

## **JOB DESCRIPTION**

<b>Position:</b>	Farming and Rural Skills Education Manager
<b>Reports to:</b>	Education Director
<b>Salary:</b>	Commensurate with role and experience
<b>Base:</b>	Dumfries House Estate

### **The King's Foundation**

The King's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organisation is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice.

The work of The King's Foundation is inspired by our Founder and President, His Majesty The King, and his philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments.

We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

### **Location**

The post is based at the Head Office of the King's Foundation at the Dumfries House Estate, Cumnock, Scotland KA18 2NJ.

## **The Role**

The Farming and Rural Skills Education Manager will have overarching and day-to-day responsibility for leading The King's Foundation's education farming and rural skills initiatives, including leading on the content development, strategic vision and delivery of the newly opened MacRoberts Centre for Farming and Rural Skills to ensure that it becomes a nationally recognised centre for excellence in line with the vision of The King's Foundation. They will also oversee the strategy and operation for Valentin's Farm and ensure both centres meet the needs of the target audience.

The post holder will take a strategic and operational role in the development and implementation of education activity, training programmes and public events. They will lead on the development and delivery of programmes related to farming and rural skills working to a five-year strategic plan. They will ensure there is seamless progression for learners throughout primary, secondary, post school education and training and continued professional development. The post holder will ensure all programmes link to the priorities laid out in the strategic plan and ensure delivery of relevant and up to date best practice within the farming and rural skills sector is delivered. Programmes should link to UK wide education and industry priorities. The post holder will manage evaluation approaches across the related curriculum areas and be responsible for producing a number of reports in line with funding requirements. The post holder will also prepare and deliver classes where relevant and oversee events across a range of ages while managing a small team of tutors, technical support and consultants to effectively deliver against the aims.

Drawing on the experience and knowledge of the King's Foundation and the Harmony approach in delivering education, the post holder will be responsible for assisting in the development of a network of affiliate educational institutions, industry partners, placement providers and supporters and ensuring the delivery of high-quality education courses to students.

## **Key Tasks**

Specific duties will include:

- Support the Education Director in the delivery of the King's Foundation's Education Strategy and reviewing against aims and targets annually.
- Strategically lead on the implementation of the five-year plan for the new MacRoberts Farming and Rural Skills centre to ensure it becomes a nationally recognised centre of excellence while future planning for longevity.
- Responsible for line managing education staff and tutors involved in the delivery of the relevant programmes.
- Identify opportunities to develop innovative new programmes to complement the existing education landscape both as commercial opportunities and those that match grant funding priorities in response to sector, environment and policy changes.
- Develop and manage flagship programmes in line with other curriculum areas that fill a gap in provision and demonstrate interdisciplinary learning.
- Manage external stakeholders and consultants utilised in the delivery of education programmes.
- When required deliver lessons to a range of stakeholders.

- Alongside the Education Director, plan and manage the budget for the King's Foundation's Farming and Rural Skills education programmes.
- With the support of the education team ensure the smooth delivery of the King's Foundation's farming and rural skills programmes, a responsibility which will include:
  - Liaising with industry practitioners across the UK to ensure relevant course content.
  - Liaising with key organisations, and stakeholders within the sector, such as Education Scotland, RHET, National Farmers Union and Lantra as well as experts in the field and aligned charitable initiatives.
  - Overseeing the curriculum development of the key areas and ensuring links to CfE, Harmony education and sustainability.
  - Coordinate with other Education Managers to ensure links to other programmes on the estate.
  - Ensuring staff within the team are utilised appropriately to deliver the educational targets and underpinning key messages.
  - Identify opportunities to certificate programmes in line with stakeholder need.
  - Deliver content to a range of ages across the relevant programmes.
- Maintain effective administrative systems, policies, and procedures to provide an organised and efficient structure for the delivery of programmes. These systems will include:
  1. Timetables /programming
  2. Utilising existing booking systems
  3. Attendance records
  4. Resource management and budget planning
  5. Evaluation of programme delivery
  6. Annual and funding report content
  7. Adherence to overarching strategic plan
- Manage the development and delivery of the Farming and Rural Skills strategy to build and maintain a sector leading programme for education engagement, responding to the current climate in regenerative and organic practice.
- Work closely with the wider curriculum team to develop annual and seasonal offerings for multiple client groups.
- Deliver annual events focusing on farming and rural skills as well as supporting wider curriculum events.
- Ensure commercial activity and CPD workshops take place across the year to embed the centre as a sector hub.
- Work with other King's Foundation departments to ensure links between theory and practice are integrated with education.

It is in the nature of the work of the King's Foundation that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises those tasks which are not specifically covered in their Job Description must be undertaken.

## Person Specification

The essential skills, knowledge and experience required are:

- Relevant degree level qualification related to the industry or in another relevant subject.
- Relevant and up to date industry experience/knowledge in the farming and rural skills sector.
- Knowledge of the Education environment in relationship to schools and further and higher education, as well as alternative routes into farming and rural skills careers.
- Excellent project management experience, overseeing multiple projects including experience in the running of educational and/or apprenticeship programmes and of managing staff teams.
- Experience in delivering education programmes to a variety of stakeholders.
- Excellent understanding of principles of sustainability, and how these relate to the industry and education sectors.
- Excellent network of partnerships or stakeholder relationships within the sector.
- Experience managing grant or foundation funded programmes, including of the reporting and financial management requirements.
- Ability to work proactively and flexibly under pressure and to achieve set objectives.
- Strong leadership skills and demonstrable innovation in approach.
- Strong organisation skills and the ability to work with minimal supervision.
- Understanding of and support for the ethos and principles underlying The King's Foundation and Harmony Education.
- Competencies necessary for the role include strategic thinking, teamwork, performance management, budget management, working to deadlines, organisational and leadership qualities, research and writing skills and influencing skills.
- The ability to communicate efficiently and clearly in spoken and written language with people from a wide range of backgrounds
- Confident use of computers, and ability to create high quality presentations. Working knowledge of Microsoft Office software (PowerPoint, Excel and Word), Windows XP, Adobe.
- Some travel within the UK and occasionally overseas may be necessary.

### Other:

- The post will be based at Dumfries House, KA18 2NJ with the requirement to travel on occasion.
- Your working hours will be 37.5 hours per week (including occasional evening and weekend working)
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure Scotland.
- Subject to satisfactory references

**Applications:** Please submit a completed [Application Form](#) together with a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson: [hr.recruitment@kings-foundation.org](mailto:hr.recruitment@kings-foundation.org)

**Closing date for applications:** Monday 8<sup>th</sup> January 2024 at 5.00pm