

Family Volunteering Leader & Volunteering Support Worker

Contracted 2 year post funded by Reaching Communities

Part-time – 22.5 hours per week: Thursdays, Fridays and Saturdays.
Salary will be £10,530

To assist the Volunteering Coordinator to maintain a high standard of volunteer support, family-oriented project delivery, and farm experiences for all.

This post requires you to be able to work alongside the Volunteering Coordinator and other Farm staff, as well as independently with volunteers and user groups.

We are looking for someone with strong organisational and interpersonal skills as well as practical skills in gardening, animal care, craftwork and/or maintenance. If you think this is for you and you want to apply, please send a CV and covering letter relating to the Job Description and Person Specification to Michelle Sinden at the address below:

Job Description & Person Specification available from

- <http://spitalfieldscityfarm.org/vacancies>
- **by email to michelle@spitalfieldscityfarm.org**
- **or by sending an SAE to Michelle Sinden, Spitalfields City Farm, Buxton St, London, E1 5AR**

Closing date: 13th August, 2017 at 5pm

Interviews will take place on 22nd and 23rd August, 2017.

Please be aware that only shortlisted candidates will be contacted.

This post involves work with vulnerable adults and children and is therefore subject to satisfactory DBS check.

JOB DESCRIPTION

PURPOSE

To develop and deliver our family volunteering project and provide vital volunteer management support in the daily operations of Spitalfields City Farm.

Family volunteering project delivery (Families Go Wild)

- Develop and deliver practical/educational family-centric volunteer sessions on Saturdays
- Inspire and empower families to take part in growing and learning about plants and animals, exploring nature, and beautifying the farm space
- Encourage natural ecosystems and improve the biodiversity of areas within the project itself
- Promote safe working practices on the Farm
- Carry out risk assessments, project monitoring, and reporting as required
- Order supplies and arrange services when required
- Manage your project's budget using petty cash system, purchase orders and invoices where necessary

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Youth Engagement

- Aid in the support and guidance of work experience students
- Deliver and support secondary school groups and youth groups in engaging in farm volunteering activities

Volunteer Support and Administration

- Provide regular volunteer support and administration according to best practice principles
- Answer volunteering enquiries and provide necessary application materials
- Conduct informal interviews, necessary inductions, and aid in arrangements of volunteering placements
- Signpost volunteers to appropriate services and opportunities when possible and necessary
- Build links with relevant organisations
- Ensure necessary volunteer paperwork is complete and confidentially stored
- Conduct and collect monitoring and evaluation information as needed
- Review, update and develop appropriate project related policies as necessary
- Aid in necessary administration and data collection in the pursuit of quality assurance standards and certifications such as London Youth Quality Mark, PQASSO, etc.
- Publicise the farm and volunteering opportunities through social and traditional media outlets
- Collect relevant data to satisfy project requirements and the farm's safeguarding policies. For example health and safety questionnaires, photos, consent forms and verbal anecdotes.
- Performing reception duties such as answering phones and visitors' enquiries with appropriate information and signposting when necessary

Farm

- Attend team meetings
- Promote the farm by community outreach, on-site and external events, and by contributing to publicity material (online and in print) and signage
- Contribute to Farm events, such as Fascination of Plants Day, Sheep & Wool Fayre, etc. as and when possible.
- Maintain a high standard of customer service
- Help provide and maintain a safe and pleasant environment for service users

Professional development

- Take part in a programme of professional skills development training
- Provide regular feedback to the Volunteer Coordinator and attend reviews
- Contribute to reports for funders, trustees, and other stakeholders to ensure that all are kept informed of volunteering programme development

PERSON SPECIFICATION

Essential

- Agree and carry out the farm's mission, aims and objectives
- Excellent communication skills
- Polite, friendly and approachable manner with willingness to assist public with enquiries
- Diplomatic communication skills, you will be working with people from a variety of backgrounds, sensitivity to cultural differences and how community dynamics can affect a project, are essential.
- Basic understanding of working with volunteers and ability to engage and support people with varied personalities, abilities, and possible issues
- Experience in engaging with volunteers and groups in an outdoor community setting
- Experience of working with groups, including vulnerable/disadvantaged people, in a paid or voluntary capacity
- Willingness to develop the family volunteering projects as part of a team
- Strong organisational skills with an ability to juggle multiple projects
- Flexible with willingness to pitch in and help in various farm projects and activities
- Passion for urban farming and working within a community setting
- Ability to work alone, to manage own workload and delegate to others
- Ability to produce promotional literature (leaflets, newsletters etc.)
- Ability to work under pressure and share a busy office space

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Desirable

- Experience in developing and delivering family outdoor activities
- Good writing skills to provide support in funding bids
- Excellent IT skills (MS Word, Excel, email and internet)
- Solid evidence of project management and working knowledge of COSHH
- Experience of communicating with external stakeholders, e.g. local council, tenant's associations, and other voluntary agencies
- Current HSE First Aid at Work certificate
- Youth Work qualification
- Knowledge and experience of working with the community local to Spitalfields City Farm
- Valid current driving license

Mission Statement

- Spitalfields City Farm brings the countryside to the city, providing education and environmental opportunities to local communities in a relaxed and enjoyable way. It is a community space that inspires and encourages people to respect themselves, each other, their environment and animals. We strive to be sustainable and lead by example.

Our Aims & Objectives

- To provide an accessible and inclusive farm environment for all members of the community
- To work in partnership with other organisations and promote the farm's benefits to local communities
- To promote good quality animal care and welfare
- To provide information, education about agricultural food sources, and general food production
- To promote healthy eating and provide affordable fresh produce
- To ensure that SCF promotes and implements effective and sound environmental practice
- To promote the education of farm users as "good citizens" so they develop their full potential
- To provide training for farm users to enhance life skills and encourage employability



Please complete & enclose this Equal Opportunities Monitoring Form with your application

Ethnic Origin

Please TICK the boxes below

	Male	Female
White		
British		
Irish		
White Other, please specify -		
Asian or Asian British		
Indian		
Pakistani		
Bangladeshi		
Other Asian, please specify -		
Chinese		
Chinese British		

	Male	Female
Mixed		
White & Black Caribbean		
White & Black African		
White & Asian		
Mixed Other, please specify -		
Black or Black British		
Caribbean		
African		
Black Other, please specify -		



If you wish to specify your ethnic origin in greater detail, or differently to the descriptions above, please use this space:

Disability

Do consider yourself to live with a disability?	Yes		No	
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Age Group

14 - 16	
17 - 25	
26 - 35	
36 - 45	
46 - 55	
56 - 65	
65 +	

Where did you see the post advertised? _____

Spitalfields City
FARM

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Buxton Street London E1 5AR
Tel: 020 7247 8762

www.spitalfieldscityfarm.org

PATRON: DAVID LINDO – URBAN BIRDER
Spitalfields Farm Association Ltd (A Charity Company Limited by Guarantee)
Registered Charity No. 299536
Registered in England No: 2021898