

## **Job description for AFCP Charities Coordination Director**

**Job title** Charities Coordination Director of AgriFood Charities Partnership (AFCP)

**Reports to** Chairman and Directors of AFCP Board

### **Job purpose**

To ensure that AFCP's mission is consistent with the objectives of charities, funders and resource providers and offers effective and efficient support in the achievement of these objectives.

To ensure that the AFCP website is up-to-date and relevant.

To identify, develop and communicate opportunities and synergies for collaboration between charities, other funders and resource providers.

### **Duties and responsibilities**

1. Knowledge of charities supporting the agri-food industry

Develop and implement a programme of communication and enquiry with all identified and known charities.

2. Maintenance of an up-to-date website

Prepare and implement a timetable for the regular review of information on the website, including the introduction of new charities and information.

3. Develop opportunities for collaboration

Maintain close personal contact with key members of charities, other funders and resource providers to understand their aspirations, operations and programmes.

Promote the role and activities of AFCP to ensure it is recognised and acknowledged as an effective facilitator for collaborative activities.

Establish as appropriate networks or groups of charities to facilitate collaboration amongst them and possibly with funders and providers.

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### **Qualifications**

A thorough knowledge of the industry is essential, including colleges, universities and major funding organisations which support the industry e.g. AHDB. BBSRC

A formal qualification in agriculture or related discipline would be desirable.

An outgoing, can-do approach which is capable of identifying and then addressing issues relevant to the success of AFCP would be required.

A sympathetic listener capable of building strong personal relations with key figures in both the charities and resource providers would be required.

### **Working conditions**

This part-time role is expected to require in the region of 40 days pa. on a self-employed basis and remuneration of £10,000 pa. Part-time Secretariat support for assistance with administration and finance is provided.

It is envisaged that the initial contract would be for two years, with a six-month review.

The job is conducted primarily from home with the occasional visit to the registered office (currently at Cranfield University) or to London or other venues for meetings with Board members, and travel to meet charities and other organisations at their registered offices.

### **Physical requirements**

An understanding and patient nature is required as well as a full driving licence and access to a car as required.

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### **Applications**

For further information, please contact

AFCP Chair, Graham Jellis, on [graham.jellis@gmail.com](mailto:graham.jellis@gmail.com)

Letters of applications, with supporting CV, should be submitted,

**before 28<sup>th</sup> October 2022**, by email, to:

AFCP Chair, Graham Jellis, on [graham.jellis@gmail.com](mailto:graham.jellis@gmail.com)