



## VOLUNTEER JOB DESCRIPTION

**JOB TITLE:** Impact Measurement Administration Volunteer

**HOURS:** Up to 6 hours per week on a regular basis (day(s)/time to be agreed, there is a level of flexibility to suit the candidate)

**RESPONSIBLE TO:** Marie Gibson – Deputy Manager

**Application Deadline: Friday 29<sup>th</sup> April 2022**

### **BACKGROUND TO SOCIETY:**

The Fordhall Community Land Initiative is a not-for-profit community owned 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 now the first structure of its kind in 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.

### **JOB PURPOSE:**

We are looking for someone to assist us with measuring our impact; demonstrating our successes to our members, the board, future funders and the wider community against our strategic outcomes which we are looking to measure. Please note these are not financial measures, it is our social and environmental impact. (Measuring impact is the recognised way in which you show the value your organisation is delivering to its beneficiaries and society as a whole.)

### **STRATEGIC AIMS:**

1. Promote an understanding that viable small-scale farming can encourage biodiversity and help combat climate change
2. Create educational and fun experiences which leave lasting memories and therefore create a shift in behaviour towards a more environmentally conscious society.
3. Have a positive impact on well-being through increasing people's connections to nature and the environment.
4. Provide and increase the understanding of good food made from local/seasonal produce which benefits people and planet
5. Influence innovative approaches to using our assets, particularly the land, for the benefit of community and climate

### **JOB MAY INVOLVE:**

- Assisting with set up of data collection systems and supporting documents
- Ongoing collation of data from our various projects on a regular and timely basis
- Working with databases, spreadsheets and word documents.
- Helping in the production of marketing / data collection materials.

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- Assistance with presentation and summarising of data collected for reporting
- Dealing with sensitive, personal data. Confidentiality agreement is required to be in place and work with full discretion at all times.

#### **SKILLS:**

- Ability to work with a great attention to detail
- Fully computer literate and comfortable with the main Microsoft Office tools, databases and emails.
- Confident in communicating with people of all levels within the organisation
- Ability and confidence to liaise with staff members as needed to ensure data collection is being completed and submitted in a regular, timely fashion.
- Outgoing, friendly and proactive character.
- Be comfortable volunteering within a group or by yourself.
- Good communication skills.
- Being able to use your own initiative but be able to ask for help when you need.

#### **WHAT YOU WILL GET BACK:**

- Induction to organisation and a warm Fordhall welcome.
- A friendly and supportive working environment in a beautiful farm location.
- Regular updates on organisational activities.
- Support, advice and guidance, from Deputy Manager and wider office team.
- Opportunities to develop your administration skills in all aspects.
- An opportunity to gain valuable work experience from a highly varied organisation.
- A reference for any future job applications.
- Discount in Arthurs Farm Kitchen and the Farm Shop on days you are volunteering.