



WELLGATE

COMMUNITY FARM

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Education Worker Job Description

Purpose of Job

- To oversee, develop and grow educational activities at the farm including visits to and from the farm
- To recruit and work with farm volunteers and students to support them in achieving their educational and training goals.
- To help organise and run community engagement and fundraising activities events and both on and off site.
- To promote education activities to primary and secondary education establishments, local authorities, other referral agencies and groups, with the goal of making the education project self-financing.
- With other farm staff maintain a safe and happy working environment for all farm users.
- To nurture and develop links with schools, local authorities and other organisations to raise the farms profile as an education provider.
- To research opportunities and develop new activities to broaden our educational scope.

Main Activities

- With the assistance of other staff and volunteers carry out the booking, planning, running of visits to and from the Farm.
- Maintain up to date marketing materials for farm education activities and use them to promote our services to schools and other groups.
- Set up and maintain recording and activity evaluation systems for educational activities. Produce reports as required and work to improve feedback from clients.

- Be responsible for the welfare of animals, students and volunteers while offsite on educational visits.
- Produce materials that will be used to enhance education, training and recreation activities at the farm.
- Create curriculum based education activities on the themes of animals, farming, wildlife, conservation, recycling and growing.
- To be aware of the national curriculum and how it links to farming and the natural environment. Keep up to date with changes in the curriculum and adapt activities accordingly.
- To research and develop activities around outdoor classroom and forest schooling themes, with the aim of developing new activity programmes.
- Work with other staff to recruit students, trainees and volunteers and to co-ordinate activities, providing technical supervision through demonstration, instruction, support and assessment.
- Monitor and evaluate individual's progress, give feedback and be responsible for the implementation of disciplinary procedures as appropriate.
- Produce monitoring and evaluation reports as required for reporting to funders.
- Work with the fundraising team to develop fundraising ideas and new projects.
- When working on the farm promote a positive community atmosphere and a safe clean, tidy working environment
- Be aware of and work within farm policies and procedures, following risk assessments for activities to maintain the health and safety of all farm users and visitors.

General

- To operate in accordance with the ethos of the farm.
- To be responsible to the Farm Manager, Trustees and any supervisory groups of relevant partnerships.
- To drive farm vehicles as appropriate
- To be qualified in First Aid at Work
- Undertake training appropriate to the responsibilities of the post.

The above mentioned duties are neither exclusive nor exhaustive and the Education Worker may be required to carry out other such duties as may be requested by Line Management and Trustees through the Chair.

Personal Specification

1. Experience or qualification in education or youth work	Essential
2. Experience or interest in animals, agriculture and associated crafts including outdoor activities	Essential
3. Knowledge of the National Curriculum	Essential
4. A collaborative approach that can enthuse people of all ages and abilities.	Essential
5. An appreciation of the requirements of students with special educational needs and experience of working with children with challenging behaviour.	Essential
6. An appreciation of vocational learning.	Essential
7. Ability and motivation to research and develop ideas in conjunction with the rest of the team, to work on own initiative, and the skills to communicate the resulting projects effectively.	Essential
8. Information and technology skills; use of Microsoft office. Ability to produce reports, presentations, spreadsheets, reports.	Essential
9. Willingness to work flexible hours, which will include evenings and weekends.	Essential

10. A clean driving licence and a willingness and ability to drive farm vehicles.	Essential
11. Willingness to undergo any training to improve and develop skills	Essential
12. An awareness of the financial restraints and flexibility of a small voluntary organisation.	Essential
13. A state of health, which would enable completion of the duties of the post.	Essential
14. To have an awareness and understanding of safeguarding children, young people and vulnerable adults.	Essential
15. Knowledge of educational and local authority systems to enable the development of partnerships.	Desirable
16. A First Aid at work certificate	Desirable
17. Post Graduate Certificate in Education	Desirable
18. Experience of teaching or working as a level three or four Teaching Assistant	Desirable