

## **Job Description – Farm Project Assistant**

### **Job Summary:**

The Farm Project Assistant plays a crucial role in supporting the delivery of group sessions and educational programs to school/college cohorts and groups from external organisations. Working closely with Project Leaders, the Farm Project Assistant ensures engaging and enriching experiences for all service users. This position contributes to fostering a connection with nature and promoting learning through hands-on activities.

### **Responsibilities:**

- Assist Project Leaders in delivering group sessions and educational programs.
- Collaborate with the education team to prepare and deliver engaging sessions.
- Actively engage with participants during sessions, promoting learning and exploration.
- Maintain safe learning environments, adhering to health and safety protocols.
- Participate in team meetings and contribute ideas for service improvement.

### **Responsible to:**

- Head of Farm Services

### **Key Liaisons:**

- Farm Key workers / Educational staff
- Support workers
- Community partners
- Clients and their families

### **Performance Measurements:**

Success will be measured by:

- Effective delivery of engaging sessions that foster connections with the natural environment
- Positive outcomes for clients and the local community
- Growth and sustainability of the farm programs

### **Purpose of the Post:**

To assist in the development and implementation of farm-based educational programs for school groups and adults, promoting independence and personal growth through hands-on activities and support.

### **Principal Duties May Include, But Are Not Limited To, the Following:**

- Facilitate and lead educational sessions for school groups and adult clients.
- Support the development and delivery of tailored programs that encourage independence and self-sufficiency.
- Support clients/participants in both group settings and one-on-one interactions.
- Collaborate with team members to ensure high-quality service delivery.
- Assist in the planning and organization of farm activities and events.
- Maintain a safe and welcoming environment for all participants.

- Monitor and evaluate the effectiveness of programs, providing feedback for continuous improvement.

**Safeguarding:**

- Implement safeguarding procedures to ensure the safety and well-being of all participants.
- Be vigilant for any signs of distress, abuse, or neglect, and report concerns promptly.
- Collaborate with relevant authorities and follow established protocols to address safeguarding issues.

**Essential Experience, Skills, or Attitudes:**

- **Essential:** Passion for the outdoors with solid experience in horticulture or farm-based environments.
- **Essential:** Supporting in project delivery and activity planning with various stakeholders.
- **Essential:** Relevant professional qualification (e.g. education, social care).
- **Essential:** Experience supporting individuals in group settings with diverse needs.
- **Essential:** Background working with young people, vulnerable groups, and those with challenging behaviours.
- Proven professional background in educational settings (SEN) or care.
- Strong interpersonal skills to effectively motivate and engage others.
- A proactive attitude that embraces challenges and problem-solving.
- Excellent organizational skills with a strong focus on customer service.
- Proficient literacy and computer skills.
- Working knowledge of first aid and health & safety protocols relevant to outdoor settings.
- Willingness to work in an off-grid, practical farm environment.

**Working Conditions:**

- Weekly working hours: 12 hours
- Terms and conditions of employment are outlined in your employment contract and staff handbook.

**Dress Code:**

Professional attire that complies with health and safety regulations. Suitable clothing for working outdoors in all weather conditions, including boots (wellingtons or hiking boots).