



<b>JOB TITLE</b>	Friends Farm Hub Leader
<b>HOURS</b>	21 hours per week with the potential to rise to 28 hours per week
<b>LOCATION</b>	Otley College campus
<b>RESPONSIBLE TO</b>	Project Manager
<b>SALARY SCALE</b>	£11.00 per hour
<b>TERM OF CONTRACT</b>	Ongoing

### Summary of position and purpose of post

The Befriending Scheme (TBS) is a charity set up 28 years ago, to provide friendship and learning opportunities to adults aged 16+. It's an exciting time for TBS with the creation of a small-holding, called 'Friends Farm Hub' (FFH) in partnership with Easton & Otley College, based at Otley Campus, 8 miles north of Ipswich.

FFH will provide opportunities for young people with additional needs or 'co-farmers' (as they are known on the FFH) to take part in growing fruit, vegetables and flowers, and to care for small farm animals such as goats, chickens and guinea pigs. Co-farmers can also take part in training courses in life skills, enterprise and employability. FFH is a welcoming and inclusive place where young people and other vulnerable adults can flourish, moving on to supported volunteering roles, accredited training or supported work.

### Key requirements

The Farm Hub Group Leader will lead practical sessions and Life Skills training for small groups of co-farmers in a 'farm' setting, helping them to learn basic horticulture, animal care skills and work in a team in a safe and supportive environment.

### Duties and responsibilities

- Guide small groups of co-farmers, ensuring their safety and engagement with the day-to-day running of the farm.
- Contribute to the care of animals on the farm and the smooth-running of the site.
- Help to recruit, support and manage volunteers.
- Maintain up-to-date and accurate records.
- Maintain good working relationships with co-farmers and their parents/family when appropriate, business partners, including Otley College, and ensure contractual obligations are fulfilled.

Personal specification	
Essential	Desirable
<b>Qualifications and training</b>	
<ul style="list-style-type: none"> <li>• Qualified to Level 3 in environmental, animal care, horticulture or other land-based studies</li> <li>• Educated to A-Level or equivalent</li> <li>• GCSE grade C or above in English and Maths</li> <li>• PTLLS, CTLLS, DTLLS or other teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level.</li> <li>• Relevant training in safeguarding, common mental health disorders or disability awareness.</li> </ul>
<b>Knowledge &amp; skills</b>	
<ul style="list-style-type: none"> <li>• Practical woodwork or general maintenance/DIY skills</li> <li>• Good written and communication skills</li> <li>• Good organisational and interpersonal skills.</li> <li>• Ability to lead and motivate groups</li> <li>• ICT literate and confident in a range of programs.</li> <li>• Ability to think creatively, be flexible and problem solve independently.</li> <li>• Strong focus on customer service and satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to environmental and 'green' issues.</li> <li>• Health and Safety/First Aid trained</li> <li>• Ability to contribute to promotional materials, such as press releases, and social media</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Two years' experience in commercial gardening or other horticulture.</li> <li>• And/or</li> <li>• Two years' experience in a role that included caring for animals.</li> <li>•</li> <li>• Experience of leading groups or sessions in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with vulnerable people.</li> <li>• Experience in delivering training or leading a group of young people/vulnerable adults</li> </ul>
<b>Personal attributes</b>	
<ul style="list-style-type: none"> <li>• Excellent time-management skills</li> <li>• Self-motivated and able to work in isolation</li> <li>• Team player</li> <li>• Positive outlook and keen to see the best in others</li> <li>• Approachable and friendly</li> <li>• Sense of humour</li> <li>• Empathetic</li> <li>• Open and honest</li> <li>• Dedicated to animal safety and well-being.</li> <li>• Keen to work in the outdoors</li> <li>• Willing to get stuck-in and muddy!</li> </ul>	
<b>Other requirements</b>	
<ul style="list-style-type: none"> <li>• Willing to work evenings and weekends on occasion.</li> </ul>	

## **Additional Information**

This job description reflects the present requirements of the post and the content may be subject to review and amendment in the light of changes and developments.

