



Job Title: Operations Manager, Flowers from the Farm

Contract Type: Self-employed (Freelance)

Commitment: 3 days per week (days are flexible)

Rate: £300 per day

Reports to: Flowers from the Farm Board

About the Role

We are seeking a highly organised and proactive **Operations Manager** to take responsibility for the smooth running of Flowers from the Farm and help the Board implement our agenda for change. The postholder will coordinate activities across the organisation, support the Board, and ensure that projects and initiatives are delivered on time and to a high standard.

This role is ideal for someone who enjoys keeping things running efficiently behind the scenes, balancing operational oversight with hands-on delivery, and providing reliable support to leadership.

Key Responsibilities

- Oversee the day-to-day operations of Flowers from the Farm to ensure efficiency and effectiveness.
- Identify and pursue new market opportunities, partnerships, and collaborations, looking for opportunities to increase revenues for Flowers from the Farm
- Represent Flowers from the Farm in meetings and events as required
- Provide direct support to the Board, including scheduling, preparing documents, and managing follow-up actions. Attending a monthly Board meeting (4 in person, others online)
- Manage projects, ensuring timelines, budgets, and milestones are met.
- Identify and resolve issues that may delay or derail projects.
- Maintain clear systems for documentation, reporting, and accountability.
- Foster good communication across staff, stakeholders, and the Board.
- Lead the development and delivery of new initiatives, co-ordinating volunteer members.



Key stakeholders & colleagues

- Flowers from the Farm Board
- Key stakeholders for Flowers from the Farm
- You will be assisted by Marketing Manager (part-time 2 days per week) & Membership Liaison (part-time 1 day per week)
- Administration colleagues at AMS

Ideal Candidate Characteristics

- **Highly organised and detail-focused:** Keeps multiple tasks and priorities on track.
- **Proactive problem solver:** Anticipates issues and takes action to prevent them.
- **Strong communicator:** Able to liaise confidently with board members, members and partners.
- **Diplomatic and approachable:** Builds trust and maintains positive working relationships.
- **Strategic and practical:** Understands the big picture while handling day-to-day details.
- **Tech confident:** Skilled in using productivity and project management tools (e.g., Google Workspace, MS Office, Trello/Asana).
- **Flexible and dependable:** Comfortable adapting to changing priorities while staying reliable.
- **Experience in governance and operations:** Previous experience working with boards or senior leadership is desirable.
- **Facilitation skills and experience** are desirable.