

Farm491 Operations and Events Manager

Job Description

The Role

Job title:	Farm491 Operations and Events Manager
Department:	Commercial Services
Responsible to:	Director of Commercial Services and Facilities
Responsible for	Farm491 Member Experience Coordinator
Location:	The Alliston Centre, RAU Campus, Cirencester
Salary:	Grade 8: £37,099.80 - £44,262.60 per annum
Term	Maternity cover, fixed term, December 2024 – July 2025.

Role Purpose

Farm491 is the Royal Agricultural University's incubator for start-up businesses innovating in the food and farming sectors. Running as a membership organisation, they have supported over 300 start-ups since 2018, helping them to raise over £30 million of investment and hire over 120 new roles. The types of companies they support ranges from robotic vegetable pickers, livestock tags and regenerative agriculture, through to vertical farming, cellular meat and ecological innovations.

The purpose of this role is to drive the operational financial performance of Farm491 through sourcing new sources of income and leading on relevant projects, such as bid applications. In addition to this the role holder will be responsible for developing and delivering exciting events plans to ensure Farm491 remains at the forefront of innovation in the food and farming sectors. Developing a strong network of contacts will be key to this role.

Key Responsibilities

Operational management responsibilities:

1. Drive, promote, and develop the activities of Farm491 to develop both its core strengths and also new opportunities.
2. Develop, implement and manage the annual Farm491 operational budget alongside a business plan and produce clear KPI's.
3. Develop an operational plan every other month to be presented to and reviewed with the Director of Commercial Services and Facilities.

4. Continuously look to improve and develop the Farm491 membership offering.
5. Manage and motivate the Farm491 Member Experience Coordinator to deliver a high level of business support and sector knowledge to Farm491 members – ensure membership enquiries are followed up in reasonable timeframe, approve decisions on varying terms, ensure members are receiving adequate level of contact/service, ensure enquiries from wider network are followed up in timely manner.
6. Source grant funding opportunities for both Farm491 and the members and manage current relationships
7. Project management of Farm491 initiatives, projects and bids from concept through to completion
8. Manage the sale of Farm491 offices, handing over to the Alliston Centre Coordinator for on-boarding.
9. Network and engage with appropriate organisations, attend events and develop working relationships in support of Farm491's activities to identify opportunities to further develop the business and promote the AgriTech agenda – sit on boards/attend meetings for Gloucestershire AgriTech Partnership, South West AgriTech Group, Department for Business and Trade, Department of International Trade.
10. Work closely with the Alliston Centre Host to oversee the smooth running of Farm491 locations, including the satisfaction of tenants.

Grow and manage the service provider, investor and business advisor networks – ensuring business advisors stay within budget/hours, investor intros and % awareness for member intros

Financial management – oversee membership invoicing and credit control alongside colleagues in the Finance Department. Assist with audit queries and evidence requests.

Student and academic collaboration – engage with academic colleagues and the student body by supporting student memberships, facilitating research collaborations and knowledge exchange activities.

Internal collaboration – contribute to and support the activities of relevant internal departments such as Student Enterprise and the Alumni Department.

Membership management – manage the on-boarding of new members, provide excellent customer service to existing members and resolve facilities and tenant issues in a timely manner alongside the Centre Host.

11. Events management responsibilities:

Creation of events from concept through to completion including securing sponsorship ensuring a diverse, inclusive and varied programme of subjects and speakers.

Lead the development of building-wide community events, which target and engage both Farm491 and Growth Hub members.

Produce detailed proposals for events (including timelines, venues, suppliers, legal obligations, staffing and budgets, risk assessments).

Coordinate all pre-event planning, organising guest speakers and delegate packs. Delegate where appropriate. – physical set-up of spaces, organising catering, guest lists

Establish and coordinate a network of RAU alumni willing to give inspirational talks, workshops, seminars and professional advice & guidance to Farm491 members and the wider community.

Lead on the events business support areas for members who would like to host an event through Farm491 to promote their business and increase their network.

12. Marketing – work alongside the Business Development Marketing Manager to collate relevant information for newsletters and create and schedule weekly newsletters. Manage the newsletter database ensuring GDPR compliance. Ensure that the Farm491 website is up to date by creating and uploading news and events.

13. Undertake other duties and tasks as may be requested by your line manager.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Education & Qualifications		
Educated to degree level or equivalent work experience/qualifications in operational management and/or events management	E	A
Financial or budget management training or qualification	D	A
Experience		
Experience of managing, developing and delivering successful projects and events – working to deadlines and keeping within budgets	E	A,B
Experience of leading or working within an externally funded project or multi-agency activity	E	A,B
Experience of bid writing or bid application assistance	E	A,B
Experience of business planning and budget management	E	A,B,C
Experience of maximising financial performance due to commercial awareness	E	A,B,C
Experience of business development and relationship building	E	A,B,C
Knowledge, Skills, and Abilities		
Drive, enthusiasm and strong commitment to promoting innovation within food and farming	E	A
An understanding and commitment to enterprise development	E	A,B
Good level of IT Skills - MS Office, especially the updating of databases	E	A,B
Drive and ability to work as part of team and on own initiative	E	B
Ability to devise, drive and deliver a vision and associated business strategy for a business opportunity and to take people with them on that journey	E	A,B,C
Ability to manage a team and develop and implement operational goals for the team	E	B,C
The ability to work equally well as a team leader, team member or individual in addressing key challenges	E	A

High level of interpersonal, networking and communication skills	E	A,B
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General Responsibilities

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Staff Benefits

We offer a range of Staff Benefits including a 35-hour working week, a generous 30 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, free and guaranteed parking on campus and free shuttle bus from campus to Cirencester town centre, discounted catering facilities, discounted onsite gym, free library services, employee assistance programme, occupational health and counselling services, cycle to work scheme and staff development opportunities.

Further details of the full range of staff benefits available can be found on our [website](#).

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) available on request from Human.Resources@rau.ac.uk or the University website www.rau.ac.uk – you may attach your up to date CV if you wish to add additional information.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk
- Informal enquiries can be made to
- **Closing date:** 27 November 2024 with **Interviews:** 11 December 2024

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.