

# Introduction to Bosavern Community Farm

Bosavern Community Farm, near St Just in West Cornwall, is a charitable organisation wholly owned, run and managed by the community with three key aims:

1. produce food sustainably - eggs, honey, vegetables, fruits, salads & herbs
2. provide access to land - we have 28 allotments at Bosavern and 20 at Kenidjack
3. to bring people together to celebrate and learn about growing food, health, wellbeing and sustainable living



We are the largest CSA (Community Supported Agriculture) project in Cornwall and having been operating for 13 years, the second oldest.

## Recent Awards

- Plunkett Foundation – National winner of the Training & Employment category 2023
- Royal Horticultural Society – Outstanding 2023
- South West In Bloom – Winner of the In My Neighbourhood category 2023
- Finalist in the South West Farmer Awards 2023 & 2024
- Cornwall Sustainability Awards – Winner 2015, Highly Commended 2021, nominated 2024
- Winner of the St Just Town Council Community Group Award 2021

## Planetary and Social Benefits

**Skills, wellbeing and connection:** Our farm workers are mostly volunteers. Some people come from the local community and others come from elsewhere in the UK and also from countries all over the world via the World Wide Opportunities on Organic Farms scheme (WWOOF). Our volunteers are supported by a small team of staff and sessional workers. We eat together daily and time is set aside for conversations and connection to ensure mutual support and wellbeing. We offer social events, workshops and courses throughout the seasons.

**Organic Principles:** Bosavern is not certified organic but we do farm with organic principles. We use organic or local suppliers wherever we can and we do not use chemicals on the land. Our chickens are fed organic feed.

**Biodiversity:** We are aware of the biodiversity crisis and therefore we actively protect and enhance the biodiversity on our farm by keeping bees; managing our habitats for wildlife and pollinators and we recognise the importance of our heritage hedgerows. We



have two wildflower meadows and a project to propagate wildflower plugs for sale to the National Trust and members of the community.

**Climate:** We are mindful of our climate changing; every year a team of volunteers plant and care for thousands of trees in our community woodland as well as creating shelter belts for both our crops and workers. We are also alert to the important role soil plays in carbon capture and so we use regenerative techniques by recycling organic matter to enrich the nutrient quality of our soil, we make use of chicken manure as part of a four-year crop cycle, we use minimum tillage, low mechanisation and we have some areas of “no-dig”. We aim for minimal input in relation to our output. We have rainwater harvesting systems in place and a small bank of solar panels.

*By buying our produce and helping at our farm, people are mitigating against climate change, regenerating the soil, increasing biodiversity, making the community more resilient as well as improving their own gut health, mental health and physical health!*

Further information can be found on the farm website, via our social media #bosavernfarm and in our education flipbook: <https://online.fliphtml5.com/kakix/xlzp/>,



# Treasurer-Director Role Specification

## Main Purpose of Role

The Treasurer's principal role is to advise the Board on financial and commercial issues, both strategic and practical. This includes:

- Timely and accurate financial information to enable the Board to understand the financial position of the Farm, and to aid appropriate decision making
- Creation of an annual budget which is agreed with key stakeholders
- Oversight of the Farm's cash position
- Overseeing the writing of the annual report and accounts and ensuring the timely submission of the accounts and annual FCA return
- Assisting in grant applications and strategic plans
- Be the named holder of the Farm's debit card
- Annual negotiation of NFU insurance policy
- With the Finance Officer (see below) be responsible for the Farm's bank accounts

## Context

Bosavern Community Farm is owned by Bosavern Community Enterprises Ltd; a charitable Community Benefit Society (CBS), wholly owned by community Shareholders, regulated by the Financial Conduct Authority (FCA) under the 2014 Cooperative and Community Benefit Society Act.

Our existing Treasurer has been with us for c.4 years and is happy to provide support and a thorough hand-over to ensure a smooth transition to a new appointee.

Bosavern Community Farm earns its principal income from commercial activity, supplemented by donations, and grants on an ad hoc basis. Its main commercial lines are veg-box sales, its farm shop, farmer's markets, and sales to cafes and restaurants. It is VAT registered but is exempt from corporation tax.



## Key Relationships

There are currently 7 **Directors** who meet monthly and a **Company Secretary** with combined skills in branding, marketing, horticulture, capital project design, eco-construction, charitable compliance, community development, funding applications, organisational management as well as having strong connections within both the environmental movement of Cornwall and within the local community, The Board is answerable to the community **Shareholder Members** who elect Directors at their Annual General Meeting.

BCE uses Cornwall Community Accountancy Service to audit its Annual Accounts and for payroll services.

The Farm employs a small team of staff:

- A **Finance Officer** on a part-time basis (12.5 hours per week) who reports to the Treasurer. Their key responsibilities include:
  - Cashing-up and depositing cash at our bank (HSBC).
  - Maintain and input all financial information into Clearbooks, the farm's finance software.
  - Bank reconciliation for the main and veg box accounts.
  - Processing bills and invoices.
  - Running the Farm's payroll for our employed staff using the Cornwall Community Accounting Services (CCAS) payroll system.
  - Doing our quarterly VAT returns.
  - Assisting with grant applications and strategic plans
  - Preparation of year end accounts in conjunction with CCAS and the Treasurer.
- A full-time, temporary **Chief Development Officer** who steers the organisation's strategic forward plans and funding applications, is responsible for day-to-day marketing and communications, delivery of projects and developing partnerships, reporting to the Board.
- A part-time, temporary **Events Co-ordinator** (funded until end March 2025) who reports to the CDO and is responsible for organising a programme of educational and seasonal events and assists the Head Grower with volunteer recruitment, administration, PPE supplies, induction and evaluation of volunteers.
- A full-time, permanent **Head Grower** who oversees volunteer rotas, repairs & maintenance, land management, food production, distribution, shop, market, wholesale and veg box sales, suppliers and customer service aided by a part-time,

temporary **Assistant Grower, Sessional Tutors** and a good number of community and visiting volunteers.

