

BRITISH GRASSLAND SOCIETY
Terms and Conditions of Employment - Society Director

- 1. EMPLOYER:** The Trustees of the British Grassland Society
- 2. JOB TITLE:** Society Director
- 3. TYPE OF APPOINTMENT:** Full-time, subject to initial six month probationary period.
- 4. JOB DESCRIPTION:**

Purpose of BGS

The British Grassland Society is a Registered Charity established in 1945 and acts as a forum for all persons interested in grass and forage production, utilization and its interaction with management of the wider environment. The BGS is a focus for the collation, publication and dissemination of relevant information amongst farmers, grassland managers, scientists, trade and industry, in order to assist improvements in science, practice and profitability. In this way the Society contributes to the sharing of knowledge and development of science into practice.

Key Function

The role of the Society Director is to lead and direct the activities of the Society in accordance with the Constitution and guidance received from the Trustees and Council led by the President, and to ensure the overall progression and development of the Society.

Job Description:

- Direct and coordinate the communications and profile of the Society focusing on growth in the following areas:
 - Society membership;
 - Affiliated local societies;
 - Links with industry;
 - Media and industry profile;
 - Links with government;
 - Links with similar organisations;
 - National Grassland Management competition;
 - Meetings, conferences and tours
- Oversee management and organisation of technical projects, farmer events and special interest days to ensure a high standard of output.
- Develop and implement a three-year plan for the society, in conjunction with the Trustees and Council, with agreed targets, including the preparation of budgets and development of new business opportunities.
- Supervise production of Grass and Forage Farmer magazine, occasional newsletters and management of the BGS website
- Build strong relationships with, and support, local affiliated societies and their representatives on Council.

- Oversee organisation of the National Grassland Management Competition.
- Manage the organisation of BGS Research Conferences, held in alternate years, including managing the editing of proceedings and submission of papers.
- Coordinate the Society's input to organisation of related events e.g. European and International Grassland Federation events.
- Manage the administrative and technical staff of the Society including organisation of staff training, management and recruitment, and staff appraisals.
- Represent the society at a stakeholder level and on R&D project committees.
- Attend trade shows and conferences to promote the Society.
- Liaise and take guidance from the Trustees and Council, through the President, and provide guidance to the Trustees on correct procedures and responsibilities for the efficient operation of the Society as a charity in accordance with the Charities Act (1993).
- Oversee the day to day financial records, including VAT returns, and liaise with the Society's appointed accountant. Arrange for a quarterly Management Report that includes an up to date financial account to be presented to Council and Trustees.
- Perform any other tasks in agreement with the President and the Trustees of the Society, such as setting up and adhering to Society budgets, developing and servicing Society Committees, supporting Society events and presence at shows, and supporting the editors of BGS publications

5. CONTINUITY OF EMPLOYMENT:

Employment with any previous employer will not count as continuous employment for the purposes of your employment with the British Grassland Society. The date on which employment starts is xxxxx 2012.

6. PAY:

- a) Salary with effect from xxxxxxx 2012, will be £xxxxxx per annum. This will be subject to a review in June 2012 and thereafter in January of each year. Adjustments will be proposed by the President (through Council) and will be subject to agreement by the Trustees. This will take account of the cost of living and Job Appraisal Reviews (see Section 25 below).
- b) Salary will be paid monthly in arrears on or before the last day of each month and with each payment you will receive a statement showing gross pay, deductions and net pay.

7.HOURS:

This is a full time post and its nature is such that you are expected to work such hours as are reasonably necessary in order to fulfil your duties and responsibilities. You are expected to work flexibly and efficiently, to maintain the highest professional standards in discharging your responsibilities and in promoting and implementing the policies of the Society.

9. ANNUAL LEAVE:

Your annual leave allowance will be 22 days in addition to public and privilege holidays .Your leave year will be from 1st January to 31st December .Under exceptional circumstances ,which must be approved by the Trustees, 5 days leave can be carried over into the next year, but must be taken within the first 3 months of that year.

10. OFFICIAL TRAVEL:

You will be required to undertake official travel in the course of your employment. This can include periods of several days away from the office on the Society's business. Travelling and subsistence expenses incurred in connection with the duties of the post will be paid according to the reimbursement rates in effect.

11. LOCATION:

The Society office is based at Stoneleigh Deer Park, Stareton, Kenilworth, Warwickshire and this will be your normal place of work. Should the office be required to relocate from these premises, the employee will be expected to continue working under the same terms and conditions providing new accommodation is within 10 miles of the current office.

12. HEALTH AND SAFETY:

You are required to observe the health and safety rules and other regulations of the office's landlord, currently West Register (Realisations) Ltd, whilst in the office and any other Health and Safety requirements notified to you by the Society Director or Trustees.

