



JOB DESCRIPTION

Position: Food, Farming and Horticulture Education Manager

Reports to: Education Director

Salary: circa £30 - £35k depending on experience

About the Prince's Foundation

The Prince'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 Prince's Foundation is inspired by The Prince of Wales's 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.

Location

The post is based at the offices of the Prince's Foundation at the Dumfries House Estate, Cumnock, Scotland KA18 2NJ

The Role

The Food, Farming and Horticulture Manager will have overarching and day-to-day responsibility for managing several the Prince's Foundation's key education initiatives, including programmes in the subject areas of field and farm to fork, horticulture and nature related wellbeing linked to the subject area. The post holder will take a strategic and operational lead in the development and implementation of primary and secondary school workshops, short courses, project related education activity, teacher training programmes and public events. They will lead on the development and delivery of programmes related to the wider food education activity and links to wellbeing agenda and work closely with the Farming and Rural Skills co-ordinator to ensure the programme content is in line with strategic aims. They will ensure all programmes link to UN Sustainability Goals as well as linking to UK wide education priorities. The post holder will be responsible for maintaining and building partner and stakeholder relationships. The post holder will be managing 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 and events across a range of ages while managing a small team including the Farm and Rural Skills Co-ordinator and tutors.

Drawing on the experience and knowledge of the Prince'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 Prince's Foundation's Education Strategy and reviewing against aims and targets annually.
- Responsible for line managing education staff and tutors involved in the delivery of the relevant programmes.
- Teach food and horticulture related programme content to a range of stakeholders from primary to adult learners.
- Lead on flagship programmes – Growing Together/Cooking Together and Food for the Future.
- 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 particular Horticulture for secondary school pupils and post 16 learners.
- Manage external stakeholders and consultants utilised in the delivery of education programmes
- Alongside the Education Director, plan and manage the budget for the Prince's Foundation's STEM education programme.
- With the support of the co-ordinator and tutor team, ensure the smooth delivery of the Prince's Foundation's core food, farming and horticulture programmes, a responsibility which will include:
 - Liaising with industry practitioners across the UK to ensure relevant course content
 - Deliver content to a range of ages across the relevant programmes.
 - Liaising with key organisations, and stakeholders within the sector, such as Education Scotland, RHET, National Farmers Union and Lantra.
 - 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.
- 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 Food, Farming and Rural Skills strategy to build and maintain a sector leading programme for education engagement, responding to the current climate in formal education and within industry.
- Work closely with the curriculum lead team to develop annual and seasonal offerings for multiple client groups.
- Deliver annual events in partnership with other centres and strategic aims.
- Assist in the development, facilitation and delivery of education programmes and short courses as opportunities arise, both in the UK and internationally.
- Work with other Prince's Foundation departments to ensure links between theory and practice are integrated with education.

It is in the nature of the work of the Prince'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 in horticulture or the food industry or in another relevant subject with equivalent industry experience.
- Understanding of and support for the ethos and principles underlying the Prince's Foundation and Harmony Education.
- Good understanding of principles of sustainability, and how these relate to the Food, Farming and education sectors.
- Knowledge of the Education environment in relationship to schools and further and higher education, as well as alternative routes into Food, Farming and Horticulture careers.
- Strong project management experience, including experience in the running of educational and/or apprenticeship programmes and of managing staff teams.
- Experience in managing multiple projects with both internal and external stakeholders.
- 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.
- 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
- 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 education@princes-foundation.org

Closing date for applications: Friday 29th October 2021

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