



Office Manager

Job Description and Person Specification





About Farms for City Children

Farms for City Children is a vibrant Charity that welcomes children from cities and disadvantaged communities to experience the adventure of working together on our farms in the heart of the British countryside. Whether they stay for a whole week with their school or come with a local group for a day visit, this unique experience can be life changing. Visiting children are immersed in the natural world of food, farming and countryside life where they participate in the seasonal tasks of the day: sowing, growing and harvesting in our kitchen gardens; caring for livestock and looking after the land; and cooking up a home-grown feast in the farmhouse kitchen. Spending time working alongside real farmers fosters children's independence and helps them to grow in confidence, develops their self-esteem, and encourages them to become more resilient. At our heritage farms and in partnership with our commercial farming neighbours, children experience the benefits of collaboration, enjoy plenty of physical activity, good food, and fresh air, and discover the magical rural environment that is full of new words, sounds and experiences to inspire their creativity.

"Some of the children we took to the farms had very difficult and chaotic lives. We took them out of a very difficult environment where they were unable to socialise and didn't know how to share and put them into a totally different world. It was a haven where they could thrive."

Teacher from London

Further details about the Charity are available on our website www.farmsforcitychildren.org

Job Description – Office Manager



Job Title	Office Manager
Location	Farms for City Children, Nethercott House
Reporting to	Farm School Manager; Head of Finance and Resources
Contract type	Full Time, Permanent
Salary	Appoint scale £23,000 to £25,000
Benefits	Farms for City Children will contribute 6% 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.

Role Overview

The Office Manager supports the on-site management team (Farm School Manager and Farm Operations Manager) to achieve the Charity's objectives at Nethercott House, which operates as a vibrant smallholding and residential visit centre, welcoming groups of disadvantaged children for week-long stays throughout the year. With direct responsibility for the efficient and high-quality delivery of all local administration and finance needs at Nethercott House, the Office Manager will thrive as a key and central member of a busy, welcoming, and beneficiary focused team.

In addition, and under the guidance of the Farm School Manager, the Office Manager will share visitor-liaison responsibilities with the Housekeeper and Chef, ensuring the needs of beneficiary groups are met and that the highest standards of hospitality, health and safety and safeguarding are maintained at all times. This role will have regular and direct contact with our visiting children and adults, with a key role in welcoming them upon arrival, supporting their induction into the house and maintaining a warm and friendly relationship throughout their stay.

Main responsibilities

- Support the farm management team to create a warm, child-centred environment in which all visiting children flourish, including taking responsibility for managing our relationship with visiting groups, to include being the on-site lead for health and safety, safeguarding and first aid at times when the Farm School Manager or Farm Operations Manager are not present.
- General administration of purchasing and goods received, ensuring the efficient operation of the farm office function, to include taking calls and emails, filing, managing petty cash and the on-site shop etc.
- Providing PA and administrative support (including purchasing, preparing documents etc) for the Farm School Manager and Farm Operations Manager.
- To liaise with the Head Office finance team over financial matters and ensure accurate financial records are maintained, using Excel for reporting.
- To ensure that the farm administration and finances are operated in accordance with Charity procedures, systems, controls and reporting, to include HR duties, banking, weekly returns, stock control, contractor liaison etc
- Through close liaison with the Farm School Manager, this role also includes a direct line management responsibility for the Housekeeper

Strategy, Ethos, and Values

- Champion quality and excellence, seeking-out and sharing constructive feedback from beneficiaries to support the continual evolution of the operations at Nethercott House
- Model the values and ethos of the Charity and ensure these are upheld at all times

Continuous professional development

- Maintain a commitment to continuous professional development including undertaking professional and technical training as required by the Charity
- Keep abreast of best practice by developing links with Office Managers on our other sites, staff at our Head Office, as well as external reference points

General

- Attend and contribute to Health and Safety and team meetings, proactively contributing ideas and suggestions in advance, and preparing reports as required.
- Any other work as directed by the Farm School Manager or Head of Finance and Resources, appropriate to the role

Person Specification – Office Manager

This role is only open to applicants who have the permanent right to live and work in the UK.



Training, Experience and Qualifications

Essential

- Grade C GCSE or equivalent in Maths & English
- Relevant experience of providing smooth and efficient office management
- Skilled in MS Office
- Experience of health and safety requirements in a work place environment

Desirable

- Experience of working with children and Safeguarding
- Certificated training in office admin/accounting, health and safety or food hygiene

Knowledge and Skills

Essential

- An engaging communicator with the ability to connect with children of all ages
- A friendly and supportive colleague who fosters constructive and collaborative relationships across the Charity and seeks opportunities to share knowledge and learn from others
- Self-driven, with the ability to plan, prioritise and manage time effectively
- Calm under pressure

Desirable

- Demonstrable commitment to continuous professional development

Additional Information – Office Manager

Disclosure and Barring Service

This post is subject to a DBS check.

Hours of work

The post is a full-time role and may occasionally include weekend and evening working.

Annual leave

The annual leave entitlement for this post is 25 days per year plus public holidays.

Probationary period

The appointment will be subject to a probationary period of 3 months.

References

All appointments will be confirmed only upon receipt of satisfactory references.