



# Non-Executive Chair

July 2023



## Job Description: Non-Executive Chair

### About the Farm Carbon Toolkit

Created by farmers for farmers, the Farm Carbon Toolkit (FCT) is a leading, independent farmer-led enterprise. Our work supports farmers and growers to reduce their carbon emissions and increase their carbon sequestration. For over 10 years, we have furthered the understanding of greenhouse gas emissions in agriculture, providing tools for measurement and delivering projects that inspire real action on the ground. We are constituted as a Community Interest Company.

Please refer to [our 2022-23 Annual Review](#)<sup>1</sup> for an overview of our recent achievements and how our organisation is supporting the agri food sector to play its best part to deliver a nature friendly decarbonisation.

### Overview of this Role

The Chair will hold the Board of Directors and Chief Executive (CEO) to account for delivering against the Farm Carbon Toolkit Group's mission and vision. This includes ensuring good governance processes are followed and providing inclusive leadership, so that the Board is energised and focused, fulfilling its duties and responsibilities.

David Gardner is the retiring Chair of FCT and has served since 2018. We are very grateful for the leadership and steer he has brought to the organisation through a period of rapid growth.

Over the last 12 months, we have doubled our turnover. In 2019 we had a single part time member of staff; we now employ 12, excluding subcontractors. All indications point to this growth increasing in the short to medium term.

Board members are ambassadors of the organisation and agree to a shared set of values that we aspire to. This includes being professional, respectful and inclusive, positive and collaborative, innovative and pragmatic.

We are an inclusive organisation committed to building a team of talented people from all walks of life. As such, we encourage applications from anyone who feels they have the relevant experience and skills.

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<sup>1</sup> Available at: [farmcarbontoolkit.org.uk/2023/04/05/fct-publishes-its-2022-annual-review](https://farmcarbontoolkit.org.uk/2023/04/05/fct-publishes-its-2022-annual-review)

## Role Profile

<b>Position</b>	<b>Non-Executive Chair</b>
<b>Responsible to</b>	This position reports to the Board of Directors.
<b>Remuneration</b>	This is a voluntary position.
<b>Location</b>	Home based with occasional travel for face-to-face meetings
<b>Length of term</b>	Annual appointment with a maximum 3 year term. Please refer to the Director Handbook for further details.
<b>Time commitment</b>	<p>As a minimum, Directors are expected to attend monthly meetings. We aim to meet in-person twice per year, otherwise all meetings are an online video conference call.</p> <p>Additional duties are required, depending on the outcomes of meetings and any Director Working Groups you are involved with. We expect this to be 2 – 10 hours per month.</p>
<b>Expenses policy</b>	Costs incurred for travel and subsistence can be covered, in line with FCT's expenses policy.
<b>Equal Opportunities</b>	FCT is committed to promoting equality and diversity, providing an inclusive and co-operative environment in which all individuals working for and on behalf of the organisation feel respected and able to give their best. Commitment to our Diversity and Equalities Policy is expected and we welcome and encourage applications from anyone interested in this role who feels they have the relevant experience and skills.
<b>Start date</b>	As soon as possible.
<b>Date prepared</b>	July 2023

## Key Responsibilities

- To act as an ambassador for the Farm Carbon Toolkit, helping to promote the organisation's activities and values – for example through networking and events.
- To provide leadership that ensures the Board of Directors work effectively together, underpinned by ensuring good governance procedures are in place and are adhered to.
- Line management and a focal point of contact to the CEO, working to ensure they perform effectively against their job description and supporting them to thrive in their role.

- To take a proactive role in the prioritisation of issues that require the attention of Directors and the CEO.
- Assist the CEO with executive decision making, providing guidance on what decisions require Board input.
- Work to ensure the Board has the proper information to support good decision making.
- Enable a rotating Chair for monthly Directors' meetings.
- To have the casting vote if the Board are split over an issue.

## **Knowledge, experience and capabilities**

(E = Essential, D = Desirable)

### **Capabilities and desirable experience:**

- Demonstrable record of experience of organisational management and governance, particularly managing growth (E).
- Sound financial acumen to interpret organisational accounts (E).
- Extensive Board or Trustee experience (E).
- A sound knowledge of the practices, principles, barriers and opportunities for farmers as they adopt different sustainable farming methods (E).
- Farming background and/or experience of working with farmers (D).
- Good appreciation and intuition around software and technology advances (D).
- Knowledge or experience related to agricultural GHG emissions (D).

### **Personal qualities and values:**

- Well-networked with positive relationships across UK agriculture, covering policy and commercial.
- Ability to communicate a compelling sense of purpose to others.
- An effective strategist.
- Excellent interpersonal skills and good communications skills – listening, written and oral.
- Flexible and adaptable.
- Commitment to our purpose, culture and values. Positive, resilient, enthusiastic and flexible.

## How to apply

Please submit your CV with a covering letter of no more than 2 pages of A4 to Samuel Smith, [jobs@farmcarbontoolkit.org.uk](mailto:jobs@farmcarbontoolkit.org.uk). In your letter, please include your:

- Reasons for applying
- Experience, particularly in relation to the areas of expertise we're interested in
- What you hope to bring to the organisation
- How you would like to see FCT develop.

Please do not include any photos.

If you have further questions, please write to Samuel Smith at [jobs@farmcarbontoolkit.org.uk](mailto:jobs@farmcarbontoolkit.org.uk). More information about our aims and visions are available on our website: [www.farmcarbontoolkit.org.uk](http://www.farmcarbontoolkit.org.uk).

## Deadlines

Applications close on **Monday 31 October 2023**. Interviews will be arranged following this deadline.