



Programme Coordinator application pack April 2022

The Oxford Real Farming Conference is recruiting a Programme Coordinator. The successful candidate will be responsible for programming the in-person ORFC in January 2023. Please find below the role description, how to apply and more information about us.

Role description

Role title	Programme Co-ordinator (part-time)
Salary	£27,149-£30,030 pa pro rata depending on experience, employed or freelance
What you will be doing	<p>Working with the Events Director, you'll be:</p> <ul style="list-style-type: none"> • Reviewing the session ideas and proposals and liaising with partners and advisors to decide which to take forward to the conference • Directly liaising with ORFC speakers and chairs to support both in-person and online sessions for the ORFC 2023 programme • Bringing together the session and speaker details to create the final programme and run of show for print and online deadlines • Reviewing and revising speaker and chair guidelines • Being on-hand to respond to speaker and delegate questions via email <p>Plus other tasks as necessary to support the ORFC team with the delivery of the conference.</p>
Skills, experience and values	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Be creative, flexible and able to manage multiple relationships with partners, funders and speakers • Have experience programming and running events and an understanding of the changing nature of such work • Be able to show a depth of knowledge in agroecology • Have strong diplomatic and communication skills, both written and verbal • Be able to work as part of an existing team to solve problems, sometimes at the last minute • Be familiar with the work of the Real Farming Trust, the Oxford Real Farming Conference and others in the UK food and farming movement • Be able to work in Oxford for the duration of the conference week (3rd – 7th January) • Be prepared to work flexibly. The role has periods when it is very busy and periods when it is less so. The successful candidate will need to be prepared to work flexibly to meet the demands of the role. The timing of the conference means that the work is particularly busy before and after Christmas
When and where	<p>Flexible home-working, approx. 2.5 days a week from mid-June 2022 to mid-January 2023. You'll need your own computer and a good internet connection. Travel to events and for meetings is required throughout the year.</p> <p>The contract will be for 70 days, and there is flexibility within this to take time off when the work is not busy, and increase your time when it is (i.e., later in the year). The conference takes place in the first week of January, so working between Christmas and New Year is essential.</p>
What you can expect	<p>You'll gain a wide range of experience at a national and international level in a busy not-for-profit setting, and play an important role in one of the most well-respected and progressive food and farming events in the UK.</p>
Equal opportunities	<p>We are committed to equal opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender, gender reassignment, sexual orientation, parental status, race, religion or belief and marriage and civil partnerships.</p>

