



## **Garden to Table: Executive Officer Role Profile**

Garden to Table: The aim of the Garden to Table Trust (GTT) is to change the way children think about and behave with food. It was established in 2009 to facilitate a programme in New Zealand primary schools teaching children how to grow, harvest, prepare and share food. It recognises a wide and growing concern that basic 'life' skills are not being taught at home, that many children are disconnected from their food supply, do not recognise common vegetables and know little or nothing about where food comes from, or how to cook it.

The GTT programme has been well received by children and staff in participating schools, and considered influential in improving food literacy. GTT's programme structure and delivery needs to evolve to ensure it meets the changing needs of schools, and attracts ongoing and new partnerships and other funding. GTT is considering greater on-line curriculum resources, seasonal project packs, and themed educational opportunities, all with the aim of furthering food literacy and food education.

### Summary of the Role:

The Executive Officer (EO) is responsible for establishing and executing major goals and objectives for the organisation.

Key tasks:

- Establish strong relationships with Board, staff, volunteers, supporters and schools
- Implements policies established by the board of trustees.
- Provide leadership, direction and guidance of GTT's activities
- Analyse and evaluate the effectiveness of all GTT operations.
- Develop and maintain GTT structure and effective personnel
- Work effectively with and manage staff, and review their performances in accordance with Employment Agreements.
- Spokesperson for the Trust.
- Represent GTT to regulatory bodies, other agencies, community and civic organisations, donors, funders and supporters, and the general public.
- Be a champion for Garden to Table, representing it in a professional manner, supporting its philosophy and vision at all times

There may be other duties that develop from time to time that will further the aims of Garden to Table.

### Details:

This is a 24 hour a week role, based in Newmarket, with car park provided. The EO will be expected to regularly visit stakeholders around the country (including schools, employees, funders and partners). The role may increase in significance as required from time to time, as directed by the Board and accepted by the incumbent. The EO meets regularly with, and reports to, the Chair of the Board and attends various Board committees.

## Duties:

Functions	Performance measure
<b>Mission, Policy and Planning</b> - <b>Lead and oversee strategic and operational planning processes across the organisation to ensure its ongoing effectiveness and viability.</b>	
Lead and oversee strategic and operational planning	Development of annual plan Report to agreed annual plan
Lead and oversee development and implementation of the unique GTT curriculum, process and procedures	Delivery of high quality service and programmes
Keeps Board fully informed on factors influencing GTT <ul style="list-style-type: none"> <li>Identifies problems</li> <li>Facilitates discussion and deliberation</li> <li>Informs on trends, issues, problems in order to facilitate policy making</li> </ul>	Regular reporting Reporting as required to ensure no surprises
Keeps Board informed of developments of HR, fund development, management issues	Regular reporting Reporting as required to ensure no surprises
<b>Management and Administration</b> - <b>Maintain the provision of high-quality services which help to achieve our mission and strategic objectives</b>	
Provide general oversight of all GTT activities, manages the day to day operations	Deliver a smoothly functioning, efficient organisation
Develop and implement a system of standards and controls, systems and procedures including, but not limited to <ul style="list-style-type: none"> <li>Guidelines for schools and criteria for selection</li> <li>Training</li> <li>Curriculum resources</li> <li>Evaluation tools</li> </ul>	Ensure quality and viability of all GTT offerings

<p>Develop a process for selection, development and evaluation of staff and volunteers including:</p> <ul style="list-style-type: none"> <li>• Development of role profiles and accountabilities</li> <li>• Negotiating contracts and salary structures</li> <li>• Performance evaluation</li> </ul>	<p>Provide a work environment that attracts, retains and supports quality staff and volunteers and encourages superior performance (within budget).</p>
<p>Develop and manage information management systems to ensure timeliness, accuracy, security and relevance including, but not limited to:</p> <ul style="list-style-type: none"> <li>- Requirements from funding bodies</li> <li>- Programme outcomes</li> <li>- Data base management</li> <li>- Records and record keeping</li> </ul>	<p>Follow process and procedures around the collection and maintenance of data and records</p> <ul style="list-style-type: none"> <li>- Data base management of volunteers, newsletters, and funders</li> <li>- Security of documents – HR records, financial records, IT records.</li> <li>- Including approvals of photographs</li> </ul>
<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>- <b>Lead and oversee the strategy for raising funds for operational activities, including research potential funding sources, write submissions and meet application deadlines.</b></li> </ul>	
<p>Work with Board Treasurer to oversee the fiscal activities of the Trust</p>	<p>Annual budget is developed in conjunction with Operational plan Deliver to Annual Budget</p>
<p>Develop and implement a fundraising plan; management of all accountability reporting</p>	<p>Effective fund development programme Ensure all funding expectations are met.</p>
<p><b>Relationships and Networks with Media and Stakeholders</b></p> <ul style="list-style-type: none"> <li>- <b>Be involved in a range of community and business networks</b></li> </ul>	
<p>Identify stakeholders who may be able to support Garden to Table through products, services, partnerships or funding. Determine interest in supporting more widely (regionally or nationally)</p>	<p>Local supporters are getting opportunities to support local schools All relationships with external groups and businesses follow Head Office procedures - around agreements, standards and use of GTT name and logo. Relationships with stakeholders (Partners, Funders, Suppliers, Volunteers, Donors, Supporters, and Employees) are strong and positively maintained. Advise of any donated one-off product and encouraging ongoing relationships. Encourage stakeholder's involvement in, and support of (financial and other), activities of the GTT.</p>

Develop relationships with government organisations, authorities and professionals that may have interest in furthering the objectives of the Trust.	Developing networks of support
Ensure stakeholder arrangements are clearly documented, acknowledged and supported appropriately.	Partners, sponsors and supporters continue to build their relationships with GTT
Develop and manage communication strategy, identify media opportunities and advise Trustees on stakeholder communications Work effectively with any external expert parties to deliver the strategy (e.g. Pead PR, Special Group) and the Trustees	Web site, Facebook, publications etc. Identify and leverage all promotional opportunities Report on media coverage and any impact Ensure all pictures provided from schools have been cleared for use across promotion channels
<b>Special Projects</b>	
Research for proof of concept	Lead research project – managing fund raising, researchers and other supporters and stakeholders
Administrative and additional relationship building work may be required from time to time	This must be managed to ensure no impact on the ability to provide the above duties. Requirement for additional hours needs to be advised and approved.

*EO Role Position Description – Approved by the GTT Board on 22 September 2015*