annual appraisals

BIODYNAMIC AGRICULTURAL ASSOCIATION

Leading external relations:

- Act as the public face of the BDA, representing the charity in press and public appearances as required
- Represent the BDA and maintain effective relationships with principle supporters and stakeholders
- Develop and maintain policy relations with relevant UK Government departments and other significant decision-makers;
- Maintain and expand links and further integration of the BDA into the wider agro-ecological/progressive agriculture, environment and health movements relating to practice, research and policy
- Strengthen and maintain relations within the anthroposophical and biodynamic movements both in the UK and internationally including the Anthroposophical Society GB and the Agricultural Section at the Goetheanum
- Represent the BDA at Whole Movement Meetings of the biodynamic community in the UK

Specific Tasks

- Work with Council and its committees to develop new business plan based on the new BDA Vision and Strategy
- Review income generation and generate new income streams with the aim of enabling a full time Executive position, a fundraising position, a projects coordinator and farm advisor.
- To take the membership concept forward and develop local groups
- To continue to expand PR and media activities – website, BD Buzz, social media, print journalism
- Develop ways to further engage with membership including local groups
- Finalise development of new BDA logo and strapline
- Support the new biodynamic gardening strategy
- Work with Certification to implement a marketing strategy
- Create and plan Producer Days in liaison with Certification and Council
- Join the final stages of the development of the new BDA strategy through its visioning process
- Develop policy positions and raise the profile in national and international debate on Brexit, Climate Change, etc
- Oversee the development of the new Editorial Board for the Star and Furrow

DEADLINE FOR APPLICATIONS: 4TH DECEMBER 2018

Please send letter of application and CV to office@biodynamic.org.uk.

We expect to interview before Christmas, for appointment in January/February 2019