

Oxford Farming Conference

Specification for Executive Administrator services for the Oxford Farming Conference

Background

The Oxford Farming Conference is one of the leading international conferences on the future of agriculture. Taking place in early January every year, the conference sets the agenda for the year ahead for an entire industry. Looking strategically at global and local issues affecting the UK agribusiness, farming, rural and food economies, the Conference seeks to make these known to a wide farming industry audience. Its speakers are of the highest calibre, national and international leaders in the field, including politicians, young farmers and scientists bringing their wealth of knowledge and innovative ideas to the conference.

The Oxford Farming Conference is a registered charity (registered number 294139) and is limited by guarantee, number 2005012. The governing body is the Council of Trustees. The aims and objectives of the charity as stated in the governing documents are broad and, whilst mainly educational, go beyond the principal activity of running a successful annual Conference.

The aims of the Conference are to Inform, Challenge and Inspire.

The Conference is designed and run by a council (The Council) of ten members (who are also directors of the Conference), and its expert secretariat, conference production and PR & marketing support, as a team. The Council Members are drawn from a range of agricultural, agribusiness and food industry areas. Members serve for three years and are replaced in rotation.

Due to retirement of the existing provider, the OFC has resolved to extend key services for tender. Tenders are being sought for provision of executive secretarial and financial governance services for an initial term of 1 year, extendable by agreement for a maximum of a further four years.

Terms of Reference for Executive Administrative Services for the Oxford Farming Conference

OFC wishes to appoint a service provider who can demonstrate a high level of service in providing executive administrative and secretarial services to the Council, and therefore to the Conference.

The following is a guide to the duties of the Executive Administrator (EA), whilst extensive, it may not be exhaustive. Other duties may be required at the request of Council. It is expected that this role takes 1-2 days per week on average through the year, with relatively quiet times during the first half of the year, and a much higher demand during the 3 months running up to Conference. The indicative budget for this service is between £15,000-£17,500 per year on a contractor basis.

"To provide a level of support to the Council to enable it to achieve its objectives, being to look ahead strategically at global and local issues affecting the UK's agribusiness, farming, rural and food economies and to make these known to a wide farming industry audience. Creating, promoting and operating a successful Conference is the foundation of this objective in collaboration with the Council service providers".

Role description

Executive Administrator to the Council: all services will be performed and reported in line with the service KPIs.

The primary functions of the EA are:

- 1) to ensure the coordination of the existing service providers in the successful delivery of the Conference
- 2) to meet the Council's year-round administrative needs
- 3) to support the Conference by offering continuity of service provision and record keeping to preserve the history of the Conference.

Details of service provision

1) Year Round Administration

- 1) To agree the diary of Council meetings (usually 8-10 a year), notify Council members, issue agenda and invitations, issue and host online meetings, organise venue, refreshments and accommodation (in recent years, most meetings are held online or at the Farmers Club, London, being preceded or followed by a dinner)
- 2) To arrange and convene other meetings as may be necessary - for instance, each year at least one meeting takes place with selected Council members and main contractors in Oxford
- 3) To attend meetings, take notes, draft and circulate minutes and monitor agreed actions
- 4) To act as a focal point for all correspondence and to respond to this communication promptly - via email, phone, post and fax
- 5) Work with the Event Manager and The Royal Office regarding the attendance of HRH Princess Anne, the honorary patron of the conference, at OFC events.
- 6) To provide a dedicated telephone line and telephone contact at reasonable hours and ensure that emails and correspondence is logged and responded to promptly.
- 7) To ensure Council members are kept abreast of any relevant news and information
- 8) To maintain and update the Conference document files (archives held in Box and current documents are on Sharepoint)

2) Finance

- 1) To pay bills and bank receipts in the dedicated Conference bank account
- 2) To maintain the day-to-day financial records on Xero and including preparation and submission of VAT returns
- 3) Production of regular financial reports for the Council meetings
- 4) Reporting sales progress to Council members (Oct – Jan).
- 5) Ensuring all monies are banked promptly within 24 hours of receipt
- 6) Working with the Event Manager and Finance Director to ensure financial administration of the Conference, including
 - i) Be responsible for all financial transactions including issue of VAT invoices to delegates, sponsors, patrons etc
 - ii) Reconciliation of payments received by credit card, BACS and cheque, plus follow-up on potential bad debts
 - iii) Payment of purchase invoices as and when received/authorised
 - iv) Preparation of the accounts to trial balance

