Chief Executive

Job Description

Summary

Job title: Highland Good Food Partnership (HGFP) Chief Executive

Salary: £22,500 (£45,000 FTE)

Hours per week: 17.5 hours per week (2.5 day week equivalent)

Work base: Working from home

Reports to: HGFP Trustees

Highland Good Food Partnership

The **Highland Good Food Partnership's** vision is a good food system that is a resilient and regenerative network of farms and producers, built on diversity, interconnectedness and fairness to support health and wellbeing for all of life. We work collaboratively with representatives from the public sector (eg The Highland Council, NHS Highland, Highlands & Islands Enterprise, Scottish Prisons Service), NGOs (NFU Scotland, Landworkers Alliance, Nature Friendly Farming Network, Highland Third Sector Interface, Scottish Crofting Federation), landowners and farmers (private individuals and businesses, National Trust for Scotland), community growing groups and concerned individuals. Recent projects include a tour for buyers of producers in the Inverness/ Loch Ness area, the production of a toolkit for local food festivals, a webinar highlighting growing projects in schools and a series of workshops for community growing groups. We are a membership organisation, with over 300 members.

Main duties

1. To be responsible to trustees for effective functioning of the HGFP, working with staff and trustees to implement existing work streams and develop new ones.
2. To co-ordinate the delivery of HGFP work across all aspects of food sustainability and inspire the active participation of a wide range of local partners. This will include delivery of Regional Food Group (RFG) and Sustainable Food Places (SFP) objectives.
3. Work with partners to develop a Highland food strategy.

4. To contribute to the national SFP and RFG Networks.
5. To support HGFP in identifying and securing income and resources to sustain the Partnership over the long term.

Person specification:

Qualifications	Educated to degree level in a relevant discipline
Knowledge & Experience	**Essential** 1. An effective collaborative worker 2. Experienced relationship builder and comfortable within senior levels of public and private sector environments 3. Experienced at co-ordinating/delivering projects in food and/or community development 4. Ability to manage and support staff 5. Ability to manage budgets **Desirable** 1. Experienced in project management 2. Experienced in working with volunteers and committees 3. Has knowledge and experience of workings of the public sector 4. Has knowledge and experience of workings of the communitysector 5. Has knowledge and experience of the workings of the food sector 6. Understands policy and practical issues impacting on sustainable food supply 7. Has experience of communicating complex issues to diversestakeholders
Skills	**Essential** 1. Able to develop and implement strategic and opportunistic proposals 2. Excellent interpersonal skills and the ability to deal with diverse groups professionally 3. Excellent organisational and time management skills 4. Excellent communication skills, both verbal and written 5. Excellent presentation skills **Desirable** 1. Confident in using standard Microsoft IT packages such as Word, Excel and Powerpoint 2. Confident in using virtual meeting and event platforms. 3. Confident in using online collaboration tools.

Benefits

The salary will be £22,500 per annum.

The post is for 17.5 hours per week. There will be some degree of flexibility required in hours worked, dependent on the needs of the post. Evening and weekend work will occasionally be required. Annual leave entitlement is based on a full-time equivalent of 25 days + 10 days public holidays.

Additional information

HGFP currently has three part-time employees:

- Two project officers, each working 2 days/ week
- A communications officer, working 1 day/ week.

There is also a podcast producer, who works on a contract basis but is considered part of the core staff steam.

The current vacancy is to take over from one of our trustees who has been filling this post in a voluntary capacity, and to devote additional time to develop the organisation. The post is funded for 3 years in the first place.

To apply, send a CV, and a short letter explaining the reason for your interest in the post, to recruitment@highlandgoodfood.scot. The closing date for applications is 6.00 pm on Friday 5th September, and first interviews will be held on 11th or 12th September, in Inverness.