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Part-time, 12 hours a week

Outdoor Activities Practitioner Application Pack

Do you want to be part of delivering high quality outdoor sessions for young people and adults at a nature rich green space with food growing in Bradford? Horton Community Farm (HCF) have been preserving, nurturing and opening up a green oasis in inner-city Bradford for people to enjoy for 15 years.

Thank you for your interest. We're a friendly and supportive team. If you think you fit a good deal of the criteria then we'd love to hear from you and encourage you to apply. If you would like to discuss any aspect of the role before you apply, please feel free to contact the team for an informal discussion on the contacts below.

We're looking for someone with:

- A keen interest in nature, food growing and permaculture principles, and using these themes to deliver enjoyable activities
- Experience of delivering outdoor activities for children and adults
- Forest school training or a commitment to work towards qualifying (you may be able to qualify for free via HCF)
- Excellent people skills
- [IT Skills](#)
- Fundraising experience

Horton Community Farm Co-operative Limited

An inspirational Permaculture Centre for Food Growing & Community Resilience

Correspondence & registered address 19 Ash Mount, BD7 3BH

Registered 2011, CRN 07761107

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Application process

How to apply

Send your CV and covering letter to directors@hcf.org.uk

Please provide an up-to-date CV that shows how you meet the requirements outlined in the job description and person specification below. You can use additional documents if needed.

References

In your CV, please supply the contacts of two references including full name, organisation, email address and phone number (if available) of each.

Enquiries

If you have an enquiry or need the process making more accessible, use the above email address or ring Jonathan on 07811376870.

Dates

Deadline	Tuesday 18 th February, 10am
Decision by	Friday 21 st February
Interviews	Week commencing Monday 24 th February

Job Description

Key Information

Employer	Horton Community Farm Cooperative Limited (HCF)
Hours	Part-time, 12 hours a week <ul style="list-style-type: none">○ Regular sessions on site○ Flexible admin from home
Pay	£15 per hour (rising to £16.50 from April 2025) £8,400 per year (rising to £8,904 from April 2025) <i>HCF Operates a flat pay structure meaning all staff receive the same rate.</i>
Location	<ul style="list-style-type: none">○ Session delivery at Horton Community Farm○ Session delivery at other centres in Bradford on occasion○ Admin from home
Contract	6 months (extension is funding dependant)
Trial period	3 months
Pension	Available at a 3% employer contribution rate
Holiday	At statutory level of 5.6 weeks pro rata
Job sharing	This post is not suitable for job sharing

The following information will assist staff joining HCF understand and appreciate the role they will play in the organisation. The following points should be noted.

- Whilst every attempt has been made to outline all the duties and responsibilities of the post, exact duties may vary according to the individual's strengths and the evolving nature of the organisation. Employees will be required to have some degree of flexibility in their duties.
- HCF is striving to become an Equal Opportunities employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities in terms of equal opportunity for employment.

Prime objectives of the job

The practitioner element

Group	Delivery	Programme name
Home educated children	Monthly forest school programme with support from a parent	Home-ed Forest School
Children aged 0-5 & families	Weekly general outdoor play sessions alongside another staff member	Growing Together
Volunteers	Occasional cover of weekly sessions to maintain the site	Volunteering

Occasional cover, when needed, for our other programmes such as 'Mums, Bumps & Babies', 'Growing Hope' for asylum seekers and refugees, the 'Mindfulness Garden' group (the gardening element), and working with volunteers to maintain the site.

These sessions involve outdoor activities such as:

- Forest school activities
- Organic food growing
- Outdoor play activities
- Nature crafts
- Bug hunts
- Nature ID

The post-holder will be responsible for planning and delivering sessions in collaboration with any co-practitioners. Horton Community Farm has a range of equipment, stored on site for running activities. Additional materials will need to be purchased by the post-holder with HCF funds.

The post-holder will also possess good practical skills and be familiar with tools and garden machinery from experience in food growing and site maintenance.

The admin element

Duty	Detail
Project coordination	Assisting with the coordination and administration of HCF's programmes for participants
Fundraising	Assisting with researching and applying for grants
Publicity and outreach	Assisting with maintaining good levels of attendance at our sessions through spreading publicity and engaging with other organisations
Monitoring	Keeping records of attendance
Strategic decision making	Attend meetings and assist with decision making within the organisation when required

IT Skills that would be an advantage

Experience using some of the following IT applications is desirable (both Google and Microsoft systems where applicable).

