



Horton Community Farm Community & Training Coordinator

Job Description & Person Specification

Ref: HCFCTC01

Employed cooperative worker & director

Employer: Horton Community Farm Cooperative Ltd

Hours of work: 12 hours per week, flexible.

Contract: 6 months (an extension may be available depending on the farm's funds at the time)

Salary: £12.50 per hour (flat pay structure across all HCF employees)

HCF is a family friendly employer.

The following information is to assist staff joining HCF to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted.

1. Whilst we endeavour to outline the duties and responsibilities of the post, a document such as this does not permit every item to be specified in full detail. As far as possible all the usual associated routines have been included in the job description below.
2. HCF aims to be an Equal Opportunities employer and requires its employees and contractors to adhere to its policies concerning equality and upholds the rights of all people in terms of equal opportunity for employment without discrimination.

HORTON COMMUNITY FARM COOPERATIVE LTD:

Horton Community Farm is a permaculture LAND centre for food growing, wellbeing and Community Resilience. We work across 5 strands of work and are developing programmes in each: education; volunteering; wildlife; volunteering and food growing.

We have been transforming and managing nearly 2 acres of land for community benefit and have a community area (under development), compost loo, purpose-built therapy garden and programme, veg growing area, wildlife area with pond and forest garden.

We have offered a wide range of projects and work in partnership with local individuals, groups and organisations for the benefit of the community.

PRIME OBJECTIVES OF THE JOB:

The Community & Training Coordinator works with other staff in the development of Horton Community Farm and has responsibility for community development, training and programmes across our 5 strands of work.



The community and training coordinator will deliver significant work developing HCF as a whole. This is largely done via grant funded projects which fit with each of our 5 strands.

Elements of the role:

- To oversee the development of a community engagement programme, involving community in the development of the project through participatory action research. The community engagement programme and promotional materials are developed in conjunction with the team where relevant.
- To take an active role in working on collaborative fundraising bids with the rest of the team
- To oversee the development of training, education and other programmes related to our 5 strands of work, in conjunction with other members of the team.
- To deliver projects/sessions on our own site and elsewhere, where appropriate
- To encourage skill development within the team, provide training sessions with other members of the team where appropriate.
- To develop workshops with other members of the team where appropriate.
- To promote sustainable and healthy lifestyles.
- To offer training and consultancy in permaculture and ensure the project is a demonstration of good permaculture in practice.
- To liaise with the community and other agencies in conjunction with other staff.
- To develop and coordinate community events.
- To develop our STH programme with other members of the team.
- To contribute to social media to promote the farm.

The post holder will coordinate and deliver community activities for a wide range of groups, oversee the development of the community engagement, training and education programmes and contribute to further development of the farm facilities. This involves offering teaching and training, community and partner engagement and promoting the farm and HCF's activities and ethos, including liaising with other staff to provide and promote community, education and training programme and events.

SUPERVISORY / MANAGERIAL RESPONSIBILITIES:

Responsibility for guidance, support, welfare and safety of staff, group members, volunteers, children and other participants.

Involved in decisions regarding responsibility for the site including day to day organisation of the site and its volunteers and activities.

Responsible for overseeing community involvement, education programme, training sessions, workshops and events



The post holder will join HCF's management team and become a Director.

SUPERVISION AND GUIDANCE:

As a cooperative with a flat structure, supervision and guidance takes place in the form of weekly meetings as a team, making decisions together and linking with other members of staff as appropriate. The post holder will be responsible to the rest of the management team. Decisions will be taken with relevant members of the team using internally agreed decision-making processes and consensus as a group where appropriate; elsewhere decisions will be taken in accordance with best practice.

The worker will be self-supervising and is expected to exercise initiative and good judgement in planning workloads.

RANGE OF DECISION MAKING:

The post holder will make decisions of a professional nature on the development and delivery of elements of the projects. Key strategic decisions are made by the team as a whole, where appropriate, but as the Community and Training Coordinator largely oversees the programmes and projects delivered by HCF, there is a significant part of the role which involves liaising and negotiating with strategic partners and managing the decision-making processes in relation to this, relaying the content of meetings and proposing projects and significant decisions to the rest of the team.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

The post holder will be responsible for finances, materials, equipment and tools associated with the project.

RANGE OF DUTIES:

Exact duties to be agreed in negotiation with the rest of the cooperative members:

1. Establish and maintain community links and active involvement in the use and development of the farm and related community, educational and training activities.
2. To present and promote the services of HCF to the community/potential clients/other agencies.
3. To use a full range of office software, social media and publicity tools as required.
4. To organise events and visits to raise the profile and stimulate involvement in Horton Community Farm.
5. To keep records of work carried out.



6. To keep records of finances used in programme(s) and projects.
7. To attend all relevant meetings where required including weekly staff meetings, fundraising meetings and meetings with partners and other agencies.
8. To work on your own initiative and make decisions regarding the delivery of programmes and projects.
9. To ensure that work is completed to a satisfactory standard and in line with HCF's policies and monitoring requirements <https://hcf.org.uk/policies/> .
10. To monitor, evaluate and quantify all performance targets and outputs associated with projects and programmes for HCF.
11. To report as required to the Management team, membership and funding bodies.
12. To undertake training as required for delivering the project.
13. Possibility of site work to be agreed.

Person Specification

	Essential	Desirable	Evidence
1. Education.			
A degree or equivalent in a relevant subject and/or relevant work experience	✓		Paper qualifications
A qualification related to community development and/or relevant experience	✓		Paper qualifications
A qualification in training and/or education with relevant experience	✓		Paper qualifications
Completion of a permaculture design certificate and/or experience	✓		Paper qualifications
2. Experience			
Experience of managing complex projects	✓		Application and interview
Professional or voluntary experience of working in one or more community group/environmental/horticulture projects	✓		Application and interview
Professional or voluntary experience of organising and managing volunteers	✓		Application and interview
Professional or voluntary experience of horticulture	✓		Application and interview
Commitment to and/or professional or voluntary experience of organic systems of horticulture	✓		Application and interview
Experience of designing and delivering education or training programmes	✓		Application and interview
Experience of delivering permaculture courses		✓	Application and interview
3. Knowledge required.			
Group facilitation and community organising	✓		Application and interview
Organic systems of horticulture	✓		Application and interview
Awareness of health and safety issues	✓		Application and interview

Awareness of equality and diversity/equal opportunities	✓		Application and interview
Practical use of IT systems Good level of skill in Microsoft Word, Excel etc. and Google Docs, Sheets etc.	✓		Application and interview
4. Skills required			
Excellent communication and negotiation skills	✓		Application and interview
Excellent verbal and written skills	✓		Application and interview
Ability to work as a member of a multi skilled team	✓		Application and interview
Self-motivation	✓		Application and interview
Empathy and ability to empower and enable others	✓		Application and interview
Flexibility and adaptability	✓		Application and interview

Other information

- i) The successful candidate will be expected to undertake any appropriate training and may need to gain appropriate qualifications (first aid, food hygiene etc) as required by the cooperative
- ii) The appointment is subject to satisfactory DBS/enhanced police clearance and references.

Please email your CV (including the details of 2 referees) and cover letter to info@hcf.org.uk by midday on Wednesday 11th May and interviews 16th May (can be flexible on interview date). If you're seeing this late, get in touch and we may be able to extend the deadline.