## Ad Hoc Responsibilities

Inevitably the Treasurer is called upon to assist in a variety of ways to assist the Farm to meet its objectives, this can include:

- Occasional purchases using the Farm's credit card.
- Input to pricing decisions for both Farm products (e.g. veg box pricing) as well as training programmes and other activities and events.
- Negotiations with third parties.

## Personal Experience and Skills

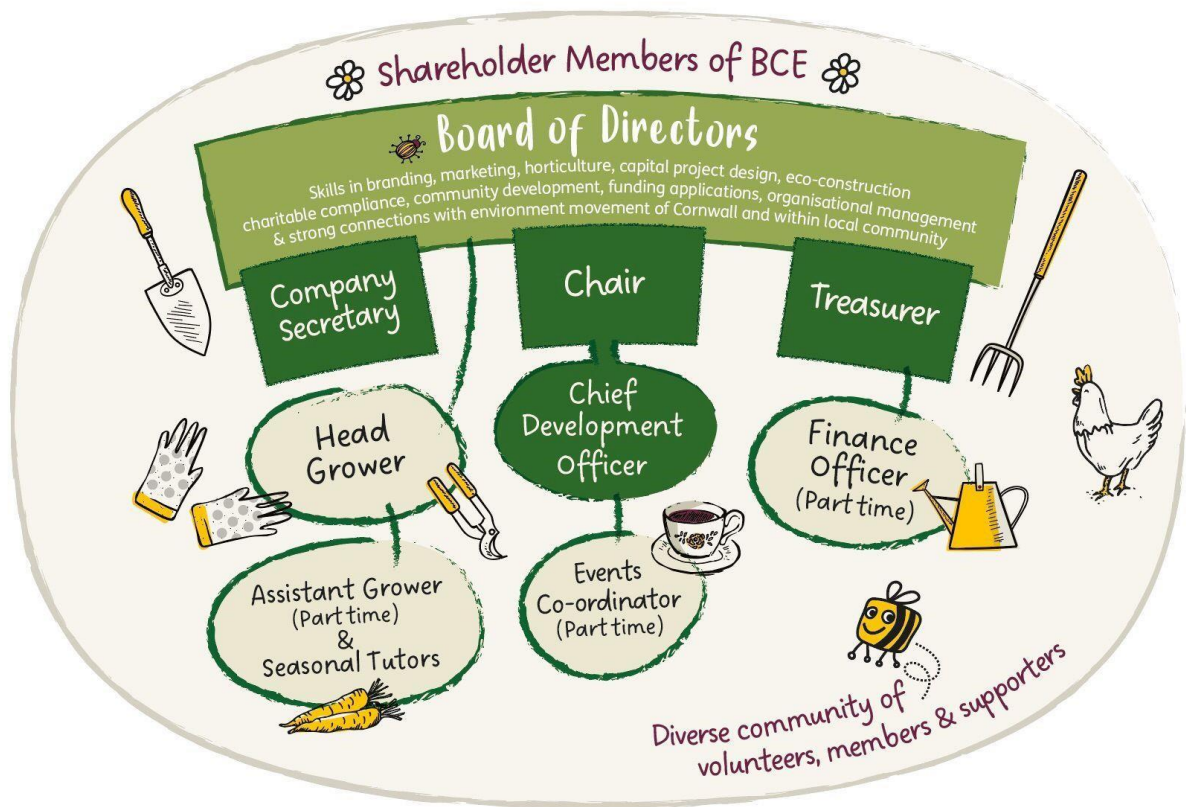
While it would undoubtedly be helpful, the ideal candidate does not have to be an accountant. Practical commercial and financial experience is more important. Ideally, a candidate would have at least 3 years' experience of setting and managing budgets, price setting, and an understanding or involvement in the producing of annual accounts. Candidates should have experience of, or the ability to, explain complex financial and commercial information in a straightforward and understandable manner for people with little or no financial experience.

Ability to work closely with a very diverse group of people with different life experiences priorities and outlook.

Calm, cooperative, and sympathetic in their approach to problem solving and working as part of a team.







## Further Details and How to Apply

Our AGM 2023 reports are available here: <https://www.bosaverncommunityfarm.org.uk/agm2023/>

Interested parties are invited to arrange an informal conversation before applying with Katie Kirk (Chair & CDO) on 07946746396.

To apply, please send a CV and covering letter outlining your suitability for the role, addressed to Katie Kirk (Chair & CDO):

[katie.kirk@bosaverncommunityfarm.org.uk](mailto:katie.kirk@bosaverncommunityfarm.org.uk)

Bosavern Community Farm  
St. Just Est. 2010

