



Job Description

Job Title:	Non-Executive Chair
Salary:	£2,000 - £3,000 per month, dependent on experience and hours agreed
Hours:	Anticipate 1 day per week for the first six months; to be reviewed after that
Reporting To:	Managing Director

Main Purpose of Role

Hambrooks Group are creating the new role of Non-Executive Chair to be responsible for:

- Bringing valuable board-level industry experience to the management and strategic direction of Hambrooks businesses.
- Chairing Senior Management Team (SMT) meetings.
- Being a 'critical friend' to other SMT members, including setting clear objectives and holding them accountable for performance.
- Providing an independent, experienced-based assessment of business risks.

Main Duties and Responsibilities:

The duties and responsibilities are as follows:

1.0 Business Strategy

- 1.1 To set the agenda and chair SMT meetings (usually monthly). To work with Hambrooks colleagues to ensure reports and papers for these are compiled and circulated in good time.
- 1.2 To develop and support the implementation of appropriate strategies and objectives for each Hambrooks business area, ensuring corporate consistency and complementary messaging.
- 1.3 To efficiently and effectively liaise with the managers of each business to produce the above strategies and objectives, as well as with the Group Business Development Manager (BDM) to ensure cohesion and consistency across the Group.
- 1.4 To liaise with Marketing so that the achievement of agreed objectives and strategies can be supported effectively by them.
- 1.5 To monitor and support managers in meeting their income targets in all key areas as specified by SMT (Landscape, Maintenance, Yard and Centre).
- 1.6 To regularly scrutinise sales and product data gathered to contribute to making informed business decisions.
- 1.7 To support the BDM in promoting a culture of monitoring and evaluation that records response to business development activities. To share this data with SMT on a regular basis to support business decisions.
- 1.8 To undertake own professional development and, where appropriate, to provide guidance and advice to colleagues.

2.0 Health & Safety, Equal Opportunities and Safeguarding

- 2.1 To comply with and promote Hambrooks policies, highlighting in particular Health & Safety, Equal Opportunities and Safeguarding.

3.0 Risk Management

- 3.1 To identify potential business risks and to bring them to the attention of the SMT and Managing Director.

4.0 Line Management

- 4.1 The Non-Executive Chair will not be required to line manage staff members but will be able to call on SMT and other colleagues for information or administrative support as and when required.

Note: This description is not exhaustive. It provides a general outline of the anticipated duties and responsibilities. Other duties consistent with the position may be introduced after discussion with the jobholder.



Person Specification

Job Title: Non-Executive Chair

Department: Hambrooks Servies

Criteria	Essential	Desirable	Assessment Method (A/I/T)
Qualifications			
Membership of relevant recognised professional body		✓	A
Good level of IT literacy (Word, Excel, Outlook)	✓		I
Good digital skills (SM platforms, Google Analytics)			
Research skills including statistical analysis	✓		A
Coaching and training skills		✓	I
Negotiation and presentation skills	✓		I
GCSE Grade C or above (or equivalent) in English and maths.	✓		A
Experience			
Of working at board level in a retail, FMCG or horticulture related business (min 3 years)	✓		
Of delivering business objectives in a horticultural or related environment		✓	A
Of budget and resources oversight (min 2 years)	✓		A
Of working with Management and Senior Management colleagues	✓		A/I
Of meeting deadlines and targets: working well under pressure	✓		A/I
Knowledge and Skills			
Experience of a retail environment	✓		
Up-to-date knowledge of horticultural industry		✓	I
Personal Qualities			
Confident and capable person - able to debate ideas with other senior colleagues	✓		I
Commitment to Equality and Diversity	✓		A/I
Evidence of continuing professional development	✓		A/I
Vehicle owner/driver with business use insurance cover	✓		A

A = Application

I = Interview

T = Test

In addition to the formal interview, Hambrooks may use other exercises and tests to evaluate the candidates.