

Candidate Brief

Environmental Programme Manager

The Royal Countryside Fund



A message from Executive Director, Keith Halstead

Thank you for your interest in becoming our Environmental Programmes Manager.

Rural Britain is exposed to the relentless pace of economic, environmental and social change that is so often ignored in our national conversation. 71% of our land is under the stewardship of farmers, and one fifth of the population live in rural communities. Without our collective help, the beautiful landscapes which form part of our culture and heritage will be diminished, the industry we all rely on for heathy, home-grown food will struggle to survive, and the skills honed by generations of rural workers will be lost.

Founded in 2010 by His Majesty King Charles III, then The Prince of Wales, our ambition is to become the countryside charity of choice for people who live and work in rural and farming communities who seek expertise, support and practical solutions to achieve a secure and sustainable future. This reflects the RCF's approach to help those who wish to help themselves - to "power-up, not prop up".

770 farming families are currently participating in our life-changing farm resilience programmes across the UK and we are seeing an increasing demand for the practical, grounded support that we offer, informed by local circumstance, and delivered through trusted partners who are embedded in the farming communities that we serve.

As we transition to our new strategic plan in 2024, we want to accelerate our scale and reach as an operational, delivery-focused charity and reshape our help for family farms through a new progressive and high-quality programme of support. This will focus on business and financial planning while integrating the success of our recent work on nature-based solutions, including carbon, biodiversity and grazing regimes, as well as introducing new subject areas like soils and agroforestry.

If you have the experience, skills and qualities we are set out in this brief, and if you are driven by a desire to enact long-lasting change through increasing the knowledge and ability of the most vulnerable farmers to survive and thrive, and by farming in a way that enhances nature, then I hope you will feel inspired to find out more.

About The Royal Countryside Fund

Established by His Majesty King Charles III in 2010, when Prince of Wales, The Royal Countryside Fund (RCF) is creating a real future for rural Britain. Their vision is of thriving family farms and rural communities, encouraged and recognised for the way they look after the countryside and their role in creating a sustainable future for the whole nation.

The charity's work falls under three pillars – enabling farming families to thrive, building confident rural communities, and inspiring support. They provide help, funding, and advice to all people living and working in the countryside, with an ambitious fundraising strategy to underpin these aims.

The Role

Reporting to the Head of Operations, the Environmental Programmes Manager will oversee and manage aspects of the RCF's work on environmental sustainability for farm businesses under the strategic aim "Enabling family farms to thrive". Specifically, this includes delivery of programmes on Soils, Carbon, Biodiversity and development of new environmental support, such as Agroforestry, for farm businesses. They will ensure the successful delivery of the RCF's work on environmental sustainability.

Main responsibilities/accountabilities are to:

- Work with the Senior Management Team, develop and lead on the delivery of all aspects of the RCF's activity on environmental sustainability for farm businesses; including agreeing agreed budgets for all activity under this strategic aim and manage all programme tendering, contract negotiation and impact assessment.
- Provide line management to a Programme Officer and oversee their successful delivery of RCF's existing and upcoming programmes in this area.

Stakeholder engagement

- Be responsible for managing any stakeholder advisory groups to support the development of RCF's environmental programmes.
- Develop effective working relationships with all national and regional programme delivery partners.
- Prepare briefings and updates for the Executive Director, RCF Board of Trustees and committee members
- Support the Head of Operations to engage with key industry stakeholders including Defra and government in Northern Ireland, Scotland and Wales.

Measuring impact

- Monitor and report against agreed KPIs for each programme and use RCF's Monitoring, Evaluation and Learning framework to monitor the impact of each programme and oversee the successful collection of evaluation data.
- Work with the Head of Operations ensure the continued evolution and improvement of programmes based on impact assessment.
- Work with the communications team and Senior Management Team to demonstrate the RCF's impact under our strategic aim of "Enabling family farms to thrive".

Advocacy and research

- Monitor trends and developments in relevant policy, and private markets to inform the content of RCF's programmes.
- Act as a spokesperson for RCF's work in this area.

