

Job description

<u>Employer</u>	The Friendship Café
<u>Job Title:</u>	Farm & Community Worker, St James City Farm (part time).
<u>Salary/hours</u>	£9.90 p/h gross, Mondays & Tuesdays.
<u>Available hours:</u>	
We are looking for someone to work Mondays & Tuesdays, but there is the possibility of frequent overtime to cover staff absence, leave, etc. This may include weekends & bank holidays. A day is between 9.15 – 4pm during winter time and until 5pm (during the British Summer Time). Average 7 hours per day.	
<u>Length of Contract</u>	Permanent, subject to satisfactory probation period and funding continuation.
<u>Post start date</u>	start: as soon as possible (subject to satisfactory references and dbs clearance).
<u>Reports To:</u>	Coordinator
<u>Supervisory Responsibility For</u>	Volunteers; Work experience placements; Visitors

JOB PURPOSE:

The primary purpose is to supervise volunteers to deliver the care and wellbeing of animals, and welcome visitors and groups.

The worker will be an integral part of the Friendship Café charity and as such will be working to develop the potential of the facility to provide learning, training and volunteering opportunities and experiences for the visitors and volunteers.

This is very much a 'People and Communities Role' not just about caring for animals.

DUTIES AND RESPONSIBILITIES:

1. Welfare of Animals and livestock

- a) Compliance with legal requirement for health and wellbeing aspects of animals farming, including registration, documentation and movement requirements / animals in transit.
- b) Basic care of livestock and poultry.
- c) Ordering and maintaining supplies of feedstuffs, hay and bedding.

2. Maintenance and Animal Housing

- a) To be responsible for security of farm buildings, yard and compounds.
- b) Basic maintenance of fencing, paddocks, grazing areas and animal housing. To assist with care and maintenance of farm buildings.

3. Education, Community Use and Visitor Management

- a) To, promote and manage farm visits for school and community groups.
- b) To maintain and update Risk Assessments.
- c) To plan visits with teachers and group leaders to ensure appropriate visit content and health and safety requirements are met.
- d) To deliver a programme of promotional activities and special events at the farm(s), liaising with support staff, volunteers and the community. This role requires the ability to help people from different backgrounds and complex issues at times.
- e) Preparation of livestock, equipment and volunteers for participation in external promotional events.

4. General

- a) To supervise volunteers and support staff (including emergency call out) to ensure animal care during fellow Workers' absence and leave.
- b) To support the farm development, bearing in mind ethical and religious cultural considerations of The Friendship Cafe.
- c) In conjunction with other staff, use vehicles, machinery and tools, ensure in good, clean, safe condition. Any defects or loss or requirement to be brought to the attention of the nominated Line Manager.
- d) In general the post holder will work closely with other members of the team in furtherance of the activities of the farm, including participation in staff meetings, contributing ideas and initiatives for the farm's long-term development.
- e) Supervise volunteers to assist with animal welfare and visitor management.
- f) Occasional weekend working may be required. Apart from Christmas and Boxing Day, we remain open on bank holidays.
- g) Willingness to undertake further training where identified by Line Manager.

Person specification

Employer

The Friendship Café

Job Title:

**City Farm Community Worker, St James
City Farm & Riding School**

POST:

1.0 ANIMAL CARE AND ORGANISATION

- 1.1 Experience in the care, welfare and comfort of all livestock including the skills to carry out routine maintenance of animal homes, paddocks and fencing. To organise feeding and care of animals.
- 1.2 To understand animal needs and welfare standards.
- 1.3 An ability to organise and supervise volunteers with widely varied abilities, to assist with day-to-day working at the farm.
- 1.4 Has flexibility, patience and enthusiasm to provide opportunities for local communities in line with the Friendship Café ethos.

2.0 COMMUNICATION

- 2.1 An ability to assist with farm visitors and deal with their enquiries, and to assist with school parties and other group visits.
- 2.2 The ability to communicate effectively, sensitively and politely with volunteers, visitors and colleagues and to engage with community groups. **'people skills' and teamwork are equally important to this role as animal care.**

An understanding of equality/diversity and customer care issues. Being able to work alongside people with special needs and from diverse backgrounds.

- 2.3 Ability to speak one or more of the local minority community languages is useful but not essential.

3.0 QUALIFICATIONS AND EXPERIENCE

- 3.1 Practical experience of farming stockholding / animal husbandry. Horse handling experience is useful but not essential, as long as there is a willingness to learn.
- 3.2 Full, clean driving licence and trailer driving experience is preferred but not essential.
- 3.3 Awareness of Health and Safety requirements in a public amenity and farming environment.
- 3.4 Experience of youth, volunteer and community working.

3.5 To hold a First Aid at Work certificate and awareness of Safeguarding (or be willing to undertake training).

3.7 Experience of supervising children and volunteers and people from many different backgrounds.

3.8 Basic IT skills (Word processing, e-mails, internet).

3.9 CEVAS (Countryside Educational Visits Accreditation Scheme) Diploma desirable.

An enhanced criminal record and reference checks will be carried out for this role.

Applications by application form via email to imran@thefriendshipcafe.com

[CV's will not be accepted.](#)

For an informal chat or enquiries please email imran@thefriendshipcafe.com

Closing deadline: Sunday 10th July 2022

Interviews: w/c 18th July 2022

NO AGENCIES PLEASE.

In line with The FC Safeguarding Policy, appointments will be subject to an enhanced DBS check and satisfactory references.

Safeguarding is everyone's business. There is an expectation and a requirement that staff/volunteers will pass any child/vulnerable adult welfare concerns that may arise in the course of their duties to The FC Designated Safeguarding Lead.

The post is exempt from the Rehabilitation of Offenders Act.