3) Company Secretary

- 1) To take on the role of Company Secretary, maintain such records and archives of Conference and Council matters as are necessary to both achieve legal, Charity Commission requirements and fiscal compliance
- 2) Work with the Finance Director to prepare budgets and ensure governance procedures are met with regard to the Conference investments.
- 3) Administration of the appropriate procedures relating to the appointment of new directors and removal of retiring directors
- 4) **Preparing for the Conference:**
 - 1) Support the Event Manager in event administration (venues, caterers, speaker admin etc as required)
 - 2) Work closely with the Sponsorship Provider in liaising with: -
 - (1) Existing and potential Patrons
 - (2) Existing and potential sponsors
 - 3) Work closely with the Marketing Provider in event communications including gathering the documentation for the delegate pack and managing ticket sales (online and offline)
 - 4) Liaison with the AV Provider as to AV requirements
 - 5) Handling all enquiries regarding the Conference during the promotion period and Conference
 - 6) Being available throughout the Christmas & New Year break (excluding Christmas Day and Boxing Day) to handle last minute enquiries from delegates, speakers, contractors or venues.
- 5) **Managing the Conference:**
 - 1) During the Conference the EA will support the Event Manager, AV Provider and Marketing Provider and Council to ensure the successful delivery of the Conference, including the following:
 - i) Be on site from the morning of day one and to be on call via mobile 'phone continuously throughout the conference
 - ii) Ensure Council members and honorary staff are briefed on proceedings
 - iii) Liaise with the President regarding arrangements for attendance
 - iv) Act as a focal point for feedback from Council and delegates in relation to the performance of contractors, etc
 - v) Manage any minor issues in a way that they do not become major crises
- 6) **Supporting other events**
 - 1) Management and administration of the annual sponsor and patron reception including venue, catering and invitations
 - 2) Management and administration of the annual Chair's Away Day, including accommodation, venue, catering and invitations
 - 3) Scholars and Inspire Programme, ad hoc bursaries - The EA is responsible for assisting the Marketing Provider with:
 - i) Coordination / corresponding with both of these groups for the Conference.
 - ii) Organisation and support for the Scholars exchange program, including travel arrangements.
 - iii) Keeping a register / data base of Scholars and Inspire alumni
 - 4) Support for digital and outreach events, where needed
- 7) **Reporting**
 - 1) In addition to the above reports, to report with the other service providers against the KPIs and other matters of relevance on time per month and key outputs.

Oxford Farming Conference – Executive Administration Services

The tender

The tendering process is anticipated as follows:

1. Tendering invitations issued 10th May 2022
2. Any questions submitted by the 20th May 2022 in writing to the OFC Chair
3. Responses to questions supplied by the 25th May 2022
4. Closing date for applications 30th May 2022. Applications should include full costings for the required activities, a completed application form and CVs for key staff involved in service delivery. A template for the response is set out below.
5. Shortlisted applicants will be interviewed in week commencing 5th June 2022. Note, second interviews may be required
6. The successful candidate will be informed by the 15th June 2022
7. Handover process from the current supplier will commence on the **1st July 2022**

Selection and Interview Criteria

- I. Track record and experience
- II. Scale and ability to deal with unexpected staff departures
- III. Commitment to the values of the Oxford Farming Conference
- IV. The ability to work sympathetically and supportively with a voluntary council of conference directors.
- V. Willingness to innovate and adaptability

Response to tender form.

Please note, DO NOT exceed permitted word count. Responses should be typed. Please answer all questions.

NAME OF BUSINESS
NAME OF MAIN CONTACT
FULL ADDRESS of MAIN OFFICE INCLUDING POST CODE
EMAIL ADDRESS
TELEPHONE (Landline and Mobile)
WEBSITE
NUMBER OF YEARS IN BUSINESS
TYPE OF BUSINESS (Partnership, Limited Company, Sole Trader)
NUMBER OF STAFF EMPLOYED
1. Provide a detailed methodology and operational plan describing how your company would undertake the role(s) described. (Maximum 500 words per role)
2. Provide a timeplan for the calendar year showing expected focus and outputs by month.
3. Provide a team organogram and biography of each team member who will be involved in delivery including key skills, strengths and previous relevant experience. (Maximum 300 words)
PLEASE ALSO INCLUDE A CURRENT CV OF EACH TEAM MEMBER WITH THE APPLICATION (as an Appendix)

4. Provide an example of equivalent services provided in the last two years to include overview of services performed and key outputs. (200 words maximum)
5. Demonstrate your competency in delivering against the key performance requirements of the Services (maximum 1000 words Part A, 500 words Part B)
6. How do you believe that your business will add value to the role? Give two examples of areas where you can add value (200 words maximum)
7. How would you measure your performance and determine success of delivery of required services? (150 words maximum)
8. Please provide a detailed quote for the delivery of the Services. Explain the breakdown of your quote for the delivery of these services. (200 words maximum)
Please provide two references for work that you have undertaken in providing equivalent services.

ENDS