

Program Manager (Part Time)

Slow Food Barbados (SFB)

Position Overview

Slow Food Barbados is seeking an experienced professional as Program Manager to be a valued member of its team. The Program Manager will play a vital role in mapping the strategic outlook of the organization, championing fundraising, executing the daily operations of Slow Food Barbados's projects, and managing its collaboration with affiliate organizations and other partners. The position will ultimately report to the Director Community Outreach and Education, while working collaboratively with the Board Members, a cadre of volunteers and members of affiliated organizations.

Slow Food seeks to steward a dramatic and lasting change in the food system.

Slow Food is a way of living and a way of eating. It is a global, grassroots movement with millions of supporters in 164 countries that links the pleasure of food with a commitment to community and the environment. Slow Food Barbados is working to reconnect Barbadians with the people, traditions, plants, animals, fertile soils, and waters that produce our food while protecting the rich heritage, traditions, and culture that food makes possible. The organization is also working to re-invigorate the youth's interest in food and bestow on them the knowledge of where it comes from.

The organization believes in the fundamental right to the basic pleasures of quality local food and consequently the responsibility to protect the heritage of food, tradition and culture that make such pleasure possible. We aim to acknowledge and celebrate local farmers, chefs, eateries, and artisans who contribute to good, clean, fair food and to spread awareness of the Slow Food philosophy and the establishments that support it.

The Slow Food Barbados chapter is run by a small volunteer board and administrative team. The organization actively recruits volunteers to assist with education, public awareness, and project execution.

The Program Manager will manage relationships with a variety of external partners, international, regional, and private donors, consultants, partner organizations, project teams, interns, and volunteers.



The Program Manager may also be called upon to temporarily exercise the duties of other directors within Slow Food Barbados, should the need arise. The Program Coordinator is responsible for:

- ✘ Working in tandem with the Board Members to shape the overall strategic and operational direction of Slow Food Barbados including but not limited to: recruiting and managing volunteers, programming, expansion of projects, and execution of its mission.
- ✘ Developing a deep knowledge of field, core programs, operations, and business plans for the realization of Slow Food Barbados vision and mission.
- ✘ The coordination and synchronization of Slow Food Barbados activities with that of the various affiliates and partners, maximizing limited resources and ensuring excellent service to the communities and various publics served.
- ✘ Building and maintaining existing partner relationships and networks and performing to the highest professional standards.
- ✘ Produce rigorous work product in a timely and reliable manner and elicit the trust of the Board, colleagues, and internal and external partners.

Slow Food Barbados seeks to create dramatic and lasting change in our national food system in Barbados by facilitating the development of food sovereignty and food security initiatives on the island. The core ethos of the organization is based on 3 core principles:

- ✘ **GOOD:** Quality, Flavorsome and Healthy
- ✘ **CLEAN:** Production that does not harm the Environment, the People, or the Animals
- ✘ **FAIR:** Accessible prices for customers and fair pay and conditions for producers.

Slow Food Barbados is a volunteer organization and funding for this position is contingent on the ability of the incumbent to raise their own salary through fundraising and/or grant funding. Funding for this position will be provided for the period of one (1) year in which the incumbent is expected to design and execute a funding strategy that will take into account the finance of this position going into the future.



Responsibilities

Leadership & Management

- ✘ Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- ✘ Set the strategic course for Slow Food Barbados and recommend timelines and resources needed to achieve strategic goals as they are agreed upon by the team.
- ✘ Actively engage and energize Slow Food Barbados's volunteers, board members, event committees, partnering organizations, and funders.
- ✘ Provide leadership for the volunteers and the Board members of the Slow Food Barbados team and its affiliates.
- ✘ Work collaboratively with the Directors and the Board.
- ✘ Work collaboratively with the affiliate organizations and associated business ventures of the Directors.
- ✘ Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other constituents.
- ✘ Use project management tools to manage volunteers, document and record for posterity and follow up actions by the team.
- ✘ In collaboration with the Directors draft, review and approve contracts for consultants and external contract work.
- ✘ Develop the means for monitoring and evaluating initiatives against the organization's strategic plan and priorities.
- ✘ Participate in organizational representation for Slow Food Barbados and its affiliates by attending and contributing to association meetings and donor seminars and briefings and other outreach efforts, where necessary.

