



WELLGATE

COMMUNITY FARM

Collier Row Road, Romford
Essex. RM5 2BH
Tel: 01708-747850
E-Mail: info@wellgatefarm.org
Web: www.wellgatefarm.org

Young Farmers Club Leader

Job Description

Purpose of Job

- To run the Wellgate Farm Young Farmer's Club. A farm based youth club for 8 to 18 year olds.
- To plan and supervise events and activities both on and off site for the Young farmers and other youth volunteers.
- To make sure the farm is a safe and welcoming place for visitors at weekends.
- To be responsible for the safety of farm users and visitors
- To help organise and run farm events and fundraising activities.
- To run children's birthday parties at the farm

Main activities

- To recruit and induct young people as members of our Young Farmers club.
- To supervise them working as teams looking after the farms animals and taking part in a range of gardening and other outdoor activities.
- To maintain registers and payment records for the Young Farmers members and report on attendance and payments to Farm Manager.
- Ensure accurate records are kept of group members and attendances in accordance with Data Protection legislation.
- To support Young farmers to help them achieve Bronze, silver and Gold achievement awards.
- To induct and supervise Duke of Edinburgh award volunteers, ensure they complete their volunteering hours and work to the required standard.
- To organise and run events and outings for the Young farmers club and liaise with other staff to make these opportunities available for other farm users.
- To work with farm staff members and volunteers to run community events and fundraising activities at the farm.
- To encourage engagement and feedback from Young Farmers through holding regular team meetings.

- Maintain good relationships with parents/carers of the young people. This will include inviting families to support Young Farmer and farm events.
- To promote and sustain a positive community atmosphere and a safe clean, tidy working environment
- To make sure that all areas are clean and tidy at the end of activities.
- To adhere to farm policies and procedures; follow risk assessments for activities; maintain health and safety for all farm users and visitors.
- Monitor and evaluate individual's progress, recognise and reward achievements 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.

General

- To operate in accordance with the ethos of the farm.
- To drive farm Vehicles as appropriate
- To be qualified in first aid.

The above-mentioned duties are neither exclusive nor exhaustive and the Young Farmer's Club Leader may be required to carry out other duties as may be requested by the manager and trustees through the chair of the Board of trustees.

Person Specification

- | | | |
|----|---|----------------------------|
| 1. | An appreciation of the requirements of people with special educational needs and experience of working with children with challenging behaviour. | Essential |
| 2 | Experience or qualifications in animals, agriculture, environmental sustainability and associated skills including outdoor activities | Essential |
| 3 | Ability to develop ideas in conjunction with staff and volunteer team, to work on own initiative and skills to communicate effectively with all teams | Essential |
| 4 | To have an awareness and understanding of safeguarding children, young people and vulnerable adults. | Essential |
| 5 | Information and technology skills; use of Microsoft office. Ability to produce reports, presentations, spreadsheets, reports. | Essential

Essential |
| 6 | A collaborative approach that can enthuse people of all ages and abilities. | |

7	To be able to manage budgets and an understanding of the constraints of working for a small organisation.	Essential
8	Willingness to work flexible hours, which will include evenings and weekends.	Essential
9	A clean driving license and an ability to drive mini-buses/LGV	Essential
10	Willingness to undergo any training to improve and develop skills	Essential
11	A state of health which would enable completion of the duties of the post	Essential
12	A first aid at work certificate.	Desirable