



*The Landworkers' Alliance – A grassroots union for farmers, growers, foresters and land-based workers*  
[www.landworkersalliance.org.uk](http://www.landworkersalliance.org.uk)

## **The Landworkers' Alliance Operations Coordinator and Governance Officer (maternity leave cover)**

*This role sits within the Operations Team*

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Hours:** 4 days per week (32 hours)

**Duration:** 1st September 2023 - 30th September 2024 (Maternity Cover) (13 month cover, exact start date to be agreed).

**Location:** Based in the UK, working remotely, but with capacity to travel for occasional in person meetings, including to Bristol.

**Working days:** This is a 4 day week role (32 hours/week). These hours can be distributed over either 4 or 5 days within the working week, however the role holder needs to be available for work on Tuesdays and Fridays as this is when the majority of core Operations Team meetings happen. Most staff work a standard working day, however if you have childcare or other caring responsibilities or additional support needs, we are willing to negotiate and accommodate a degree of flexibility to how you distribute your hours.

**Remuneration:** £30,014 pro rata salary band. Including a 3% statutory pension contribution and holiday allowance.

**Closing date for applications:** Friday 7th July, 9am

**Interview date:** Wednesday 19th July OR Thursday 20 July TBC

**Start date:** First week of September, or as soon as possible given any required notice periods, or subject to negotiation.

### **ABOUT THE LANDWORKERS' ALLIANCE**

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



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food, fuel and fibre - a food and land-use system based on agroecology and food sovereignty that furthers social and environmental justice.

### **MODE OF WORKING**

The working mode in the LWA is relatively autonomous and the function of the staff in the LWA is to design, develop and deliver work plans and projects that include coming up with team objectives and targets and creating strategies to deliver work inline with the objectives, priorities and targets set by the LWA Coordinating Group (Board of Directors), and LWA membership and LWA staff.

In addition to specific job responsibilities of the role, staff will be required to participate in staff meetings, staff trainings, staff Strategy days, membership engagement events and the LWA Annual General Meeting.

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

We work to create a supporting working environment that accommodates staff with caring roles, in particular those with child care responsibilities, and/or other responsibilities or needs. We can offer flexible working hours within the working week, and are willing to negotiate additional unpaid leave over the school summer holiday period. We also offer a bonus additional paid week of annual leave around Christmas and New Years to support all staff to be able to take a break and holiday over December- January.

We are committed to our [Equality and Diversity Statement](#) and we welcome and encourage applications from anyone interested in this role who feels they have the relevant experience and skills. We would like to particularly encourage those from under represented and marginalised groups to consider applying for this role.

The use of personal IT equipment is required for this role. If this poses a challenge for you we



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encourage you to get in touch (contact details below) as we do not wish this to be a barrier to applying.

### **ROLE OVERVIEW**

The Landworkers' Alliance are recruiting for an Operations Coordinator and Governance Officer for a 13 month maternity leave cover contract from 1st September 2023 - 30th September 2024. This is a central role within the Landworkers' Alliance, and is part of the Operations Team.

You will play a key role in holding an overview of and facilitating the work of the Operations Team, including ensuring that the LWA's work, operational effectiveness and financial wellbeing is in line with the organisation's strategic plans.

You will also hold the role of Governance Officer and be responsible for providing information, support and facilitation to the Landworkers' Alliance Coordinating Group to ensure they are supported to deliver on their mandate, and working closely with other staff and working groups who work on governance within different areas of the Landworkers' Alliance.

The ideal candidate will be dynamic, committed and forward thinking, with a proven track record in operational management, ideally in a union, grassroots organisation or the third sector, whilst bringing significant experience in strong leadership, governance and management skills.

### **WORKING AS PART OF THE OPERATIONS TEAM**

Collectively the Operations Team is required to maintain, organise and deliver key outputs to ensure the efficient and effective operational functioning of the Landworkers' Alliance. The team ensures that our work, outputs and activities are in line with the strategic plan, as we develop the structure, governance, power and democracy of the Landworkers' Alliance.

The Operations Team coordinates managing finance and fundraising; governance and accountability; recruitment, human resources and pastoral care; strategic staff and project support; and internal training and development.



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The Operations Team is required to support, facilitate and empower the potential of others in the Landworkers' Alliance through building systems and processes that keep the organisation functioning effectively at a high level, and that support and enable staff, Coordinating Group and organising members to deliver on their work and mandates.

## **SPECIFIC RESPONSIBILITIES AND OUTPUTS OF THIS ROLE**

### **(1) Working within the Operations Team**

- This role sits within the Operations Team, who collectively coordinate the operational development of the LWA at a key moment in our organisational growth. You will be required to work in close collaboration within the Operations Team, made up of; this role, the Fundraising Coordinator, the Finance Manager, the HR Coordinator and Finance Administrator and the People, Care & Process coordinator.
- In particular, you will be required to maintain a strong comprehension and analysis of the remits and outputs of all members of the Operations Team are delivering on and work in close collaboration with the Finance Manager and Fundraising Coordinator.

