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**MOUNT ALBERT GRAMMAR SCHOOL FOUNDATION**

**Job Description**

**MAGS Farm Project Manager**

**Responsible to**: Director of Finance and Operations

Headmaster or his delegate

**Functional Relationships with:** HoD Agriculture, Director of Finance and Operations, ASB MAGS Farm Advisory Group, Senior Leadership Team, MAGS Foundation, Staff, Students, Local community, Stakeholders, Industry, wide school communities

**Hours of Work:** fulltime (could include weekend and evening work)

**Objectives:**

* Manage day to day farm operations including the budget;
* Oversee the development of the farm and experience centre;
* Refine and implement the Agri-food & Fibre experience within the MAGS environment.
* Work within the scope of the Operation Charter for the ASB MAGS Farm

The Farm Project Manager must be up-to-date with information and farm practices; giving students the best insight into what management practices occur on a conventional commercial farm.

The Farm Project Manager must maintain strong relationships with the school, community and industry to foster support and funding for the farm development, experience centre construction and the experience programme.

**Work Hours:**

* This is a fulltime position, and the Farm Project Manager is required to live on site

**Qualifications Preferred**

* Agricultural or Science degree (or equivalent)

**Person Specification**

* A passion for New Zealand’s Agri-food & fibre sector and the career opportunities that it provides young people in New Zealand;
* Experience in working within the education system and the ability to support teachers and educators with curricular areas;
* Practical experience of working on farms and with other farmers/managers/sector representatives;
* An ability to build strong relationships with a diverse group of people to ensure the right people are involved and engaged in a project;
* An ability to bring creativity and design to play in all aspects of their work;
* Strong commercial acumen to understand the needs of potential commercial partners and design solutions to meet those needs within the structure of the overall project;
* Experience in major project management development and leadership, particularly involving multiple stakeholders and numerous related work streams;
* The ability to manage a multi-faceted project, shown through clear communication, managing contractors, problem solving and delivering solutions on time.
* Established networks with senior leaders and influencers across the Agri-food & fibre sector;
  + - * Enthusiastic, self-motivated and flexible committed to providing a positive experience for all that connect with the farm;
* Excellent interpersonal skills;
* Excellent organisational, administrative and budgeting skills. Able to use initiative and forward planning in order to meet deadlines;
* Computer literate;
* Good English skills (i.e. spelling and accuracy, ability to draft letters and reports);
* Team leader and team worker;
* Professional appearance and manner;
* Supportive of Mount Albert Grammar School and recognises that all contacts with the wider public are ‘PR’ opportunities.

**Key Tasks**

* Management of the day to day activities of the farm, including both the agricultural and horticultural areas of the farm.
* Responsibility for development and delivery of all aspects of the experience programme including but not limited to establishing the narrative, identifying and recruiting commercial partners (in association with the advisory group), curating content with partners, designing and procuring the physical and digital tools that are used to tell the story and the curriculum materials that will be provided to schools to surround the experience visit;
* Work with construction partners to ensure the centres functionality meets the needs and expectations of all stakeholders;
* Work with the HOD Agriculture to ensure farm tasks are completed in conjunction with classes at MAGS.
* Co-ordinate with contractors on the completion of all tasks required to manage the horticulture development and maintain native tree plantings on the farm to a high standard;
* Communicating with stakeholders on progress with the farm development project, achievement of key milestones and creating events and experiences that keep stakeholders and supporters connected to the centre;
* Responsible for the preparation of farm project and farm operating budgets (together with the advisory group), the preparation (or procurement) of financial reports summarising the farm’s activities and provision of a monthly report to the school, the ASB MAGS Farm advisory group and HOD Agriculture on all relevant activities.
* Precise activities and expectations agreed with the advisory group on a periodic basis.
* Employment and Management of casual workers as needed, in consultation with the Director of Finance and Operations and the HR Manager
* Other duties as required