



JOB DESCRIPTION

Role Title	Horticulture Training and Development Lead
Location	Stepney City Farm, Stepney Way, London, E1 3DG
Salary	£24,000.00 pro rata including up to 3% pension contribution
Hours	9.00am to 5:30pm 2 days per week (Thursday plus one other day)
Duration	Fixed term until July 2019
Responsible to	Chief Executive
Responsible for	Line managing Trainees

ROLE OVERVIEW

Stepney City Farm is a working farm in the heart of Tower Hamlets, open to the public six days a week, all year round. This role will involve managing the administration and reporting around our garden programme, funded by Power to Change, as well as recruiting and managing two cohorts of Food Growing Trainees per annum; leading on the development and management of the Farm's Plant Shop; and assisting in practical work on our busy open farm and garden.

The successful applicant will have excellent knowledge of food growing, as well as being experienced in proactively and independently managing a busy and varied workload. They will have excellent administrative and organisational skills; a demonstrable engagement with employability and diversity initiatives; and experience of managing a funded programme - including reporting, impact evaluation, and budgets. The Traineeship programme runs twice a year for six months - each trainee volunteers one day a week and additionally attends 4 evening tutorials on theoretical organic gardening techniques. The Plant Shop has been running successfully throughout 2017 and we need someone enthusiastic to take it to the next level by introducing an ornamental and indoor range, and boosting sales significantly. Their work with the Trainees and the Plant shop will also be supporting the main gardening and Volunteering Programme, and fulfilling tasks needed for the commercial activities of the garden.

ABOUT STEPNEY CITY FARM

Stepney City Farm is a four-acre urban farm based in the London Borough of Tower Hamlets. It is a registered charity and exists to provide educational opportunities for the local community and to improve well-being. Projects include community growing, permaculture, working with animals, volunteering and rural crafts. Activities are provided for all ages. There are many types of animals on the farm, including donkeys, goats, sheep, pigs, chickens and ducks. It is a wonderful community resource, providing opportunities for city dwellers to experience a taste of rural life close to home. We offer a friendly and supportive working environment and a fun place to work in a unique setting.

ROLE RESPONSIBILITIES

Traineeships:

- Managing the Traineeship programme, including recruitment, practical, educational and pastoral support for Trainees, creating a varied and productive learning plan for them, and ensuring their work complements the needs of the commercial garden as well as their own development.
- Organising the day to day workload of Trainees, and supporting them to complete practical tasks, alongside the Grower
- Organising and running 1 formal training workshop on aspects of Organic Gardening every 6 weeks for Trainees
- Evaluating development and progression of Trainees

Administration:

- Manage the record keeping and reporting processes for the *Power to Change* grant
- Manage grant budgets, records of produce sales, and invoicing (via Quickbooks)
- Manage evaluation and impact measurement for the *Power to Change* grant
- Recruitment and record keeping processes around Traineeships

Plant Shop:

- Developing and managing the Plant Shop: sowing & potting on schedule, arranging displays, recording sales accurately, and introducing a range of ornamental and indoor plants.
- Advertising and promoting the Plant Shop, using social media, posters and leaflets and our networks, seeking to schools, community centres

Other:

- Ensure that the Farm's gardening trainee programme reflects best practice and follows the Farms policies and procedures and charitable objectives
- Assisting with field-to-plate cycle of growing salad, vegetables and fruit to provide for the Farm's award winning café and sales through the farm shop & other outlets.
- Carrying out risk assessments for occasional off site work
- Performing weekly Duty Manager (Super Farmer) duties when required - including animal feeds and site cleanliness and presentation
- Occasional driving of the farm van and trailer (if licenced)

PERSON SPECIFICATION

Essential:

- Experience of managing funded projects, reporting and budgeting
- 2 years active participation in community food growing sites, including planning and maintenance.
- Experience of teaching practical and theoretical organic horticulture
- Excellent organisational, administrative and IT skills, including Excel
- Experience of working with volunteers
- Experience of ensuring personal development and progression of volunteers, trainees or staff
- Strong organisational skills, including the ability to plan your own work, work on your own initiative, prioritise tasks and meet deadlines
- Excellent oral and written communication skills
- Tact, discretion and respect for confidentiality;
- Understanding of safeguarding policies
- Active and physically fit

- A commitment to organic agriculture, environmental sustainability and our working farm ethos
- A calm and considerate manner and the ability to thrive in a varied and fast-paced environment
- Personable with the ability to get on with all kinds of people

Desirable:

- Horticulture and / or teaching qualification
- Experience of working with people with learning disabilities, mental illness, ex offenders and challenging behaviour
- Experience and understanding of ornamental and indoor plants
- Experience of marketing and trading, preferably of plants
- Targeted recruitment of volunteers/ staff/ trainees
- First aid trained
- Experience using Quickbooks
- Current driving licence and trailer license
- Experience and knowledge of working with farm animals