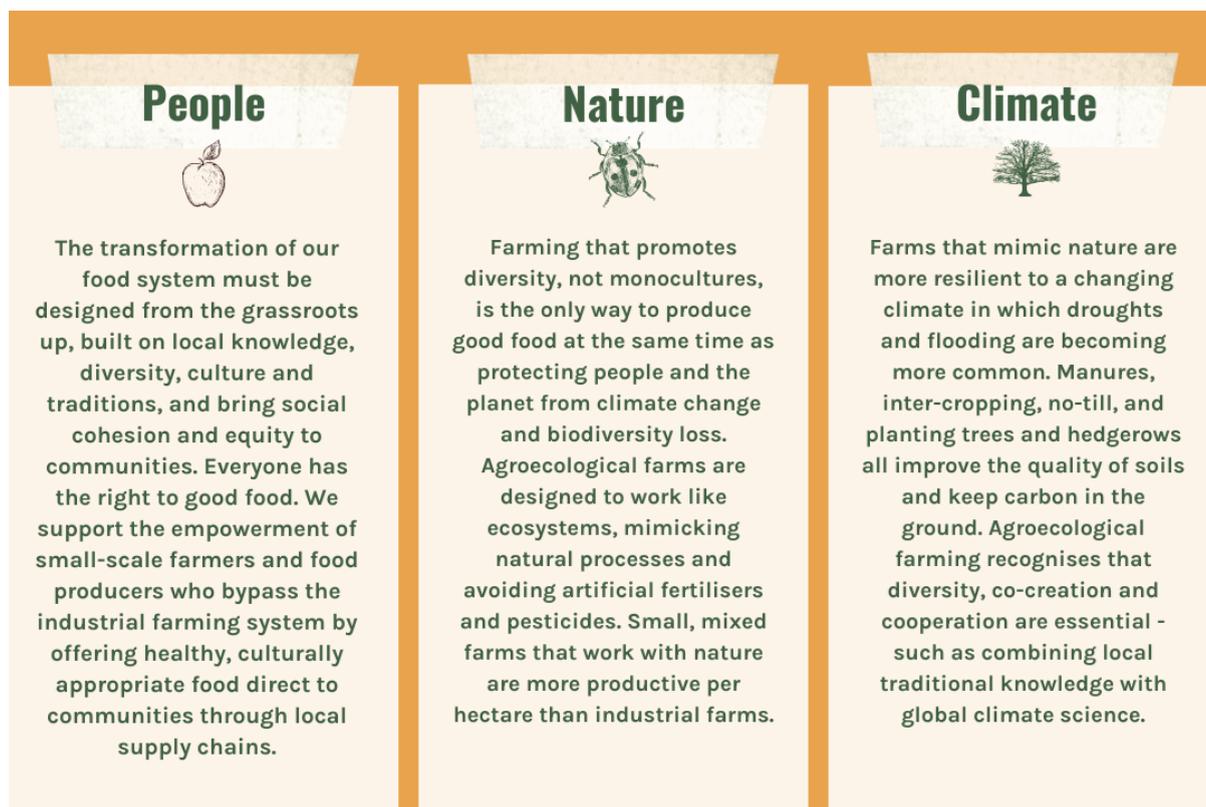
How to apply

Please email your background experience and a letter explaining why you would like to work with us to Francesca Price at francesca@orfc.org.uk by **midnight on Tuesday 31st May 2022**. Interviews will take place online on **Monday, 13th June**. We will let all applicants know whether they have been shortlisted for an interview by **Monday 6th June 2022**. If you have questions about the role, email Francesca at francesca@orfc.org.uk.

About us

The [Oxford Real Farming Conference](#) (ORFC) is a project of the Real Farming Trust. This annual event brings the real food and farming movement together every January and regularly attracts thousands of delegates. The programme coordinator role will work with the Events Director, Francesca Price, and ORFC's partners and advisors to select the sessions which will create the programme for ORFC 2023 in Oxford.

We support agroecology. This is farming that produces good food in an ecologically and socially sensitive way. It means rethinking farming from its roots, rather than trying to tweak the unjust and unsustainable food system we currently have. It's about doing what's right for people, nature and climate.



People	Nature	Climate
		
<p>The transformation of our food system must be designed from the grassroots up, built on local knowledge, diversity, culture and traditions, and bring social cohesion and equity to communities. Everyone has the right to good food. We support the empowerment of small-scale farmers and food producers who bypass the industrial farming system by offering healthy, culturally appropriate food direct to communities through local supply chains.</p>	<p>Farming that promotes diversity, not monocultures, is the only way to produce good food at the same time as protecting people and the planet from climate change and biodiversity loss. Agroecological farms are designed to work like ecosystems, mimicking natural processes and avoiding artificial fertilisers and pesticides. Small, mixed farms that work with nature are more productive per hectare than industrial farms.</p>	<p>Farms that mimic nature are more resilient to a changing climate in which droughts and flooding are becoming more common. Manures, inter-cropping, no-till, and planting trees and hedgerows all improve the quality of soils and keep carbon in the ground. Agroecological farming recognises that diversity, co-creation and cooperation are essential - such as combining local traditional knowledge with global climate science.</p>

Equality and Diversity Monitoring Form

The Real Farming Trust is committed to promoting equality and diversity in line with the Equality Act 2010, providing an inclusive and co-operative environment in which all individuals feel respected. Filling in this [equality and diversity monitoring form](#) is voluntary. The information you provide will be kept confidential and will only be used for monitoring purposes. **Please don't enter any information that would identify you. This form is kept separately from your application and will not be seen by interviewers.**