Communications and events

- Where relevant, support the RCF's involvement at events including developing the programme, speakers and guest list.

Funding

- Working with the fundraising team, create progress and impact reports for corporate partners and other funders in line with our existing reporting system.
- Support the fundraising team to develop cases for support where required.

The Candidate

The successful candidate will be pragmatic, have a good knowledge of farming that works in harmony with nature, an understanding of the direction of government agricultural policy; operational experience, possibly within a project-setting; and the ability to work with a wide range of partners, so good communication skills are essential, as is a positive attitude that would bring a fresh, collaborative approach to this role. They will also demonstrate:

- Good knowledge of UK agricultural policy and rural affairs including current agri-environmental initiatives and sustainable agriculture.
- Experience of engagement with Agri- environmental farming and of relationship building and stakeholder engagement.
- Effective leadership skills and the ability to motivate colleagues, and be able to manage a direct report.
- Excellent project management, organisational, planning, prioritisation and time management skills.
- Excellent communication and presentation skills – written and oral – with a wide variety of audiences both internally and externally.
- Good research and analysis skills.

The RCF functions as a team and the successful candidate will be comfortable working in that environment. They will be a team player, happy to pick up tasks as required. They will always act in accordance with RCF values and recognises the implications of working within a charity and the associated beneficiary responsibility.

Terms of Appointment

The role is full time (37.5 hours a week), permanent and is predominantly home-based with regular time in the charity's central London office (a minimum of 5 days per month and in accordance with their hybrid working policy).

The salary range for the role is £40-45k. There is a contributory pension through the Royal Household Worksave Pension Scheme with up to 7.5% of employer contribution upon completion of six months' continuous service, which is conditional on employees maintaining a minimum contribution of 2.5% of salary.

25 days annual leave rising by 1 day for every year of service to a maximum of 30 days, plus 8 statutory bank holidays, and a further discretionary day at Christmas. Other benefits include:

- 3 days volunteering leave per calendar year
- Life Assurance which provides for a lump sum benefit equivalent to four times a staff member's basic annual salary for those who are under State Pension age.
- Income protection after qualifying period.
- Financial contribution of £500 to an employee's own private healthcare scheme.
- Home-based with weekly office presence; free tea/coffee/soft drinks provided in the office.
- Railcard (if eligible for national schemes)
- Time off in Lieu policy; training and development opportunities.

How to Apply

The Royal Countryside Fund has engaged Wild Search to advise them on this appointment.

Anyone wishing to be considered or to apply is welcome to contact Katherine West at Wild Search on 0207 233 2230 or to email rcf@wildsearch.org to arrange a discussion in confidence.

To apply, please email the same address with the following Word documents:

1. A CV (ideally of no more than 2 pages) including names of two referees (none of whom will be contacted without your consent and only if you are shortlisted)
2. Details of your current salary, other benefits and notice period.
3. A summary note of no more than 2 pages setting out your interest in the role and how you meet the requirements.

Candidates are also asked to complete an Equality and Diversity Monitoring Form online: <https://www.wildsearch.org/equalitydiversityform>

The deadline for applications is 5 February 12 noon.

Following a shortlisting meeting those candidates who are successful at that stage will be invited to interview at the offices of The Royal Countryside Fund during week beginning 12 February.

It is hoped that the successful candidate will be able to start work as soon as possible subject to their current notice period.

Equity, Diversity & Inclusion

The Royal Countryside Fund's Board of Trustees is committed to a clear, agreed and effective approach to supporting equality, diversity and inclusion throughout the charity and in its own practice. This approach supports good governance and the delivery of our charitable purpose. The Royal Countryside Fund is committed to encouraging equality, diversity and inclusion among our staff team, and eliminating unlawful discrimination. The aim is for our staff team to be truly representative of all sections of society and our supporters, and for each employee to feel respected and able to give of their best. The charity - in providing funding or in delivering our charitable purpose - is also committed against unlawful discrimination of those we engage with and the public. A copy of the full policy is available on request.