



Education Officer Intern

Funded by the Jack Petchey Foundation

Recruitment Pack – January 2023



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.

Our charitable objectives cover the 6 Boroughs of Lambeth, Westminster, Southwark, Hammersmith and Fulham, Kensington and Chelsea, and Wandsworth.

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
- a visitor and family friendly café
- a community garden recently developed
- 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, art/crafts and music activities and exhibitions.

About the Role

We are delighted to have the support of the **Jack Petchey Foundation** with the funding of this internship role. Full details of the Internship programme are outlined here: [Jack Petchey Internship Programme](#).

As part of this role, you will be part of the Jack Petchey Internship Programme with 30 other interns from different youth organisations in London and Essex. This development programme will involve you attending a launch conference, four professional development workshops through the year and a celebration event at the end of the programme. You will receive an extra training bursary of £1,000 for approved training. You will also be matched with a mentor from another organisation to support you in your professional development.

The Jack Petchey Internship Programme training and events will take place in person in London and you will be expected to take full part in this programme alongside your role at Vauxhall City Farm

This is an exciting opportunity for a young person to join one of central London’s leading educational charities, Vauxhall City Farm and who wants to take their first step into the workplace via the youth/environment/charity sector.

Covering two acres, the farm is home to over 100 animals and for 45 years has given visitors from far and wide the opportunity to experience life on a farm making the use of its green space by offering a range of visitor experiences, education and training programmes, volunteering, horse riding, and events.

This role fits with our wider aims to establish 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.

Despite the impact of the pandemic, we have been very successful in building a range of outdoor and indoor educational and environmental activities and programmes.

We are now seeking an exceptional, **Education Officer Intern** as part of the Jack Petchey internship Programme who can assist in implementing and building on the success of a number of our educational programmes and offerings.

As a **young person** and will work closely with the Education & Partnerships Manager to help deliver a high-quality experience for visiting schools, local groups, corporate volunteers and partners that will also provide opportunities for you to learn more about the natural world and our farm animals.

We welcome applicants with a background in education and/or environment, who thrive in a busy and varied environment and have an interest in working with children and young people. In addition, you will be a self-starter, highly motivated with strong administrative and IT skills and experience of managing a database, (support will be offered in developing skills in this area).



Job Description Education Officer Intern

Job Title	Education Officer Intern (<i>Jack Petchey Internship Programme</i>)
Salary	£20,000 p.a.
Contract Type	Fixed Term: 1 year (with potential to extend depending on funding)
Hours	35 hours per week – some weekend work may be required
Department/Section	Education
Accountable to	Education and Partnership Manager

Main Purpose of the Job

To implement, deliver and support a structured education programme to schools, alternative education setting, youth organisations partners, corporate volunteers and our community. To engage with the local community by providing outdoor and indoor learning and environmental events and activities for children and young people. To market the educational opportunities of Vauxhall City Farm to schools and organisations in Lambeth and targeted London Boroughs.

Main Responsibilities

- To promote, deliver and staff a range of educational programmes at Vauxhall City Farm around the areas of farming, animal care, food production, wellbeing and environmental/sustainability themes.
- To support and develop programmes to meet the needs of specific audiences with a focus on under-represented audiences and those with complex needs.
- To maintain relationships with schools, educational organisations and community groups in Lambeth and the surrounding boroughs.
- To create, design and print educational materials and packs to be used alongside the programmes at Vauxhall City Farm.
- To ensure that all Health and Safety requirements for schools and visiting children are implemented and adhered to.
- To follow and ensure high levels of Safeguarding of children and young people in accordance to safeguarding policy.
- To keep Education spreadsheets, documents and relevant administration processes and procedures up to date.
- To maintain and develop outreach programmes to schools where necessary.
- To attend education related meetings representing Vauxhall City Farm with or in lieu of Education and Partnerships Manager.



- To assist the administrator with bookings and other administration relating to the educational programmes.
- To assist with the future development of the Vauxhall City Farm education programme and the sourcing of 'gifts in kind' and further funding.
- To assist on the publicity and marketing of education programmes, events and activities.
- To work with other staff to improve and maintain the interpretation of the farm, to enable a wide audience.
- To follow all Vauxhall City Farm policies and procedures, especially equal opportunities, health and safety and child protection.
- To work occasional evenings and weekends.
- Other duties as required.

Person Specification

The successful candidate must show the following behaviours:

- Commitment to, and enthusiasm for education, environmental conservation and sustainable development.
- A practical and enthusiastic approach to learning outside of the classroom and knowledge of relevant areas of interest, e.g. countryside, environment, farming, gardening, and cooking.
- The ability to communicate effectively in written materials as well as presentations, workshops and public-facing activities.
- Interpersonal skills and an ability to relate to people of all ages.
- Excellent organisational and time management skills.
- The ability to work well in a team but also on your own initiative.
- Good IT and administrative skills.
- A valid DBS will be undertaken by the farm.

Support will be provided with the help of the Jack Petchey Foundation Internship Programme, including with training and finding a mentor.

January 2023

How to apply

Application: Please send your CV and a cover letter (**no more than 2 sides of A4 minimum font size 11**) outlining:

- a) Why you are interested in the role
- b) The skills and experience you will bring that align with the Job Person specification

Submit to: recruitment@vauxhallcityfarm.org with **'Education Officer Intern Vacancy'** included in the email subject heading.



Deadline: 5pm on Friday 10th February 2023

Interviews: Interviews will take place in the last week of February 2023 (in person at Vauxhall City Farm).

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.

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