



Farm School Manager

Job Description and
Personal Specification





Job Description – Farm School Manager

Location: Nethercott House, Iddesleigh, Devon, EX19 8SN.

Job Title: Farm School Manager.

Reporting to: Chief Executive.

Contract type: Full time, permanent.

Salary: £35,000 to £50,000 depending on experience, reviewed annually in April.

Farms for City Children will also contribute 5% on top of the annual salary into the Charity's NEST Pension Scheme.

A tax efficient Salary Exchange (also known as Salary Sacrifice) scheme is operated for both pension contributions and childcare costs.

Main purpose of the job:

- Management of all staff, resources, activities and facilities on site.
- Ensuring the quality and safety of the residential experience for visiting schools.
- Developing the educational value and content of the residential experience.
- Effective membership of the Charity's Senior Management Team.

Main responsibilities and accountability

- Promoting the values and ethos of Farms for City Children, and creating a warm, child-centred environment in which visiting children can flourish.
- Line management of approximately 20 full time and part time staff, including the following teams: farm (led by the Farm Manager); garden (led by the Gardener); kitchen (led by the Cook); domestic (led by the Housekeeper); and an Office Assistant.
- Supporting the Chief Executive by providing input into and working towards the charitable aims and objectives of Farms for City Children.
- Forming and maintaining close working relationships with visiting schools and their staff to ensure the best possible experience.
- Taking responsibility for and ensuring local compliance with Health and Safety policies and procedures, delegating tasks (but not accountability) as needed.
- Fulfilling the role of a Designated Child Protection Officer and ensuring safeguarding policies and procedures are fully implemented.
- Building and maintaining the profile and relations of the farm within the local community.
- Responsibility for the quality and nature of farm tasks and activity sessions for visiting children, including timetabling.
- Ensuring that feedback from school and other evaluations is used to underpin continuous improvement.
- Local implementation and development of the charity's Good Food Policy, underpinned by our ethos of 'farm to fork'.
- Participating in an out-of-hours duty rota.
- Working with the Office Assistant to ensure record keeping is robust and accurate.
- Overseeing and developing the engagement of volunteers.
- Working with the fundraising team to secure grants, donations and other charitable income.
- Ensuring proper maintenance and ongoing development of buildings and property at the farm.
- Ensuring that sufficient school bookings are secured each academic year to maintain the reach and viability of the charity's work.
- Local accountability and budget management of the financial operation on site, indicative turnover being approximately £500,000 per year.

Person Specification – Farm School Manager



Training, experience and qualifications

Essential:

- Comparable experience of line managing staff.
- Experience of managing a budget and dealing with financial matters.
- Experience of engaging children with relevant areas of interest, such as wildlife, the countryside, the environment, farming, gardening and cooking.
- Full UK driving licence.
- Strong IT skills, including use of Microsoft Office.
- Educated to Degree level.

Desirable:

- A teaching qualification and/or QTS.
- Experience of managing teams of volunteers.
- Experience of developing and delivering educational activities to children in KS2.
- Knowledge of environmental and agricultural issues.

Knowledge and Skills

Essential:

- A genuine passion and enthusiasm for all aspects of the work we do, including farming, the environment, good food and child development.
- High levels of literacy, accuracy and attention to detail.
- An active, demonstrable interest in learning outside the classroom.
- Reflective and able to evaluate your work critically.
- Ability to contribute to the Senior Management Team.
- A good knowledge of the National Curriculum at KS2 in particular.

Interpersonal skills

Essential:

- Excellent communication and interpersonal skills with the ability to communicate with a range of audiences.
- An ability to remain calm in pressurised or difficult situations.
- A highly motivated self-starter with a strong commitment to meeting the Charity's objectives.
- Ability to prioritise and manage time effectively; able to work to deadlines.
- Adaptable, flexible, and able to communicate sensitively and effectively at all levels, both within and outside Farms for City Children.
- Able to work well as part of a team, and establish constructive and collaborative relationship with colleagues.
- A practical and enthusiastic approach to learning outside the classroom that inspires others.

Other information

Disclosure and Barring Service - This post is subject to an enhanced DBS check.

Hours of work - The post is a full time management role with working patterns that vary in line with school visits, including six day working weeks when schools are in residence. Meals and meal breaks are included. When schools are not in residence a degree of flexibility is afforded in working times and locations.

Annual leave - The annual leave entitlement for this post is 30 days per year plus public holidays, 38 in total, which must be taken when schools are not visiting.

Probationary period - The appointment will be subject to a probationary period of 6 months.

References - All appointments will be confirmed only upon receipt of satisfactory references. Farms for City Children will give prior notification of the intention to contact referees.