

October 2018

Job Description

COUNTRYSIDE DISCOVERY RESIDENTIAL COORDINATOR FOR THE COUNTRY TRUST (Norfolk)

Self employed

Imagine a job where you are able to share your knowledge of food, farming and the countryside, ignite curiosity in children and their teachers, and broaden the horizons of those who are least able to access the working countryside. Being a Residential Coordinator for The Country Trust you have opportunities to do all of these things, as well as enabling local farmers, conservationists and countryside experts to share their love and passion for what they do. The Country Trust is looking for a self-motivated individual, well organised and not phased by the shifting sands of logistics, at ease with farming and the countryside community, and an experienced, inspiring educator, familiar with English education systems and requirements.

What is in the pack?

- Job Description and Person Spec
- Summary of main terms and conditions
- Information about The Country Trust

How to apply

For all recruitment information please go to our vacancies page on our website:
<http://www.countrytrust.org.uk/get-involved/work-for-us>

Please note we do not accept CVs without a completed application form

Closing date: Midnight November 26th 2018

Interviews: 4th December 2018

Current proposed induction schedule:

29th Jan- Induction with Residential Manager

5th-6th Feb- Country Trust Conference Appleby Park Hotel

12th March- First residential

Some administration and induction work will be required between the February conference and March residential, approximately 1 day a week and no more than 5 days total.

If you have any queries contact 07983512972 or hmcvey@countrytrust.org.uk

We look forward to receiving your application

Job Description

Job Title: Countryside Discovery Residential Coordinator, Norfolk

Location: Homebased administration but centred around Hautbois Activity Centre and surrounding area.

Reports to: Residential Manager

Main purpose of the role:

To organise and oversee the delivery of the Country Trust's Countryside Discovery Residential Programme in Norfolk, for an agreed number of schools with a higher than average proportion of children eligible for Free School Meals, travelling from inner London. You will help to bring the working countryside alive for those children least able to access it.

Reason for the role: Our coordinator is off travelling!

Background to the role: We raise funds to enable us to provide 25% grants to schools from deprived areas of inner London, to enable them to undertake residential visits to the Norfolk countryside which we plan and organise. Our Norfolk residentials are based out of Hautbois Activity Centre, and The Country Trust takes responsibility for two days of the visit - on the day of arrival and mid week. Some schools have been enjoying our residentials for over 20 years.

Scale of contract:

There are currently 6 residential visits of 3-4 days planned for 2018/19, though we anticipate 8 will be booked. Delivery - 2 days per week for each week of residentials (day of arrival and one CT day out mid-week per visit) likely to be March, May and June, July (excluding half term and SATS week), September and October

Planning and organisation - allow 2 days per residential visit, though this will be made up of shorter periods of activity spread over time, rather than two consecutive days.

Majority of delivery is within term time and not all within school hours. Some early evening work required. No overnights required though you may be contacted in an emergency.

Remuneration: £120/day plus expenses for mileage (currently 45p/mile). 'Longer day' allowance of up to two hours may apply if activity extends into the later evening.

Terms: Self employed, contract until end of July 2019 with the likelihood of renewal.

Additional requirements: The role requires a car driver with their own reliable car with business insurance cover. You will require a computer with an up to date operating system (compatible with Windows 10 and Office 365), and internet access of sufficient quality (Business ideally), and personal IT proficiency (including a working knowledge of Word and Excel) that ensures you can function as part of the Country Trust team. You will be required to travel to occasional team and staff meetings. The Country Trust will provide you with an email address but you will be responsible for providing a contact telephone number.

CLOSING DATE midnight 26th November. Interviews will be on 4th December.

The Ideal Candidate: You will have considerable experience (min. 2-5 years) of successfully organising/delivering programmes for primary age children. You will have a

real love of food, farming and the countryside and a good knowledge of how schools work and their priorities. We are looking for a self-motivated, extremely well-organised individual with excellent administrative skills, and the patience and determination to handle school bookings, confident to take responsibility for children's safety and enjoyment, alert to the situation, with a good understanding of the possibilities and hazards of countryside and coastal environments. You are skilled at helping children of all backgrounds and abilities to succeed and you are adaptable, resourceful and unflappable. You'll be a team player but confident enough to work within a dispersed team reporting to a manager based elsewhere in the UK, and also able to lead a small team of volunteers.

In return, you will have a flexible, primarily term time work pattern* and a job with great potential to transform children's lives.

**NB: In our experience this role will not enable you to undertake a school run before starting work.*

Responsibilities

- To take responsibility for the schedule of Norfolk residentials, including the bookings, the transport, the activities (including annual gardening training for Hautbois staff), the staffing, compliance with our Health and Safety and Safeguarding Policies and of course the enjoyment and quality.
- Act as the local face of the Country Trust, representing our values and helping to achieve our outcomes, bringing the working countryside alive for those children least able to access it through delivering high quality, transformational residential visits.
- Prepare Risk Assessments for any activities you will be leading.
- Maintain contact and relationships with existing accommodation and activity providers and hosts (regular contact, offering support, evaluating feedback, thank you letters), helping them to deliver a unique and very special experience for the visiting children.
- Maintain contact and relationships with existing schools and teachers.
- Where required, work with the Norfolk Farm Discovery Coordinator to identify and recruit suitable host farms and estates for farm visits.
- Recruit, train and manage volunteers for a range of roles.
- Attend preliminary visits and offer support to activity providers and teachers in the preparation of risk assessments and planning educational activities.
- Organise visits and activities within the residential ensuring that schools and providers receive information (dates, timings, etc) in a timely fashion.
- Ensure that all our activities are consistently safe and high quality, and that schools and providers receive and are aware of all necessary documents covering risk assessment, liabilities, safeguarding, health and safety etc.
- Work with the Residential Manager to evaluate and develop the programmes as appropriate.
- Where required, attend and represent the CT at seminars, meetings, etc and be able to showcase and promote the work of the CT.
- Prepare regular evaluation and activity reports.