### **(2) Acting as Governance Officer to the LWA Coordinating Group**

- This role supports the Coordinating Group (made up of 12 LWA members elected to serve as the highest democratic body of the LWA) to be able to maintain strategic oversight of the organisation and in their decision making to ensure compliance with our constitution and policies, legal requirements, and risk management, and ensures the provision of timely, relevant and accurate information and analysis to assist key decision making by the Coordinating Group.
- This role ensures that good governance systems are in place and operationalised through effective policies and practice, enabling LWA to fully comply with financial and legal obligations and key relationships with external authorities and bodies.
- This role takes primary responsibility for organising and facilitating quarterly Coordinating Group meetings, annual strategy days and any extraordinary meetings. This includes generating operational reports for the Coordinating Group and other reporting requirements; designing the agendas; preparing and ensuring all information and



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documentation needed to hold meetings is accessible and available in a timely manner; the capacity to filter and discern what needs to go on an agenda and what does not; and leading on organising and supporting facilitation of the meetings.

- Acting as a contact point and conduit for information between the staff and the LWA Coordinating Group, to ensure that staff teams and the Coordinating Group are able to fulfil their remits effectively and democratically.
- Working alongside key working groups and staff members to develop systems for ensuring that governance systems are democratic and incorporate LWA membership, this role requires regularly reviewing organisational wide governance processes and recommending and implementing changes to ensure adaptation, evolution and improvement when needed.

### **(3) Operational support for staff teams**

- This is a shared output held in collaboration with the People, Care and Systems Coordinator.
- Provides support, checking in, pastoral care and operational overview and guidance to individual staff, projects and teams.
- Holds processes to support grievances and conflict resolution support
- Hold probationary reviews, annual reviews and projects reviews, job and contract renegotiations and redundancies.
- To work with the Operations Team and Coordinating Group in reviewing employee benefits.
- Reviews, upgrades and evolves the systems and supports structures in place for Operational support to staff teams.
- Participates in and supports staff meetings, and works to set agendas and develop and deliver operational content for all strategic staff meetings throughout the year.

### **(4) Convening and participating in key 'working groups' and building relationships with partner organisations.**

- The Operations Coordinator is required to convene and participate in several key working groups made up of members of the LWA Coordinating Group and staff from various teams who act in an advisory, steering or decision making capacity. These currently include the



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'Finance and Fundraising working group', the 'The HR working group', the 'Organisational Structures working group', and the 'Conflict and Transformative Care working group'. The role holder is required to be a part of these working groups developing and evolving the integrity and vision of the Landworkers' Alliance's systems and processes.

- Further, from an operational position and perspective, this role is expected to foster connections and to build strategic relationships within the food, farming, environment and social justice networks.

### **PERSON SPECIFICATION**

*This is a complex role which requires skills and experiences in the following areas:*

#### **Essential**

- Experience working in Operations and governance in a third sector, grassroots organisation, charity, union or equivalent.
- Demonstrable experience of delivering support, facilitation, reporting and analysis to a coordinating group, board of directors, trustees, senior leadership team or equivalent.
- Experience developing the internal systems and policies of an organisation in line with legislation and best practice.
- In addition to having strong skills in coordination, governance, attention to detail and problem solving, the experience and ability to create, facilitate and implement systems and processes to support organisational change and evolution in a complex, rapidly changing environment.
- Experience in influencing, delivering and implementing cohesive, effective strategic plans.
- Experience working in a non-hierarchical, collaborative and cooperative approach and understanding of working in a cooperative, almost entirely remote working environment, and experience of supporting a diverse team of staff and paid workers in an organisation/project.
- Exceptional interpersonal, negotiation, influencing and relationship building skills; with an energy to motivate and inspire.
- Experience maintaining overview and understanding of key areas of work, and supporting and offering advice and guidance to multiple complex projects simultaneously.



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- Experience of working within a largely grant dependent organisation, with an understanding of the pressures that grant monitoring, reporting and contract cycles have on staff, strategic plans and key areas of work.
- The ability to develop work plans, monitor progress, self manage and work autonomously, manage multiple work streams and maintain oversight of complex deadlines, and report on work done to the Coordinating Group, LWA membership, staff and partners.
- Experience formulating and delivering analytical reports, strategic plans and proposals in text, audio or video format.
- Confidence organising, facilitating and presenting at meetings in person and in online meetings through platforms such as zoom
- An experienced facilitator and organiser, and a strong communicator, ability to communicate calmly and confidently, consistently and sensitively, and able to communicate complex and difficult issues to a range of people in a collaborative and supportive way.

### ***Desirable***

- A passion and demonstrable commitment to movement led change to develop food sovereignty, agroecology and climate justice.
- Demonstrable commitment to the vision and values of the Landworkers' Alliance as part of wider movement for ecological and social justice.
- An understanding of the principles and processes of transformational governance, and organisational development theory and practice.
- Demonstrable commitment to the ethos and value of anti-oppressive and cooperative working practices.

### **HOW TO APPLY**

*In order to address any potential unconscious bias in our selection process we are committed to anonymising applications. Please provide your name and contact details in the main body of your application email **only**. Please remove your name and contact details from your CV, responses to questions and any other supporting documents.*



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Please send (max) 2 page cover letter written response or (max) five minutes audio video telling us how you meet the essential and desirable criteria of this role, and why you want to work for the Landworkers' Alliance.

Please also attach a short CV (max two pages), this can be written, or an audio or video file, and the contact details of two people we can approach for references. Please note that applications and CVs longer than the length limit will not be considered.

Please send your application to [admin@landworkersalliance.org.uk](mailto:admin@landworkersalliance.org.uk) with **Application to Operations Coordinator and Governance Officer** in the subject heading. Deadline for applications is Friday 7th July 2023, 9am.

If you have any questions, or would like to discuss any aspect of this role in advance of applying please contact us ([admin@landworkersalliance.org.uk](mailto:admin@landworkersalliance.org.uk)) and we will try our best to respond. Please email us well in advance of the closing date.