



Office Manager Information Pack – October 2026

Information about Farms for City Children

About us:

Founded by Lady Clare and Sir Michael Morpurgo in 1976, Farms for City Children is a charity enabling children from under-served communities to experience the adventure of working together on our farms in the heart of the British countryside.

We exist to remove the barriers that prevent children and young people from urban areas having meaningful access to the natural world. Through a week on one of our three farms, Nethercott House in Devon, Lower Treginnis in Pembrokeshire, and Wick Court in Gloucestershire, children and young people experience increased learning and engagement, improved connections and wellbeing, and leave us with an enhanced sense of environmental citizenship.

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 a variety of tasks designed to build greater connection with the natural world like beekeeping, biodiversity walks, and birdwatching.

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. 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.



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

Working for us:

If you join our team, you will work alongside some hugely passionate and talented people who are focussed on providing children with a life-enhancing experience on one of our farms that they will always remember.

Our workforce is located across England and Wales, but the geographic spread does not impact the "one team" culture that sets us apart. We are a friendly and welcoming team who are incredibly proud of the work we do.

We see huge value in diversity and want to recruit the best people for our Charity to reflect the beneficiaries that we serve.

Job title:	Office Manager
Reporting to:	Farm School Manager
Direct Reports:	Housekeeper and General Assistants
Key Relationships:	Nethercott House Team, Head Office Finance & HR Teams
Overall Purpose of Role:	The Office Manager supports the on-site management team (Farm School Manager, Farm Operations Manager and Kitchen 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.
Salary:	£23,454 per annum (£29,318 FTE)
Contract Type:	Part time, permanent
Hours of Work:	28 hours per week (working pattern to be agreed)
Location:	Nethercott House, Iddesleigh, Winkleigh, Devon, EX19 8SN
Other Benefits:	• 25 days annual leave plus 8 bank holidays (pro rata for part time) • Employee assistance scheme • Pension scheme – 6% employer contribution, minimum 2% employee contribution
Pre-Employment Checks	This post is subject to a satisfactory enhanced Disclosure and Barring Services (DBS) check, 2 satisfactory references from previous employers, and proof of existing right to work in the UK is required.

How to Apply:

Thank you for your interest in working with us.

Please complete the attached application form and equal opportunities form. These will be the basis for the shortlisting. CV's will not be accepted.

We are working hard to ensure we recruit great people and minimise unconscious bias in our selection process. As such your application will be anonymised before it is submitted to the selection committee.

Information about the Recruitment Process:

Application deadline: 12 noon Tuesday 20th October 2026

Interview date: Monday 2 November 2026

Interview location: Nethercott House