- Always be on the look out for fund raising opportunities, and report these to the central fundraising team. Help to maintain relationships with existing funders including preparing reports to existing funders on activity delivered.

Person specification

- DBS (enhanced)
- Excellent organisational ability - persistent, calm and determined
- Excellent communicator and skilled at relationship development - experienced at communicating with teachers in schools, able to present to teachers, parents and children.
- Experience of working with primary age children and teachers to share knowledge, ignite curiosity and broaden horizons.
- Natural authority, alert and adaptable
- Skilled at facilitating and mentoring others to share their expertise and enthusiasm.
- A love of food, farming and the countryside.
- Knowledgeable about the countryside
- Familiar with educational organisation (eg key stages) and the national curriculum able to discuss with learning objectives and learning resources with teaching staff.
- Competent with Risk Assessments and able to help farmers, activity providers and teachers to prepare risk assessments for visits, and able to prepare, and manage dynamically, risk assessments for activities that are CT led.
- Computer literate, at ease with cloud storage, sharing documents, basic excel data entry, contributing to a forum etc.
- Self motivated and able to work alone but also to contribute to a nationally dispersed team.
- Well organised, good record keeping and administration

Training: You will be provided with training in Country Trust delivery including Health and Safety, and Safeguarding standards and expectations

Systems

We use Office365 and a full suite of Office programmes.

Safeguarding

The Country Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members and volunteers who are suited to, and competent in their roles.

All post holders are subject to a satisfactory enhanced check with the Disclosure and Barring Service

Background to the Country Trust

The Country Trust

The Country Trust is a small, national educational charity, founded in 1978, and dedicated to bringing alive the working countryside for children least able to access it. We aim to share knowledge, ignite curiosity and broaden the horizons of disadvantaged children. 75% of the UK's land area is farmed, but the majority of us live in towns and cities, disconnected from the people and the land that sustains us. We bring communities together who would otherwise never meet, helping each to understand their importance to the other.

Our operating context

We focus on primary schools with a greater than average percentage of children eligible for Free School Meals (FSM) - the national average is 24.9% using the Ever6 measure - as well as schools providing for children with SEN/D. By the time they start school, children from the poorest families and therefore eligible for FSM, have already fallen behind in language and personal development, and are twice as likely to be obese, and to have Special Educational Needs. Much of our work is repeat business, with some schools having worked with us for a decade or more. However, we are also seeing growing demand as schools expand to absorb the sharp rise in the primary age population and/or come together into Multi Academy Trusts.

We operate throughout England and in N Wales, working with around 25,000 children annually from primary schools in urban areas of high deprivation such as Leeds, Bradford, Manchester, Newcastle, Birmingham and London. Our work has three connected strands; Farm visits, Residential trips and yearlong Food Discovery projects.

Farm Discovery day visits Children from areas of social and economic deprivation throughout England get the opportunity to visit real working farms or rural estates with their teachers and parent helpers. Interactive activities, the space and freedom, the animals, crops and machinery, the sounds and smells, the farmers and their families, all make the visits transformative experiences for city children, many of whom have never been beyond the housing estate where they live. All visits are free of charge to schools, the only cost to them is transport. We raise funds to cover the costs of our expert staff and all our host farms offer their time and resources freely. Last year we took over 19,000 children on farm visits, and farmers visited over 2500 children in schools.

Countryside Discovery Residentials A three or four-day residential trip to the Yorkshire Dales, Norfolk or Suffolk, enables us to bring a rich, sustained and transformational educational experience to children, many of whom would never leave the area where they live and go to school. Schools integrate the residential into the children's learning and personal development. Children learn to take responsibility for themselves; for many this is the first time (and for some girls, the only time) they will have been away from home. They also see how others take responsibility for land, livestock, wildlife and wildlife habitats. They are exposed to new possibilities, and experience a healthy lifestyle - eating well, learning and playing outside. Some schools have been working with us for more than a decade. The Country Trust organises the residentials, and fundraises to contribute 25% of the total cost. Around 900 children come on Country Trust residentials each year.

The Country Trust Food Discovery project teaches children how to grow fruit, vegetables and herbs, and how to cook cheap, healthy delicious meals from the crops they're growing. We take them to different farms to find out where their food comes from, and they run a Farmer's Market in their school playground, selling fresh fruit and vegetables to

parents. Finally, after harvesting their crops at the end of the summer term, children cook up a celebration Harvest Feast for families and friends to share. Children from disadvantaged areas frequently have very poor diets, which affects their health, and their ability to learn. Through Food Discovery they grow, taste and cook with fruit and vegetables that they may never have encountered before. They learn new skills like chopping with a knife, and eating together at a table. Over 70% of children go on to cook one or more of the recipes at home. Our mission is to instil a culture of growing and cooking within the school, which continues beyond our involvement, and a new understanding of where and how food is produced. Our current model is to seek funding to enable schools to experience a year of Food Discovery. Having seen the benefits it brings to their school community, schools are then choosing to use Pupil Premium funding to continue with the programme. We are working with 20 schools and over 1300 children around the country this academic year.