

## Education Manager Job Description

<b>Job Title</b>	Education Manager
<b>Salary</b>	£30,000 per annum
<b>Contract Type</b>	Fixed-term for 2 years (potential to extend dependent on funding)
<b>Hours</b>	35 hours per week - with some evening and weekend when required.
<b>Responsible to</b>	Deputy Chief Executive Officer
<b>Responsible for:</b>	Education Officer

### 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, tours and many 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 60,000 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, birds, pond life, ecological habitats, insects, herbs, plants, vegetables and trees, as well as:

- An all-weather floodlit riding arena and paddocks
- A visitor and family friendly café
- A community garden with an outdoor learning space
- 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

This is an exciting opportunity to become involved with one of London's hidden treasures and play a key role in providing 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.

## Main Purpose of the Job

To design, deliver and manage a structured education programme to schools, alternative education settings, youth organisations, 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 and to maintain strong working relationships with schools and partners.

## 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 and sustainability themes.
- To develop and run programmes in line with the National Curriculum that meet the needs of specific audiences with a focus on under-represented audiences and those with complex needs.
- To lead on the facilitation of inclusive, interactive and engaging workshops.
- To design and conduct formative and summative assessment to measure the impact of our educational programmes.
- To use assessment and data to report on the impact of programmes for funders and trustees.
- To recruit and manage educational staff and sessional workers.
- To build and maintain relationships with schools, educational organisations and community groups in Lambeth and the surrounding boroughs.
- To create educational resources for programmes at Vauxhall City Farm.
- To manage the administration of educational programmes and bookings.
- To design, develop and manage outreach programmes to schools and organisations.
- To attend education related meetings representing Vauxhall City Farm with or in lieu of Deputy CEO

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- To work closely with the Events and Marketing team on 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 ensure that all Health and Safety requirements visiting groups are implemented and adhered to.
  - To ensure high levels of Safeguarding of children and young people in accordance with our safeguarding policy.
  - To work flexible hours, including some evenings and weekends.
  - Other duties as required.

## Person Specification

The successful candidate must have:

- Proven experience as an educator / Youth Worker
- Experience of working with the 8-18+ year age groups
- Teaching Qualification (desirable)
- Managerial experience
- Understanding of diversity and the varied needs of children/young people and families.
- An 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. animals, countryside, environment, farming, gardening, and cooking.
- The ability to communicate effectively in written materials as well as presentations, workshops and public-facing activities.
- The ability to work on own initiative, using judgement and common sense.
- Interpersonal skills and an ability to relate to people of all ages.
- Excellent organisational and time management skills.
- Computer literate – with the ability to use basic software such as Word, Excel, Email etc.

## How to apply

To apply for the Education Manager position please submit:

- C.V. – maximum 2 sides of A4
- A covering letter (no more than 2 pages, minimum font size 11) letting us know:
  - Why you are interested in the role.
  - The skills and experience you will bring that align with the Job Description / Person Specification.

Email the above to: [recruitment@vauxhallcityfarm.org](mailto:recruitment@vauxhallcityfarm.org) with the subject: **Education Manager recruitment**

**Closing Date:** Thursday 4<sup>th</sup> April 2024 9.00am. Interviews for successful candidates will be on Tuesday 9<sup>th</sup> April.