



# BATH CITY FARM

**Job title:** Saturday Farm Club Leader  
**Hours of work:** 7.5 hours a week (Saturday)  
**Contract:** Fixed-Term (12 months with the possibility of extension)  
**Salary:** £24,685 pro rata (£4,937 for 7.5 hours a week)

**Responsible to:** Line managed by Programme Manager (Children, Youth & Families)

**Responsible for:** This role has no line-management responsibilities for other staff but will be responsible for supporting and guiding children and young people's project assistants to run activities.

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## 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 provide education and activities related to farming, animal welfare and food production.

## 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 job:** This role is responsible for delivery of some key projects as part of the Farm's successful children and young people's programme. You will be engaging children in a wide variety of outdoor learning activities including animal care, crafting, mindfulness gardening, cooking, woodwork and conservation tasks across our 37 acres of wildflower meadows and woodland.

Working with children aged 5-16 you will lead a range of activities to improve their emotional wellbeing, physical health, self-belief and practical skills. In this post you will plan, deliver and support the promotion of our popular Saturday Clubs.

#### **Main duties and responsibilities:**

- You will plan, coordinate, promote and deliver a range of Saturday activities for children and young people at Bath City Farm.
- This will require you to plan and prepare materials for a range of engaging, creative and practical tasks related to animals, gardening, conservation, wellbeing, bushcraft, cooking and other age-appropriate practical activities.
- You will ensure up to date records of children such as attendance registers are kept in accordance with data protection regulations.
- You will ensure effective communication with parents, carers and children involved in Farm projects and activities.
- In coordination with other staff, you will monitor and evaluate the projects for improving the Farm's practices.

#### **Leadership and Management responsibilities**

- There are no line management responsibilities for this role.
- You will be responsible for ensuring that the day-to-day service will be high quality.
- Supervision of key volunteers involved in the projects (where applicable).

#### **Communications and relationships responsibilities**

- Build strong trusted relationships with children, enabling them to feel fully supported and listened to. You will also ensure healthy boundaries are maintained within the groups.
- Liaise with a wide range of schools and other third sector organisations to promote the exciting opportunities available at the Farm.
- Work collaboratively and communicate well with the rest of the staff team to ensure the smooth running of the Farm and projects.
- Represent the Farm in a warm and welcoming manner to a wide variety of groups and visitors.
- As part of a team, develop a farm youth forum to allow children's voices to be heard and have a say in the Farm's overall development.

#### **Fundraising, income generation and social enterprise responsibilities**

- Organise and deliver our Saturday morning club for 5-11 years, which generates an income for the Farm.

- On occasion, develop or contribute to other income generating activities such as events.

### **Problem solving and autonomy**

- Identify opportunities and areas of the Farm site for youth groups to be involved in creating their own spaces.
- Help to maximise on the income generating potential of the groups, ensuring maximum capacity for example.
- Support the development of the Farm site to enable children to access a range of activities, for example gardening areas.
- Work closely with the Director and the Programme Manager for Children, Youth and Families to ensure effective monitoring and evaluation of your projects. You will make sure evaluation data is collected on time to meet funding requirements and demonstrate their impact and effectiveness to funders and other stakeholders.
- Contribute to regular reviews of the children and young people’s projects.
- Organise and coordinate community events for children.

### **Other key job elements or requirements to note**

- Work with other staff to organise some of the Farm’s programme of seasonal community events.
- Have an awareness of and work in accordance with our safeguarding policies for children and vulnerable adults.
- Pro-actively work with volunteers and staff to contribute to the Farm’s vision
- Work within agreed policies and procedures, helping to ensure high standards of practice on the farm.
- Ensure activities meet with the Farm’s legal requirements for health and safety, including planning and undertaking risk assessments.
- Deliver occasional workshops on specific topics, according to skills and interests.

### **Person specification**

#### **Experience**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience of working with children and/or young people in an outdoor community setting to deliver nature-based activities.</li> <li>• Experience of cooking with children and providing refreshments, understanding the need for precautions around allergens etc.</li> <li>• Experience of working with children facing disadvantage and their families and working through the issues they face.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a similar environment.</li> <li>• Forest School qualifications</li> <li>• Knowledge of the local area and it’s challenges</li> </ul>

<ul style="list-style-type: none"> <li>• Experience of providing support for children with a range of needs and abilities.</li> </ul>	
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## Competence, Knowledge and Skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• Good knowledge and skills of a wide range of nature-based activities, which can be used to engage children.</li> <li>• Confidence with a variety of animals.</li> <li>• Ability to organise creative and fun, yet structured and meaningful activities for children to suit all abilities.</li> <li>• Good knowledge of safeguarding process and ability to work with multi-agency child protection procedures.</li> <li>• Good knowledge of a wide range of policies and procedures including Data Protection, Health and Safety law and safeguarding.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Effective and proactive approach to including all volunteers in activities.</li> <li>• Excellent IT skills in a range of different applications such as Excel and Word.</li> <li>• Understanding of the issues faced by children living in disadvantaged communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of city farms and how they operate.</li> <li>• Confidence and knowledge to run workshops or support events where needed.</li> <li>• Knowledge of statutory and voluntary youth services, third sector organisations, community services and referral pathways.</li> <li>• Skills/confidence with farm animals, including cattle, sheep, ponies, chickens, ducks, pigs, goats and alpacas.</li> </ul>

## Personal Qualities

Essential
<ul style="list-style-type: none"> <li>• Ability to communicate diplomatically and build trust and respect with a wide range of children and adults.</li> <li>• Creative, innovative and passionate about supporting children to realise their potential.</li> <li>• The ability to maintain a professional attitude and boundaries in working with project volunteers, stakeholders, staff team and management committee.</li> <li>• Self-motivated, able to work unsupervised, to take initiative and to meet deadlines.</li> <li>• Resilience and adaptability to a changing working environment, and the ability to work confidently and flexibly through periods of development.</li> </ul>

- An ability to work as part of a small team.
- Organised with good time management.
- A non-judgmental attitude.
- Commitment to the values and vision of the farm.