- Spreadsheets
- Word processing
- Cloud computing
- Outlook for email
- WhatsApp
- [Mailchimp](#) for email campaigns
- [UpShot](#) for attendance monitoring
- [Canva](#) for publicity design
- Social Media such as Facebook
- Google Forms

Further information

Range of duties

The post-holder will be expected to

1. Plan and deliver sessions for a range of groups.
2. Work on their own initiative and make decisions regarding the delivery of the programme, with support from colleagues when needed.
3. Keep records of attendance.
4. Attend all relevant meetings where required including with staff, partners, funders and other agencies.
5. Report as required to the management team.
6. Assist with fundraising applications.
7. Keep records of finances used.
8. Keep timesheet up-to-date and submit before the monthly deadline.
9. Undertake other duties as agreed by the management team.

General duties that apply to all staff

All staff are expected to

1. Undertake training as required for delivering the project, as well as relevant CPD (Continuing Professional Development) training around Equality, Diversity and Inclusion (EDI).
2. Only use or share work created during employment by HCF, outside of HCF, with permission from the management team. This includes media, activity plans, publicity templates, spreadsheets, policies and all other existing or newly created HCF documents.
3. Promote HCF's aims and objectives and present a positive image of HCF.
4. Work within the Equal Opportunities framework and the principles of Justice, Equity, Diversity, Accessibility & Inclusion (JEDAI), & promote good practice through their work.
5. Work with the team with a flexible approach.
6. Take responsibility for their own and others safety and ensure that colleagues and visitors are not exposed to danger.
7. Abide by HCF's policies and ethos at all times.

Supervision and guidance

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.

The post-holder will be self-supervising and is expected to exercise initiative and good judgement in planning workloads. In addition, you can choose a colleague to have monthly supervisions with. This will be a confidential space to talk about your well-being and any adjustments we can collectively make to improve your work-life.

Range of decision making

The post-holder will make decisions of a professional nature on the development and delivery of projects.

Responsibility for assets, materials etc.

The post-holder will be responsible for finances, materials, equipment and tools associated with the projects they are delivering.

Supervisory / managerial responsibilities

The post-holder will have the opportunity to join HCF's management team as a director following a successful trial period and approval from existing directors.

If adopted as a director, the post-holder would have responsibility for helping to guide:

- The support, welfare and safety of staff, attendees, volunteers, children and other participants.
- The development of the site, helping to oversee infrastructure development, increasing food production, and increasing biodiversity.
- Fundraising strategy.
- Development of our commercial services.
- Our relationships with funders, the council and other third sector and commercial organisations.
- Policy development, including how we can make our workplace and delivery safer, accessible and inclusive of minority voices.

Person Specification

	Essential	Desirable	Evidence
1. Education			
Forest School Training		✓	Application & certificate on request
A qualification in horticulture		✓	Application & certificate on request
A degree or equivalent in a relevant subject		✓	Application & certificate on request
A qualification in training or education		✓	Application & certificate on request
Completion of a permaculture design course		✓	Application & certificate on request
2. Experience			
Experience growing food	✓		Application
Experience of delivering activities for a range of groups	✓		Application & interview
Practical gardening skills	✓		Application & interview
Professional or voluntary experience of working for community organisations in the youth/environmental/horticulture sector	✓		Application & interview
Professional or voluntary experience of organic systems of horticulture	✓		Application & interview
Experience of managing complex projects		✓	Application & interview
Professional or voluntary experience of organising and managing volunteers		✓	Application & interview
3. Knowledge and skills			
Organic systems of horticulture	✓		Application & interview
Good knowledge of fauna & flora	✓		Application & interview
Outdoor activity delivery	✓		Application & interview
Awareness of health and safety issues	✓		Application & interview

Awareness of equality and diversity/equal opportunities	✓		Application & interview
IT Skills	✓		Application & interview
Social media and publicity platforms such as Facebook and Mailchimp	✓		Application & interview
4. Personal Attributes			
Excellent communication skills	✓		Application & interview
Excellent written skills	✓		Application & interview
Ability to work as a member of a multi skilled team	✓		Application & interview
Self-motivated	✓		Application & interview
Ability to empower and enable others	✓		Application & interview
Professional and friendly manner	✓		Application & interview
A commitment to celebrating, welcoming, and improving the lives of culturally diverse individuals, including minority ethnic groups, those who are disabled, refugees, asylum seekers, LGBTQ+, migrants, religious minorities and indigenous people	✓		Application & interview
A dedication to understanding difference, advocating for rights, challenging bigotry, and upholding the values HCF represents	✓		Application & interview

Other information

- i. The successful candidate will be expected to undertake any appropriate training and gain appropriate qualifications as discussed in management meetings.
- ii. The appointment is subject to a satisfactory enhanced DBS check.