



JOB DESCRIPTION **Apprenticeship Leader**

Main Purpose of the Job

The main purpose of post of Apprenticeship Leader is supervise up to 5 organic growing trainees referred by the Bristol Drugs Project (BDP) to work on the field full time; provide labour on the field as required and as necessary. Deliver all activities required by the contract with BDP.

Position in the Community Farm

Reports to: The Farm Manager

Scope of the Job

- The priorities for this work are to: motivate, organise and manage team of apprentices referred by BDP
- Developing and managing an appropriate work programme with regard to training and education and the growing operation in line with the Soil Association's Future Grower Traineeship programme
- Organise relevant training for staff within The Community Farm
- Liaise with BDP on matters relating to the contract

Role

The role will involve working outdoors on the Farm's 28 acres of growing land on 5 days a week managing and supervising a team of apprentices. The aim is to provide skills and training for people recovering from drug and /or alcohol addiction who have reached a point in their recovery where they are aiming to re-enter full time-employment.

The role will be responsible for:

- Training and supervising apprentices
- All aspects of health and safety requirements
- All aspects of monitoring, evaluation and reporting to BDP and the Farm

Main duties and responsibilities

- Work with BDP to fill the apprenticeship positions with appropriate candidates.
- Manage a weekly works programme on the field to deliver educational goals and business requirements
- Work with the Farm Manager to provide induction for new recruits;
- Oversee travel arrangements for apprentices to get to and from the farm
- Keep a record of all activities and attendance;
- Promote a positive, supportive and welcoming environment in which apprentices can participate in activities at the farm;
- Liaise with the Farm Manager to resolve any issues that might arise;
- Ensure the site is kept safe for all staff
- Work within Health and Safety requirements

- Monitoring and evaluating the programme and making improvements and changes as necessary
- Ability to show discretion and maintain client confidentiality at all times
- Ability to represent the needs and requirements of the apprenticeships within the business
- Maintain good reporting records on progress of the scheme

TERMS AND CONDITIONS

This is a temporary contract for two years.

The starting pay is £7.76 per hour. All reasonable expenses will be covered and there is a budget available for resources necessary to guarantee the success of the project. Evening and weekend working will be required.

A clean driving license is required along with own transport.

An enhanced CRB check will be required for the successful applicant

About The Community Farm

The Community Farm is no ordinary farm; it is owned by its members, supplying fresh organic fruit and vegetables to homes and businesses in and around Bristol, Bath and the Chew Valley. We've developed every aspect of the farm with sustainability in mind to create a growing business which is commercially viable, protects and benefits the environment, and involves the community.

We are a social enterprise, conducting business in a co-operative way and reinvesting any profits in the Farm. Experienced and dedicated staff and board members manage the farm with the support of more than 500 members from nearby towns, villages and beyond. We aim to reconnect people with the land where their food is grown.

We grow on 28 acres of land overlooking Chew Lake, between Bristol and Bath, and welcome visitors to special events and open days throughout the year.

- Organic box scheme and wholesale deliveries
- Special events
- Group activities and workshops
- Volunteering opportunities