Education & Partnership Manager

Recruitment Pack - July 2022

About Vauxhall City Farm

Vauxhall City Farm is a registered charity governed by a board of Trustees and regulated by the Charity Commission for England and Wales.

We deliver our mission through a range of educational, horticultural and recreational workshops, volunteering, guided tours, riding lessons and visitor experiences of an urban farm.

Our aims are to:

- Support children and disadvantaged people to boost their confidence and aspirations via the development of personal, social, life and practical skills
- Promote emotional, mental, social and physical health and well-being
- Develop environmental awareness and action
- Strengthen community cohesion
- Create enjoyment and recreational opportunities for those from our local and wider communities

Set in 1.5 acres Vauxhall City Farm is a 'piece of the countryside come to town' in the heart of Vauxhall, within earshot of Big Ben, and in the shadow of the London Eye. Just minutes away from the Thames and Westminster, the Farm offers all the sights and smells of the countryside, attracting over 50,000 visitors each year. Making it one of London's greatest hidden treasures.

Uniquely, Vauxhall City Farm is situated within London's Central Inclusion Zone, and very close to major rail and London Transport interchanges and tourist attractions. We attract visitors, and service users from all over London (and beyond); and our charitable objectives cover the 6 Boroughs of Lambeth, Westminster, Southwark, Hammersmith and Fulham, Kensington and Chelsea, and Wandsworth.

Free entry to the Farm brings these diverse communities together in surroundings where everyone is equal and welcomed, and enjoyment and learning are shared. It provides opportunities for (over 300) individuals to regularly Volunteer, and for Corporates to deliver clear and tangible benefits (on their doorstep) from Corporate Social Responsibility donations, "Corporate Challenges", "Payroll Giving" and "off-site" fundraising. All of which provide real and tangible benefits for a wide range of office workers and community recipients.

We have already taken significant steps to ensure that our facilities and programmes keep pace with these growing needs and demand. Stage 1 of our development plans has been completed. It equated to well over £1million in fund-raising, and has provided us with modern, and high-quality classroom/ meeting/events/cafe facilities, that are suited to a wide range of needs. But we recognise that demand and need will continue to rise significantly, and over the next 3 years, the Farm will put a similar level of effort into fund-raising, marketing, and delivery for Stage 2 of our planned development.

The Farm has an exceptional range of animals, horses, birds, pond life, ecological habitats, insects, herbs, dye and medicinal plants, vegetables, trees, and fruit bushes. It also has:

- an all-weather floodlit riding arena and paddocks and a strong track record of delivering both general riding and Riding for the Disabled lessons (the riding school was closed at the start of the

COVID-19 lockdown and will remain closed whilst we undertake essential refurbishment of our paddocks).
- a visitor and family friendly café
- a Community garden recently developed and run by volunteers
- A range of different "outdoors" environments, animals, plants, and natural habitats that directly support the curriculum needs of over 80 inner-city schools (that cannot be accommodated on their cramped inner-city sites)
- high quality modern meeting/classroom/training/events facilities (that provide ideal facilities and a very different "inner-city environment") for corporate team building events, training, birthday parties, wedding receptions, art/crafts and music activities, exhibitions, filming and TV.

About the role

This is an exciting opportunity to become involved with one of London's hidden treasures. Covering over 1.5 acres of land, Vauxhall City Farm is home to over 100 animals and provides Londoners the opportunity to experience the sights, sounds and smells of the countryside without leaving the city. It also offers opportunities, education and training to the local community and beyond.

As a small yet growing charitable organisation, this also offers candidates an opportunity for personal and professional growth.

This is a key role that supports our wider aims to develop an educational hub for the Farm that makes use of the many attributes and benefits offered through our animal husbandry, gardening and therapeutic activities to support the learning experience and personal and social development of children and young people, particularly for those experiencing educational disadvantages.

Job Description – Education and Partnership Manager

Job Title	Education & Partnership Manager
Salary	Circa £30,000 p.a.
Contract Type	Fixed Term: 2 years (with potential to extend depending on funding)
Hours	35 hours per week - with some weekend work may be required (open to flexible working/4 days per week)
Responsible To	Chief Executive Officer

Job Description

The Post holder is responsible for developing and leading Vauxhall City Farm's educational projects and the development and management of our afterschool and holiday programmes, as required by the Chief Executive, ensuring that the work is executed to the highest of standards. The ideal candidate will hold a relevant qualification and /or with experience of educational/personal development, afterschool enrichment and activity, planning and management, co-ordination of tutors and working with Early Years and other educational, community learning and youth agencies and schools. Previous experience as a teacher, youth /community worker or afterschool co-ordinator is required.

Duties

- Co-ordinate the management of educational/enrichment activities from 3.30-6.00pm each school day for our afterschool programme
- Develop and manage the running of our educational projects that include (but is not limited to):
    - School and group workshops
    - Mobile farm events
    - Personal and social development programmes
    - Young Farmer's Club
    - Family Learning and Holiday activities
    - Seasonal environmental workshops and events
    - Creative development of our educational workshops for online access.
- Collaborate with qualified tutors to implement a learning experience that supports the school curricula.
- Oversee delivery of afterschool activities to meet agreed organisational and funder requirements
- Develop and maintain good communication and partner relationships with local schools, other educational and youth and community partners and parents/carers
- Collaborate with colleagues to incorporate learning opportunities using the resources/animals across the Farm
- Support volunteer induction and input
- Maintain the referral process, delivery and collection of children/young people to/from the afterschool and holiday activities.
- Provide refreshments and ensuring that hygiene, health and safety standards are met.
- Administer first aid when necessary.

Management & Administration

- Manage partner relationships, volunteers and overseeing tutors/partner arrangements and delivery
- Manage weekly monitoring, administration and record keeping, including tutor and participant records
- Attend staff team meetings
- To perform any other tasks reasonably requested by the CEO

Health & Safety

- Comply with all statutory and company health and safety policies and procedures
- Ensure job required certificates are kept up to date – 1st Aid, Safeguarding, DBS checks

- Review and update risk assessments
- To comply with the arrangements to deliver services in accordance with our Equal Opportunities Policy
- To be the lead for safeguarding at Vauxhall City Farm.

Requirements

- Proven experience as an educator or afterschool co-ordinator or youth / community worker /manager
- Experience of working with the 8-18+ year age groups
- Understanding of diversity and the varied needs of children/young people and families
- Proven leadership skills
- Good communication skills
- Ability to work on own initiative, using judgement and common sense
- Computer literate – with the ability to use basic software such as Word, Excel, Email etc.

Desirable

- Appropriate Level 3 qualification
- Food Hygiene Certificate
- Experience of budgeting
- Familiarity with the school curriculum for English, Maths and Science

Special Conditions

This position will involve contact with young people. The postholder will therefore be subject to an enhanced Disclosure and Barring Service clearance on appointment and on an appropriate review basis thereafter.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

July 2022

How to apply

To apply for the Education and Partnership Manager position please submit:

- CV 2 – maximum 2 sides of A4
- A covering letter (no more than 2 pages, minimum font size 11) letting us know:
    a) why you are interested in the role
    b) the skills and experience you will bring that align with the Job Description / Requirements.

- Email your CV & cover letter to: recruitment@vauxhallcityfarm.org with the subject heading: **Education Manager Recruitment**

Closing Date: 5pm on Sunday 11th September 2022

Employment requirement

The post holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. As the role requires close working with children/vulnerable people the post holder will be subject to an enhanced Disclosure and Barring Service clearance on appointment.

By applying for this vacancy, you consent to the safe storage and handling of any personal data you have provided us with. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing info@vauxhallcityfarm.org.

End.