### **Health and Safety**

This post holder is required to:

- Take responsibility for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work
- Cooperate with TBS in ensuring that all statutory and other requirements are complied with.

All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

### **Data Protection and Confidentiality**

This post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, clients, volunteers and Charity business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for specific registered purposes and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all TBS policies and procedures working in accordance with the Data Protection Act 1998.

For these posts where there is management or supervision of staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

Your attention is drawn to the confidential nature of information collected and used. The unauthorised use or disclosure of client, volunteer, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.

At all times maintain high levels of confidentiality and information security, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.

### **Equality and Diversity**

TBS values equality and diversity in employment and in the services we provide. We are committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job-related needs of all staff working in the Charity are recognised.

TBS will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background, gender re-assignment, political affiliation or trades union membership. Selection for training and development and promotion will be based on the individual's ability to meet the requirements of the job.

## **Code of Conduct**

As a TBS staff member, you are expected to follow a Code of Conduct observing the following principles:

- Making the care and safety of members and volunteers your first concern and to act to protect them from risk
- Being honest and acting with integrity
- Accepting responsibility for your own work and the proper performance of the people you manage
- Showing your commitment to working as a team member by working with your colleagues and the wider community
- Taking responsibility for your own learning and development

## **Competency based appraisal**

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

## **Training**

All staff will undertake such training as is necessary to perform the duties allocated.

## **Equal opportunities**

TBS has an Equal Opportunities Policy. The aim is to ensure that no individual receives less favourable treatment on the grounds of age, gender, sexual orientation, marital status, disability, religion, creed, colour, race, or is disadvantaged by conditions or requirements, which cannot be shown to be justifiable. Whilst TBS recognises specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.

## **No smoking policy**

This is a smoke free organisation. Smoking is not allowed in the offices.

## **Quality**

TBS aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner. Where any processing of information takes place (paper records or electronically) ensure that the data is of good quality, accurate and relevant for purpose.

This job description is an outline only and may be subject to change according to the needs of the service and in consultation with the post holder.

## **Safeguarding Children**

Everyone employed by TBS regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services, it is essential that all child protection concerns are both recognised and acted on appropriately.

## **Safeguarding Adults**

Everyone employed by the TBS regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When clients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow TBS policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the TBS's vulnerable adult protection training guidance.

## **Terms and conditions of service**

### **Salary**

Your salary will be paid to you by Bank or Building Society credit by the last day of each month.

### **Starting salary**

Generally, a new employee with TBS will commence on the minimum of the salary scale.

### **Pension scheme**

An employee stakeholder pension scheme commenced in April 2017.

### **Contracted hours**

Job share posts and/or alternative working patterns are negotiable subject to service needs and mutual agreement between the manager and post holder.

### **Holidays**

25 working days per annum on appointment, rising to 30 days after 10 years plus Bank and Public Holidays (pro rata for Part Time)

### **Sick pay**

You will be entitled to an amount of sick pay depending on your length of service as long as you comply with TBS's rules on sickness absence.

### **General health**

As an integral part of our selection process you may be required to complete a confidential Health Questionnaire,

### **Infection prevention and control**

The post holder is required to:

- Make themselves aware of their responsibilities for Infection Prevention and Control.
- Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.

### **Disclosure and Barring Service (DBS)**

All appointments are subject to a satisfactory check by the Criminal Records Bureau. Failure to disclose any previous convictions or cautions may result in the withdrawal of the post or termination of contract.

### **Working time directive**

Under the Working Time Directive 1998 staff will be required to comply with the TBS Policy by declaring hours worked and breaks taken by completing written records if required and reporting any instances where your pattern of working hours may constitute a health and safety risk.

You are required to disclose any additional work you undertake or are planning to undertake for another employer. This is unlikely to cause problems, providing that the TBS is satisfied that this does not conflict with the interests of TBS performance of your normal duties or the requirements of the Working Time regulations.