

THE COMMUNITY FARM

COMMUNITY LEARNING OFFICER - Maternity Cover (12 months) from June 2014

MAIN DUTIES AND RESPONSIBILITIES

Duties include but are not limited to those set out below. The Community Engagement programme at the farm will be adapted and developed in-line with demand from the community and will be done so in consultation with the Farm Manager and Project Manager.

General duties and responsibilities

- Be an enthusiastic and committed ambassador for the Community Farm and its key objectives of environmental sustainability and community engagement.
- Develop clear and open methods of communication to other staff of the community farm.
- Work independently at all times showing initiative and actively foster a 'can do' culture which will guarantee the success of the project.
- Undertake additional duties commensurate with the post as may reasonably be requested from time to time.
- Ensure activities meet with and integrate with the Community Farm's requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.

Recruitment and management of Intern / Volunteers

The Community Learning Officer will be responsible for managing our Community Learning Intern (in place until end of August 2014) and recruiting a Community Learning volunteer to assist with school visits and children's activity days.

School Visits

- Develop The Community Farm's existing School Learning Programme, linking to the National curriculum, prepare lesson plans and resources for activities.
- Manage all communication with schools and educators before and after the visit including:
 - preparing booking forms
 - preparing and managing invoices
- Deliver school visits in a fun and educational manner, with the aim of building a greater awareness about where food comes from, the importance of growing food sustainably and the importance of healthy eating.
- Evaluate all school visits and prepare feedback forms for teachers.
- Visit schools to deliver in-school activities and assemblies as requested.
- Recruit and manage volunteers to assist with school visits and children's activity days.

Children's Activity Days

- Develop children's activity days for children aged between 2-12 years of age during school holidays and on occasional weekends throughout the year. Activity days are designed to entertain and educate children about food, food growing, simple cookery as well as re-connect them to nature through practical nature based activities.
- Lead all children's activity days with support from volunteer(s) in a fun, entertaining manner, ensuring it is at all times learner-centred, dynamically tailoring activities to suit individual and group needs.
- Manage bookings and communicate with parents as necessary.
- Evaluate all activity days and prepare feedback forms for parents.

Adult Learning Courses

- Develop a calendar of food and land-based seasonal weekend workshops and courses for adults.
- Source tutors to lead courses and manage all communication and administration with them including tutor agreement forms.
- Manage bookings through our event management software and communicate with attendees before and after the event.
- You may be required to host occasional workshops on a voluntary basis in return for a free place on the course. As a host you will be required to prepare all necessary resources for the day as required by the tutor, set up tea and coffee station, welcome people to the farm, give a general health and safety talk, encourage participants to fill in feedback forms and be responsible for first aid.

Corporate Team Building days

- Communicate with our Farm Manager and Community Farmer to plan corporate team building days in-line with projects needed doing on the farm, size of group, budget and individual needs.
- Lead team building days in a way that is enthusiastic and motivational, encouraging the group to work and communicate as a team, problem solving where necessary.
- Dynamically adapt the plans for the day depending on weather and individual / group needs.
- Evaluate corporate days and encourage groups to fill in feedback forms.
- Manage all communication and administration associated corporate team building days.

Health and safety

The Community Learning Officer is responsible for:

- preparing risk assessments for all activities carried out on the farm.
- Giving a health and safety talk to all groups visiting the farm to identify possible hazards for the associated activities.
- Giving first aid as necessary.

Website and marketing

The Community Learning Officer is responsible for:

- uploading information to our learning programme (on the website) and creating events within our event management software for all adult learning courses and children's activity days.
- Managing all bookings on our event management software and communicating with attendees before and after visits.
- Keeping our website up to date with any developments / changes to the community engagement programme.
- Writing articles for our News section of the website with updates / useful info
- Assisting our marketing manager in marketing the learning programme, particularly through social media and articles for external websites.

Budget and Strategic Plan

The Community Learning Officer will be responsible for planning all activities in-line with the strategic plan and working alongside the Farm Manager and Financial Director to re-forecast as necessary.