



SCOTLAND  
THE **BREAD**  
Home-grown bread for a healthy future

**BREAD FOR GOOD COMMUNITY BENEFIT SOCIETY LTD**  
trading as Scotland The Bread

## **MILLER-MANAGER - JOB DESCRIPTION AND PERSON SPECIFICATION**

### **BACKGROUND**

**Bread for Good Community Benefit Society Ltd** was established in 2016 as a social business owned by its members. Its purposes are:

“To benefit communities across Scotland through participatory research and action to promote a grain, flour and bread supply chain that

- advances health by improving the nutritional quality of grain
- advances environmental protection and sustainable land use in its methods of growing, processing and distribution
- advances community development by supporting local economies (including the creation of meaningful employment and volunteering opportunities)
- advances citizenship by building the capacity of communities to achieve greater control over the management of their natural resources

and in so doing to advance education and awareness about the need for a more sustainable and equitable food system that guarantees the human right to sufficient, nutritious food.”

The Society is developing and executing a project and programme of work known as **Scotland The Bread (STB)** whose mission is to “establish a Scottish flour and bread supply that is healthy, equitable, locally controlled, and sustainable.”

For more information about Scotland the Bread, visit: <http://www.scotlandthebread.org/>

STB is currently based at Macbiehill Farmhouse (near West Linton), which is also the home of Andrew Whitley who, with STB co-founder Veronica Burke, has for some years been a prominent promoter of healthier bread produced in more sustainable and locally controlled ways.

STB has just launched 3 own-brand flours made from historic Scottish wheats that are being registered as Conservation Varieties. Ten hectares of winter wheat and rye have been sown at Balcaskie Estate in the East Neuk of Fife and a further 9 hectares of spring varieties will bring an expected total of 50-60 tons of milling grain for the period September 2018 to August 2019.

The 1800 hectare **Balcaskie Estate**, owned by the Anstruther family, comprises a mixture of let and in-hand farms and is “committed to cultivating and caring for the natural environment, nurturing local business and supporting the vibrant community”. The wide variety of land and soil types supports an equally broad range of farming activities including potato, vegetable and cereal growing, and livestock breeding and fattening. The land on which Scotland The Bread grains are growing is organically certified and much of the Estate is undergoing organic conversion.

The Estate is a pro-active member of a number of collaborative initiatives, including Food from Fife, a non-profit organisation promoting food production and food tourism in Fife. To improve the ‘field to fork’ supply chain, the Estate has converted the Bowhouse as a collection of production units and a covered market space for producers and consumers.

STB is currently planning to move its main operations to the Bowhouse so as to scale up its flour milling and related activities and generate the operating surplus that will allow it to address the other aims of the Community Benefit Society.

## **MILLER-MANAGER – JOB DESCRIPTION**

### **Key tasks**

Bread for Good Community Benefit Society Ltd is seeking to appoint a manager for the operations of STB at Balcaskie whose key tasks initially will be to:

- organise and oversee the storage, drying, cleaning and milling of STB grain and the bagging the flour for retail and wholesale customers
- manage the operations HACCP and quality system to comply with all aspects of the Society's organic certification
- devise and implement a marketing and sales strategy and fulfil orders
- organise STB participation in Bowhouse food markets and similar events
- liaise closely with Balcaskie Estate personnel and other Bowhouse businesses
- maintain records to enable all aspects of STB's operations at Balcaskie to be accounted for and to inform other elements of the work of the Community Benefit Society.

### **Location**

The post-holder will be based at Bowhouse, Balcaskie Estate, Anstruther, Fife, KY10 2RF, but some off-site travel is likely to be necessary.

### **Reporting lines**

The post-holder will report to Andrew Whitley, Chairperson of Scotland the Bread Community Benefit Society.

### **Contract terms**

It is envisaged that initially a contract of employment or a contract for services will be available for 0.6 FTE (3 days per week), terminable by one month's notice either side. Remuneration will be based pro rata on a salary in the range £22-25,000 p.a., depending on experience and qualifications. Voluntary enrolment in a pension scheme may be available after completion of a probationary period.

### **Review of contract terms**

Provision will be made for regular review of tasks, hours, basis of engagement and remuneration in the light of operational experience.

## MILLER-MANAGER - PERSON SPECIFICATION

It is envisaged that the post-holder will:

- share the ethos and aspirations of [Scotland The Bread](#)
- have knowledge, skills, contacts and demonstrable first-hand experience relevant to key tasks listed above
- be capable of working independently and exercising initiative within the overall governance and management framework of the Community Benefit Society

The following table provides more detail on the qualities sought.

Attributes	Criteria	essential	desirable
<b>Qualifications &amp; training</b>	education to degree, HND or equivalent	x	
<b>Experience</b>	food production/flour milling/artisan bread production or similar, preferably involving organic certification		x
	selling, wholesale or direct, preferably speciality food		x
	achieving break-even/profitability by understanding costs and sales requirements without compromising quality or ethics		x
	social enterprise, especially involving practical production, sales and marketing		x
<b>Knowledge</b>	understanding of environmental issues/food security/organics	x	
	familiarity with/ability to learn computer cloud-based order processing systems, despatch, book-keeping etc	x	
<b>Skills</b>	time management, planning and project management	x	
	working with small scale machinery for food processing		x
	good verbal and written communication skills	x	
<b>Disposition/attitude</b>	confident, self-directed, flexible and able to use initiative	x	
	honest, trustworthy, reliable and punctual	x	
	able to work effectively and positively as a member of a small team	x	
	able to set and maintain appropriate boundaries with other staff, members of the Society, community groups, volunteers	x	
	personal commitment to respect and conserve natural resources and willingness to advocate for the purposes of the Society	x	

Attributes	Criteria	essential	desirable
<b>Circumstances/availability</b>	The post is part-time in a relatively new organisation and the scope of the work will evolve. A resourceful, problem-solving approach will be needed.	x	
	Some weekend working will be required to organise successful sales at the regular Bowhouse markets	x	
	There is little public transport in the area. The post-holder requires a full drivers' licence.	x	
	A Protecting Vulnerable Groups (PVG) disclosure may be required in due course.		x

## APPLICATION PROCEDURE

If you wish to apply please send

- your Curriculum Vitae
- a supporting statement describing why you are interested in this post and why your application should be successful
- the names and contact details of two referees - including your current or most recent employer

to Andrew Whitley (Chair of Bread for Good Community Benefit Society)

preferably by email to

[andrew.whitley@scotlandthebread.org](mailto:andrew.whitley@scotlandthebread.org)

or by post to

Macbiehill Farmhouse  
Lamancha  
West Linton  
Peeblesshire  
EH46 7AZ

to arrive not later than midnight on **Monday July 23rd 2018**

It is the intention to hold interviews on Tuesday **August 7<sup>th</sup>** at the Bowhouse, St Monan's, Fife.

The start date for this job has been provisionally set as **Tuesday August 28th**.