

The Landworkers' Alliance – A union for farmers, growers, foresters and land-based workers, striving to improve the livelihoods of our members and create a better food and land-use system for everyone.

www.landworkersalliance.org.uk / info@landworkersalliance.org.uk



The Landworkers' Alliance – Operations Coordinator (Finance and Fundraising)

Hours: 2.5 days (20 hours) per week

Duration: Contract to 31st October 2023

Location: Working remotely with the capacity for some travel

Remuneration:* £14,560 gross annual salary PAYE (£29,120 pro rata). With 1.5% annual increase, subject to review. Statutory pension contribution and holiday allowance.

Start date: end of November or ASAP

Closing date for applications: Midnight 25th October

Interview period: Middle two weeks of November (exact date TBC) via Zoom

Website: landworkersalliance.org.uk

**The LWA has a pay parity policy and flat payment structure, with all workers paid at the same rate.*

The Landworkers' Alliance (LWA) is a union of farmers, growers, foresters and land-based workers operating across the UK. Our mission is to improve the livelihoods of our members and create a better food and land-use system for everyone. We have a vision of a future where producers can work with dignity to earn a decent living and everyone can access local, healthy and affordable food, fuel and fibre - a food and land-use system based on agroecology and food sovereignty that furthers social and environmental justice.

We are a dynamic and vibrant organisation that is entering an exciting phase of growth. Over the coming years we aim to significantly increase our membership base and expand member support and services, scale-out our projects and programmes, significantly advance our positions in policy making and develop our internal governance and organisational capability for this ambitious stage of growth.

Mode of Working:

The LWA is a members' cooperative represented by a Coordinating Group of directors elected by those members at the Annual General Meeting. The Coordinating Group steers the strategic, financial, governance and political work of the organisation and is also legally responsible for the management and operation of the LWA. Staff work in line with cooperative principles and in addition to specific job responsibilities may be required to participate in General Meetings and work teams as part of their hours, or additional paid time if needed.

The LWA does not have a centralised office and our staff work remotely but will be required to attend meetings that take place in various locations around the country. Reasonable travel costs will be covered in addition to the salary, however, this means candidates must have the skills and confidence to work remotely as part of a diverse team and a proven capacity to self-manage and work autonomously.

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We are committed to our [Equal Opportunities policy](#) and we welcome and encourage applications from anyone interested in this role who feels they have the relevant experience and skills.

Role overview and job description:

This is a 20 hours per week role until October 2023 to support the strategic development and management of the LWA as we grow.

The role will have a particular focus on the operational management of the LWA at a key moment in our organisational development as we increase our turnover and the number of projects we are working on, employ a larger team of staff, and increase the number of members and supporters.

To help us manage this growth we are seeking to recruit an Operations Coordinator with a focus on finance and fundraising. This role will be part of a two person operations management team, working alongside another role with a focus on HR and governance. These two roles will work closely together, with regular contact, overlapping work and a detailed knowledge of the area covered by both positions.

These roles will provide coordination of the LWAs growing staff team, maintain oversight of the many strands of the LWA's work and the diverse income streams, financial commitments and reporting requirements, ensure the Coordinating Group has the information necessary to make the right decisions and provide an important communication link between the Coordinating Group and staff.

Specific responsibilities of this role will be to:

Financial

- To work with colleagues, the LWA's bookkeeper and accountant to ensure that the organisation's financial affairs are orderly, well planned and strategically aligned.
- Ensure the organisation is well-resourced to deliver against its mission, including new and existing project commitments.
- Ensure effective systems are in place to monitor progress, evaluate financial performance and measure outcomes that can be communicated to the Coordinating Group and publicly.
- Provide oversight of the production and maintenance of organisational budgets for projects and programmes
- Be accountable for budgets and maintaining a healthy cash flow.
- Support activity to increase revenue to deliver against existing and new projects.
- Report to the Coordinating Group on financial performance.

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- Assist in the preparation of key financial documents, including monthly financial analysis and aid the preparation of the annual accounts (working with the LWA's accountant and bookkeeper).
- To review and update the financial plan for the organisation, acquiring external financial advice where necessary.
- To ensure all reporting for funding received is delivered on time and to a high standard.
- To ensure compliance with all legal obligations.

Fundraising

- Project monitoring - working with the relevant staff and teams to ensure that projects are progressing according to agreed targets and reporting on projects to funders.
- Maintaining and developing relationships with existing and potential new funders.
- To review and update the fundraising strategy for the organisation.
- Oversee new funding bids following the fundraising strategy of the organisation.

Operations management

- Working with the Operations Coordinator (HR and Governance) to maintain oversight of the LWA's staff and active projects, keeping all necessary information in a readily communicable format and anticipating challenges.
- Ensure the LWA's Coordinating Group is aware of all necessary financial information to make the right decisions.
- Work with the Operations Coordinator (HR and governance) to organise and minute the meetings of the Coordinating Group, supporting the agenda and feeding in necessary information from the staff and their areas of responsibility.

Person Specification:

We hope to appoint someone for this role who has the following skills and experiences:

- A strong communicator and facilitator, able to communicate complex and difficult issues to a range of people
- An ability to manage multiple work streams and maintain oversight of complex deadlines
- Strong organisational and financial skills, including a high level of competence with Excel and experience of other financial management systems or willingness to learn
- Experience managing large and complex budgets (The LWA's budget for the coming year is in the region of £800,000 with over 30 projects and income streams - we are aiming to increase this considerably in the coming 5 years)
- Experience successfully applying for and managing large grants
- Experience generating income through business activities
- A passion for working with a large team of people, supporting them with the necessary information to maximise their potential
- The ability to develop work plans, monitor progress, self manage, work autonomously where necessary and report on work done to the Coordinating Group.

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- A passion and demonstrable commitment to movement led change to develop food sovereignty and agroecology

How to apply

Send (max) 3 pages written response or (max) 5 minutes audio / video

1. What experiences do you think qualify you for this role, and what skills will you bring to this work?
2. Which part of this role do you think you would find the most challenging?
3. What is the largest grant you have been successful in applying for and managing?
4. What fundraising or business that you have been responsible for are you most proud of and why?
5. What is the most complex organisational budget you have been responsible for managing? What tools and strategies did you use?

Please also attach a short CV (max 2 pages), this can be written, or an audio or video file, and the contact details of two people we can approach for references.

Please send your application to admin@landworkersalliance.org.uk with 'Operations Coordinator (Finance and Fundraising)' in the subject heading.

We will endeavour to contact all applicants individually but as we are a small team working part-time this may not practically be possible. If you have not heard from us by mid-November please assume that unfortunately you have not been selected for interview this time.

If you have any questions, or would like to discuss any aspect of this role in advance of applying please contact Charlotte Steel - charlotte@landworkersalliance.org.uk and she will try her best to respond. Please email Charlotte well in advance of the closing date.