



BATH CITY FARM

Job title: CRAFTWorks Project Coordinator
Hours of work: 6 hours/week (Mondays 10.30am to 4.30pm)
Contract type: 1-year Fixed Term Contract with the possibility of extension
Salary: Pay band 4A £24,464 (pro rata £3,914)
Responsible to: Line managed by Mental Health Project Lead
Responsible for: No line management responsibilities

This appointment will be subject to an enhanced DBS check.

About us:

Situated on a beautiful 37-acre site, Bath City Farm is a charitable organisation, providing education, training and therapeutic activities to disadvantaged people in the local community, as well as a free-to-access visitor attraction for families and children.

Our mission is to build a strong, healthy and caring community by engaging local people with nature and farming. Our goals are to enable the development of skills and confidence, improve mental, physical and social wellbeing, and inspire environmental awareness. We aim to increase community engagement, offer a rewarding visitor experience, and educate people on farming, animal welfare and food production.

All staff are expected to carry out their roles in line with the Farm's core values:

- **Inclusivity and diversity:** our farm community is drawn from a wide range of different backgrounds and we promote a culture of respect for all.
- **Protecting the natural environment:** we work to increase biodiversity and promote environmental sustainability in all our activities and choices.
- **Valuing individuals:** we believe that each individual has unique gifts and talents, and we constantly look for ways to help them fulfil their potential.
- **Affordability:** as a founding principle, we believe it is essential that the farm remains free for all to access, and we strive to provide goods and services that are free or affordable to the community.

Overall purpose of the job:

The Project Coordinator is responsible for promoting, planning and delivering the Farm's established and highly regarded CRAFTworks project, which offers therapeutic crafting sessions, in a mutually supportive and safe space, to women experiencing problems with their mental health. Sessions run every Monday from

1pm – 3.30pm. The Project Co-ordinator will design the sessions to provide participants of varying abilities with the chance to learn and develop their crafting skills across a broad range of nature-based craft activities, providing clear advice and guidance where appropriate. Items made in the sessions will go on sale in the Farm Shop, will use natural farm grown materials where possible and fit in with the vision and ethos of the Farm Café and Shop.

Main duties and responsibilities:

- To plan, budget and deliver weekly sessions for female volunteers with experience of mental health issues, supporting them to carry out a variety of crafting activities. The items produced in the sessions will be sold through the Farm Shop.
- To support the Mental Health Project Lead with recruitment and induction of project participants. This will include liaising with local mental health agencies particularly those working with women such as Voices and Southside Family Project.
- To be responsible for the supervision of project participants during work activity. This will also include supporting their social and emotional needs, whether through reviews or informal discussions.
- To be responsible for safeguarding and promoting the welfare of those volunteers who are vulnerable adults, following Bath City Farm policies
- To be responsible for Health & Safety and welfare of volunteers whilst on site. This includes producing risk assessments for practical tasks and demonstration of correct use of tools and utensils.
- To promote and publicise the project, including dealing with the local media and producing flyers & posters.
- To produce monitoring and evaluation reports about the project for funders, and assist with the preparation of funding applications.

Leadership and management responsibilities

- This role has no staff line-management responsibilities.
- In this role, the post holder may develop a Key Volunteer programme and would be responsible for designing the Key Volunteer tasks specification and for recruiting and supervising Key Volunteers in their role to enable them to develop their skills and achieve their goals.

Communications and relationships responsibilities

- To build and maintain relationships with external organisations making referrals to the project.
- To build and maintain strong trusted relationships with participants attending the project.
- To work collaboratively with the staff team responsible for the development of the Farm Shop.
- To represent the Farm in a warm and welcoming manner to a wide variety of groups and visitors.

- To work collaboratively and communicate well with the rest of the staff.

Fundraising, income generation and social enterprise responsibilities

- In collaboration with the team leading on the Farm Shop, to design a range of handmade/homemade items for volunteers to produce for the shop and for sale at events.
- To work with volunteers to ensure goods produced are of a high-standard, while catering for all abilities and maintaining the therapeutic aims of the project.
- To participate in the marketing of products for sale.
- To support the Adult Programme Manager in writing funding bids to ensure the project's continuation.

Problem solving and autonomy

- To be responsible for the design, delivery and risk assessment of the project.
- To develop and maintain monitoring and evaluation systems for the project, producing photographic and case studies to support funding bids and project monitoring.

Other key job elements or requirements to note

- To work within agreed policies and procedures, and to maintain high standards of practice on the farm.
- To assist at Farm community events as required.

Person Specification

Experience	
Essential	Desirable
<ul style="list-style-type: none"> • 2 years' experience of practical crafting. • 2 years' experience of supporting people with mental health issues, either in a voluntary or paid capacity 	<ul style="list-style-type: none"> • Experience of working in disadvantaged communities. • Experience of developing and promoting social enterprise initiatives.
Competence, Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Good knowledge and skills of supporting people with mental health issues. • Good knowledge and skills of practical crafting. • Good knowledge and skills of recruiting, inducting and supporting volunteers. 	<ul style="list-style-type: none"> • Understanding of evaluation and monitoring reports for project funders. • Understanding of the issues faced by people living in disadvantaged communities. • Knowledge of city farms and how

<ul style="list-style-type: none"> • Effective and proactive approach to including all volunteers in activities. • Good knowledge and skills of promoting activities and products via a variety of online/social media platforms, posters, flyers and in print media. • Excellent written and verbal communication skills. • Good IT skills in a range of different programmes such as Excel and Word. • Good knowledge of a range of policies and procedures, including Data Protection, Health and Safety law and safeguarding. • 	<p>they operate.</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Calm and measured manner, with the ability to communicate diplomatically and build trust and respect with a wide range of people. • Self-motivated, able to work unsupervised, to take initiative and to meet deadlines. • The ability to maintain a professional attitude and boundaries in working with project volunteers, stakeholders, and staff team • An ability to work as part of a small team. • Highly organised with good time management. • Resilience and adaptability to a changing working environment. • Commitment to the values and vision of the Farm. • A non-judgmental attitude. 	