**PART TIME VACANCY (16hrs/week)**

**SOCIAL FARMING CO-ORDINATOR**

We are a community owned, charitable co-operative based on the Blackwater Estuary, near Maldon in Essex. Launched in 2017 and building on thirteen years of development, we provide education and support through meaningful work experiences to adults with learning disabilities and/or autism (LDAs) as well as undertaking significant nature conservation work through the running of a biodynamic, organic farm. The farm covers 210 acres and has rare breed cattle and sheep, laying hens, vegetable growing, woolly crafts and are developing a commercial kitchen. It is a beautiful, tranquil setting. We are progressing towards becoming a Camphill Community and are inspired by anthroposophy.

We have developed a variety of social farming streams including day placements for LDAs, 16 to 24 year old Special Educational Needs (SEND) students on supported internships, adult supported volunteers, visits for those with SEND on work experience from schools and colleges, primary school visits, visiting groups (e.g. day placement providers), workshops and farm walks for members of the public.

We are now looking for an individual to co-ordinate these streams, ensuring smooth running internally and providing outward facing reassurance through continued compliance with regulations. The role requires excellent communication skills, the ability to organise and work efficiently, IT capabilities and previous experience of working with people with LDA using a person-centred approach. You will also have an understanding of the therapeutic benefits of meaningful work, an empathy for nature and a passion for artificial chemical free, biodynamic farming as well as a desire to see the development of each individual attending Lauriston farm. You will also need to be familiar with current safeguarding legislation as well as health and safety, first aid and have awareness of autism and epilepsy.

We take the safeguarding of everyone on the farm very seriously, especially those who are vulnerable. You will therefore be required to complete an enhanced DBS check if successful.

To apply, please send your current CV, along with a letter of application detailing how you match the person specification, by midnight on Monday 3rd July 2023 to Jenny Chittenden (Society Secretary) secretary@lauristonfarm.co.uk

Interviews will start in week commencing 17th July 2023 with a start date of mid-August. For further information please contact Spencer Christy (Farm Director) spencer@lauristonfarm.co.uk or 01621 788348.

13th June 2023

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| **LAURISTON FARM JOB DESCRIPTION** |
| **Job Title:** Social Farming Coordinator |
| **Salary:** £12.50 / hour |
| **Hours per week / Contract type:** 16 / Permanent |
| **Team:** Social Farming |
| **Reporting to:** Farm Director |
| **Location:** Lauriston Farm, Goldhanger, Essex, CM9 8AH |
| **Purpose of role**An internal organisational role responsible for ensuring compliance with external regulations and overseeing internal procedures and policies relating to all social farming activities enabling smooth running internally and outward facing reassurance. Examples of current social farming activities are adult day placements, supported internships, SEND college visits, primary school visits and workshops |
| **Duties & Responsibilities for this post*** Maintain internal paperwork systems for all social farming initiatives
* Co-ordinate all activity streams to ensure staff awareness and a meaningful experience for all visitors
* Oversee compliance with relevant legislation (e.g., risk assessments, safeguarding, food hygiene, health and safety) and internal policies
* Oversee compliance with best practice for day placements (Care Farming UK)
* Oversee evidence gathering via daily record sheets in accordance with award schemes
* Oversee room use and ensure all facilities are kept clean and tidy
* Ensure and any accidents/incidents are properly recorded
* Communicate with families, keyworkers, members of staff of all social farming participants
* Manage bookings from external organizations
* Communicate with potential social farming participants, including showing around farm and organizing taster days
* Act as liaison between everyone involved in social farming
* Maintain a central diary and signing in sheets for all pre-arranged regular and ad-hoc farm visitors, including staff holidays

**Duties & Responsibilities for all posts*** Demonstrate and promote the values of Lauriston Farm Limited.
* Work in accordance with all Lauriston Farm policies including financial, equality & diversity and safeguarding
* Commit to continual professional development
* Play an active part within the wider Lauriston Farm team
* Perform other duties occasionally assigned to you to ensure the smooth running of the farm
* With consent from individuals, contribute regular information and photographs for the farm’s social media
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| **Key Working Relationships*** All farm staff
* Social farming users, their families, carers, school/college staff members and key workers
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| **PERSON SPECIFICATION**(Essential = E, Desirable = D) |
| **Experience, knowledge & skills*** Experience of providing services for adults with learning disabilities, autism or other special needs (E)
* Excellent timekeeping, multi-tasking and organizational skills (E)
* Experience of writing risk assessments and policies (E)
* Experience of managing legislation compliance (E)
* Experience of following, and keeping up to date with, best practice for your organization (E)
* Good IT skills (including Word, Excel and Outlook) (E)
* Self-motivated to work on own initiative and as part of a team (E)
* Excellent oral, written and interpersonal communication skills, including an ability to build relationships and engage effectively with everyone on the farm (E)
* Managing budgeted expenditure (E)
* An innovative, flexible and enthusiastic work ethic, including a willingness to attend a maximum of three weekend trustee meetings plus the AGM each year (E)
* Commitment to the Lauriston Farm values of conservation and chemical free, biodynamic farming and the ability to communicate these values to others (E)
* A keen interest in anthroposophy (D)
* Experience (personal or professional) of some form of animal care, horticulture, gardening or conservation (D)
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| **Qualifications*** Full driving license or own means of transport to travel to work (E)
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