

Job Title: Education Officer

SALARY	£9027.20 per annum pro rata
HOURS	16 Hours per week, fixed term, initially 6 months with the intention of extending.
START DATE	Ideally candidates should be able to start as soon as 1st July 2021
REPORTS TO	Visitor Experience Manager & General Manager
REPORTING TO THIS POSITION	Volunteers

BACKGROUND

Deen City Farm is a successful community resource comprising a city farm, riding school and garden project based in the London Borough of Merton. Our mission is to be an oasis providing urban communities with the opportunity to connect with animals and nature. Our founding charitable objectives include promoting education in agriculture, horticulture, home-crafts, country life and animal care and providing facilities for members of our local communities, in particular those considered the most vulnerable.

We are excited to be able to recruit a new Education Offer to help the farm deliver upon its educational aims. This had been made possible through a grant from the Wimbledon Foundation. Initially this role will be for two days a week for a six month period, we sincerely hope that this can be extended but this is dependant on further funding.

DUTIES & RESPONSIBILITIES

- Develop and maintain professional links with schools, colleges and community groups.
- Develop a schools programme in line with the current curriculum.
- Lead on informal education opportunities including creating an educational family trail and coordinating school holiday activities.
- Coordinate school visits onsite, ensuring that they are adequately staffed.
- Update and maintain the information panels around the farm, creating engaging and educational content.
- To work with the Farm's management team in order to engage the local community with a diverse mix of events and activities, promoting year round attendance to the farm.
- To create and implement resource packs for teachers, including suggesting activities and designing worksheets. To maintain stocks of materials essential for such activities.
- To provide educational advice and support to colleagues in their assigned areas, as and when required.
- Work with senior staff members to identify new sources of funding including grants, individual and corporate donors

JOB DESCRIPTION

- Help plan and coordinate events in conjunction with the Visitor Experience Manager.
- Manage and promote the compliance of and adherence to all relevant Health & Safety Procedures.
- To keep the department risk assessments up to date, working with other staff to ensure visitor and volunteer safety in all areas.
- To ensure that the classroom and educational areas are kept tidy, with equipment and materials safely stored and regular safety checks carried out.
- Attend regular team meetings to promote and encourage the on-going effective delivery of educational opportunities.
- Help produce and update marketing and information materials, activity sheets and the website in order to generate an increased awareness of the farm and its activities.
- Promote the Farm in a positive manner at all times, both internally and externally (e.g. with suppliers, colleagues, at meetings, conferences or events).
- To provide reports to the General Manager and Board of Trustees as required.
- Work closely with other managers to maximise visitor enjoyment and increase awareness of the Farm's charitable objectives.

Personal Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to degree level or relevant experience. Teaching qualification/ relevant experience 	<ul style="list-style-type: none"> Additional practical/academic qualifications in a related subject.
WORK RELATED EXPERIENCE	<ul style="list-style-type: none"> Experience of working with young people. Experience of working with adults and children with physical and/or learning disabilities. Experience of delivering arts & crafts education. Experience of Health and Safety, including risk assessments. 	<ul style="list-style-type: none"> Experience of working in a community farm. Experience working in a charity or community based environment.
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> Excellent literacy, numeracy and IT skills, with the ability to keep accurate records. Ability to develop a project, attracting new partners and funding. Strong experience of managing and motivating staff and volunteers. Knowledge of Safeguarding and Equal Opportunities legislation. 	<ul style="list-style-type: none"> Experience of graphic design work. Knowledge of fundraising and income generation. Horticultural/food growing knowledge or experience.
PERSONAL QUALITIES	<ul style="list-style-type: none"> Excellent communication A positive team player A creative, open and innovative approach to working with people, particularly those who experience disadvantage and inequality. Able to identify imaginative and productive ways of utilising assets with limited resources. Organised and efficient 	
OTHER	<ul style="list-style-type: none"> Consent to an enhanced DBS 	<ul style="list-style-type: none"> Qualified First aider Full clean driving license

How to Apply

Closing Date: midnight on Sunday 30th May 2021

To apply please email your CV and covering letter detailing how you meet the requirements of the role to Emma King, General Manager at manager@deencityfarm.co.uk.

Only shortlisted candidates will be contacted. Please note that the successful applicant will be asked to undertake a DBS check.