

# Education and Community Engagement Coordinator

## JOB DESCRIPTION

**RESPONSIBLE TO:** FCI Manager – Charlotte Hollins

### **BACKGROUND TO SOCIETY:**

The Fordhall Community Land Initiative (FCLI) is a not-for-profit community benefit society, which owns and utilises Fordhall Organic Farm in North Shropshire as an educational and social resource, promoting sustainable farming and healthy living. It raised an amazing £800,000 in 2006 through a high profile national press campaign to enable Fordhall Organic Farm to be purchased by its non-profit making shareholders, of which there are now over 8000 across 25 countries. This is the first structure of its kind in the England to place farmland into community ownership. The society was created by Charlotte and Ben Hollins, both in their early twenties, and is now developing into an exemplar project with wide reaching appeal and benefits.

*“The FCLI aims to improve the understanding of sustainable food and farming through the resource of Fordhall Farm, by being an integral part of the community.”*

More information on the current activities at Fordhall can be found at [www.fordhallfarm.com](http://www.fordhallfarm.com).

### **JOB PURPOSE:**

You will work on an exciting and innovative, community driven project at Fordhall Organic Farm managing and driving forward our education and outdoor volunteering programme.

Education is at the heart of the Fordhall Community Land Initiative’s existence. The more we can improve this, the closer the relationship we can build with our supporters and the greater our future strength will be.

You will plan, coordinate and deliver quality educational experiences at our working, community-owned organic farm. You will build and grow on our regular school, college and community group visits to ensure Fordhall is the go-to place for quality outdoor education in the local area.

You will also organise, lead and develop outdoor volunteer opportunities at Fordhall, creating memorable experiences for all those involved, increasing the number of regular volunteers we receive and completing vital conservation and maintenance tasks around the farm.

The overall outcome of this role is to:

- Enhance and expand the current educational offer at Fordhall.
- Maintain the current high standard of delivery.
- Develop new educational opportunities at Fordhall including overnight experiences for scouts/brownies or school groups.

- Create a regular group of weekday volunteers to support the organisation with conservation and maintenance work.
- Enhance and develop the existing farm trails to enhance the visitor experience and to aid learning in a fun and enjoyable way.

Evidence that you are achieving your outcomes will be seen through:

- An increase in school visits to Fordhall.
- Repeat visits from schools as well as demand from new schools.
- A regular group of weekday volunteers and busy volunteer weekends.
- Regular use of the bunkhouse for overnight experiences.
- Increase in the number of holiday activities provided and aim for them all to be fully booked.
- Increase in number of visitors to the farm trails alongside positive feedback and reviews.

## KEY AREAS OF RESPONSIBILITY

### Educational Coordinator

- To be the main point of contact for schools and education groups. To prepare and agree educational programmes suited to their needs and where appropriate relating it to the National Curriculum.
- To lead education visits for groups of all ages, but primarily school children.
- To liaise with Fordhall's education team to appoint additional leaders to individual visits where appropriate.
- To maintain the delivery of high quality sustainability education experiences at Fordhall Farm.
- To maintain and manage all Health and Safety documentation, including risk assessments and operating procedures for all group visits.
- To promote and develop the quality education offer at Fordhall including residential visits for groups of all ages.
- Assist with promotion of the education programme through the press, Fordhall newsletter, social media posts and school newsletter/updates.
- Assist with the creation of a 'children's newsletter' and children's share package.
- To develop the Forest School facility at Fordhall and to encourage this ethos through all programmes.
- To plan and deliver occasional 2-hour outdoor weekend or evening **Birthday Parties** and to develop Fordhall's birthday party offering.
- To develop, prepare and deliver, in conjunction with the Youth Team, quality holiday experiences for young people.
- Provide regular education updates and written reports on progress for the FCLI Board.
- Maintain an up-to-date knowledge of safeguarding, health & safety and local policy.

### Volunteers and Community Engagement

- To organise and manage regular volunteer weekends (8 per year), plus every other Friday in the winter months and/or monthly in the summer for groups of up to 25 adults.

- To lead volunteers working outdoors, developing their skills and ensuring their experience is enjoyable, rewarding and educational.
- To lead volunteer work parties in conservation activities, developing wildlife habitats, maintaining and developing community access through the farm trails, general maintenance and interpretation at Fordhall Farm.
- To liaise with the Youth Project and any contractors to ensure the farm remains safe and well maintained for our visiting public.
- To prepare and set up seasonal farm trails and associated literature, suitable for families and other visitors to enhance their Fordhall experience.
- Maintain full Risk Assessments and take responsibility for the Health and Safety of volunteers whilst on site.
- To keep an up-to-date record of all volunteers and volunteer hours.
- To increase the skills base of volunteers through organised training activities where appropriate, specifically within conservation tasks.
- To lead development of the Fordhall volunteer strategy.

### Other

- There is an expectation that where possible, you are available to cover holidays and occasional staff sickness on both our Care Farm and Youth Project. This will be paid in addition to your standard hours.
- You will uphold the organisational values in all aspects of your work and conduct (see FCLI Policies and Procedures).
- You will maintain professional standards throughout your work, including in the use of resources, their maintenance, safe storage and care.
- You will assist with keeping your work areas clean, tidy and well presented at all times.
- Undertake any other duties as and when required such as assisting with open days/events for the farm, as directed by your manager.
- There is a requirement to respond swiftly to educational enquiries. Therefore, some homeworking during the week as the need arises, will be a requirement of the role.

## PERSON SPECIFICATION

### Skills and personal attributes

#### Essential:

- Experience of education delivery in an outdoor setting
- Experience in leading groups of adults and children of all ages in an outdoor setting
- You have recent working knowledge of the National Curriculum
- Conservation, agricultural, environmental or similar qualification
- To have an organised, respectful, professional approach to your work
- To be flexible and adaptable within your work, being able to react quickly to a change in situation.
- Evidence of successful working with teams and as an individual organising your own time.

- You can demonstrate an empathy to others
- You are resourceful
- You are passionate about sustainability, sharing knowledge with others and helping to create change
- You are diplomatic and considerate in nature

**Desirable:**

- Forest School Leader qualification
- Experience in liaising with education professionals
- Teaching qualification
- Experience working with challenging young people
- Experience of working with adults with learning disabilities

**Working hours and arrangements**

**This position requires a regular one day per week work. Other hours would need to be flexible around delivery of educational visits and volunteer experiences. Total average per annum 18+ hours per week**

Based on current demand we could offer a minimum of 120 days per year:

40 days per year to provide volunteer opportunities and associated admin

60 days per year providing educational visits and associated admin

20 days per year providing family/young people activities and birthday parties

Total 120 days

Additional hours available for holiday cover.

**Holidays:** Equivalent of 5.6weeks per annum pro rata.

**Pay:** Rate dependent on experience. Payment can be averaged over the year.

**Pension:** The organisation has a pension scheme in place.

**For more information, please see our website**

Click here for details of our current [Education Programme](#)

Click here for details of our [Care Farm](#)

Click here for details of our [Youth Project](#)

Click here for current details about [Volunteering](#)