13. PENSION CONTRIBUTIONS:

The amount payable towards your pension will be 4% of your annual salary. Payments will initially be made to you through your salary for your own Stakeholder Pension, which must be set up within 12 months of your employment start date. However, payment through your salary will be subject to change in accordance with new regulations coming into force from 2012 onwards, which will require BGS to arrange a pension for you, unless you opt out of its scheme.

14. NATIONAL INSURANCE CONTRIBUTIONS

You will pay full National Insurance Contributions.

15. SICK LEAVE:

You will notify the President promptly when you are absent because of sickness or incapacity. Subject to the necessary doctor's certificates, where applicable, sick leave will be paid at full salary rate for the first 4 weeks of absence, at half rate for the subsequent 12 weeks of absence, and then a review of circumstances with the Presidential Team will apply.

16. PROBATIONARY PERIOD AND NOTICE:

Appointments are subject to receipt of satisfactory references, qualifications, proof of eligibility to work in the UK and successful completion of a probationary period of six months. During this time, either employer or employee may give two week's notice in writing to terminate the contract of employment. Regular meetings will be held to discuss and evaluate progress during this period.

Following probation, you will be entitled to not less than three months notice or payment in lieu of notice, unless summarily dismissed on disciplinary grounds. On resignation you are required to give not less than three months notice.

17. CULTURAL AND RELIGIOUS NEEDS

We respect the cultural and religious lives of our staff. If you need time away from work, or special facilities, and can give plenty of notice for arrangements to be made, this will always be considered.

18. STAFF DEVELOPMENT

BGS is committed to providing the development and training necessary to ensure that employees have the knowledge and skills required to fulfil their job roles effectively.

19. DRIVING LICENCE

Driving is an essential part of your job role in BGS; you must therefore have a full current driving licence at all times. Evidence of this must be provided to the President or Trustees on request. Disqualification from driving will necessitate a review of your employment by the Trustees and is possible grounds for dismissal.

20. NO SMOKING POLICY

BGS operates a 'No Smoking' policy.

21. EQUAL OPPORTUNITIES POLICY STATEMENT

It is the policy of BGS to provide equality of opportunity for all applicants for employment and for employees.

This policy of equal opportunity will apply regardless of a person's gender, age, marital status, parental status, race, colour, nationality, ethnic origin, religious beliefs, HIV status, sexual orientation, gender identity, gender reassignment, transsexualism or physical or mental disability, or any other inappropriate distinction.

BGS is committed to the development and use of employment procedures and practices, which do not discriminate and which will provide genuine equality of opportunity for all employees.

22. STANDARD PRE-EMPLOYMENT CHECKS

When recruiting new staff we are required to ensure that the character and background of applicants are thoroughly assessed to maintain and implement an effective risk assessment and recruitment policy. We therefore take the following steps to vet any applicant:

a. References

As part of the selection process references (employment and/or character) will be obtained on all potential new employees prior to the commencement of employment.

If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Others may be people who know you from recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'work colleague', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; your attendance during the last 12 months; and of any disciplinary processes which are still considered 'live'.

We will assume that we may approach them at any stage unless you tell us otherwise. We have the right to withdraw a conditional offer of employment if the references are unsatisfactory, or if we are unable to obtain a reference without good reason within a reasonable time period.

b. Eligibility to work in the UK

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Details of the required documents will be sent to those candidates given a conditional employment offer and the relevant original documents must be submitted for checking and copying.

23. DISCIPLINARY RULES AND PROCEDURES:

If you are deemed to have harmed the interests of the British Grassland Society or its members, you shall receive, from the President, a verbal warning in the first instance which will be recorded in the Society minute book. This shall stand on record for a six month period. If such behaviour persists you will receive a written warning from the President, which will be recorded in the Society minute book, and which may be given at any time within the six months after the verbal warning. This shall also stand on record for six months. Further offences or those deemed of most serious consequence by the President will result in a disciplinary hearing with the Trustees and possible dismissal.

Any grievance or dissatisfaction you may have with the Society will be taken to the President in the first instance and recorded in the Society minute book. If your grievance or dissatisfaction persists you may take the issue up with the Trustees through the Society Council; this action will again be recorded in the Society minute book.

24. JOB APPRAISAL REVIEWS AND TARGET SETTING:

There will be an annual job appraisal interview held each January. This will include an assessment of your performance and a review of your targets. You will receive the opportunity to record your own feedback and opinions. This review will be conducted by the President and immediate Past President. An interim review will be held each July. These reviews will be recorded in the Society minute book. During your probationary period, reviews will be held each month.

25. REDUNDANCY:

If the Society is obliged to declare a redundancy situation, any payments made will be in accordance with statutory obligations.

DISCLAIMER

These particulars are issued by the British Grassland Society. They are intended to represent a description of the terms and conditions of employment at the time of writing, although this accuracy cannot be guaranteed. BGS reserves the right to vary these particulars or make no appointment at all. Neither in part nor in whole do have these particulars formed any legal contract between BGS and any individual.