Finance

- ✘ Develop, monitor, and prepare monthly reports for operating budget, cash flow, and balance sheets with the Partnerships & Finance Manager

Planning & New Business

- ✘ Work with the Directors and the Board to design the expansion of Slow Food Barbados and complete the strategic business planning process for the program expansion across Barbados with a special focus on low income and vulnerable groups.



- ✘ Develop and manage grants/fundraising calendar and supply needed inputs (statements, budgets, data, etc.) for grant proposals, interim reports, and other funding requirements.
- ✘ Identify new potential projects, clearly define risks, opportunities and resources required and write project proposal and implement donor funded projects from start to finish.
- ✘ Maintain existing partnerships and networks while building new relationships with funders, similar type organizations, and political & community leaders.
- ✘ Be an external local and regional presence that publishes and communicates program results with an emphasis on the successes of Slow Food Barbados as a model for the English-speaking Caribbean.

Education

- ✘ Minimum of a bachelor's degree in agriculture/ environmental conservation, management, business administration or related social science discipline.
- ✘ A master's degree is desirable.
- ✘ National of Barbados, CARICOM or resident with a regular work permit.

Experience

- ✘ Five (5) + years progressive experience in a high-paced, rapid growth project, non-profit and/or development/aid environment.
- ✘ Experience in organizational management with the ability to coach staff, manage, and develop high-performance teams, set, and achieve strategic objectives, and manage a budget.
- ✘ Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- ✘ Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- ✘ Proficient in the use of Google Suite and Microsoft Office Suite (Word, Excel, PowerPoint etc.)
- ✘ High-level of motivation and energy with desire to “rollup sleeves.” Proven track record with and enthusiasm for building from the ground up and delivering projects on schedule.
- ✘ A deep commitment to the mission and values of Slow Food Barbados and its affiliates.



Core Competencies

- ✘ **Business Acumen and Agility**, open to change and flexible in a fast-paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.
- ✘ **Effective Communication** expresses ideas or facts in a clear, concise, and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.
- ✘ **Partnership** demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Excellent negotiating skills. Builds and maintains strong external relationships and is a competent partner for others.
- ✘ **Ethical Conduct**, conduct business in an ethical, open, and transparent manner. A responsible steward of the organization's funds and its relationships with donors, partners, clients, employees, volunteers, interns, communities, and supporters. Accountable for the way in which resources are used and strive to do so in an efficient and effective manner.
- ✘ **Integrity and Inclusion** treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.
- ✘ **Leadership**, Ability to lead self and others, acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Ability to interact with employees effectively, persuasively, and tactfully at all levels of the organization. Acts as a positive leadership role model, motivates, directs, and inspires others to succeed, utilizing appropriate leadership characteristics.
- ✘ **Personal Effectiveness/Credibility/Results Oriented**, efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees



opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries. High-level of personal and professional integrity and trustworthiness with a strong work ethic and the ability to work independently with minimal direction.

- ✘ **Problem Solving/Analysis** evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.
- ✘ **Strategic Perspective**, develops and implements sustainable business strategies, thinks long term and externally to positively shape the organization. Strong organizational, analytical, and strategic planning skills with attention to detail and a high quality of work in a transitioning and high-pressure environment. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. Ability to elicit cooperation from a wide variety of sources, including senior management, clients, and other departments

Reporting and Supervisory Chain

The position will ultimately report to the Director Community Outreach and Education, while working collaboratively with the Directors and the Board members, affiliate organizations e.g. Caribbean Permaculture Research Institute (CPRI), WIRRED and The Local & Co. among others.

Work Environment

This job operates in an office environment however the incumbent will be required to move between the various business locations and spend substantial time in the field executing activities.

Duration

Application Deadline: December 14th 2021

Period of Contract: 1 year with a 3-month probationary period

Requirement:

Effective: January 15th 2021

Type: Part Time

Commitment: 20 hours/ week

Compensation: To be determined based on candidate

