



November 2018

Job Description
FARM DISCOVERY COORDINATOR Portsmouth

Imagine a job where you are able to share your knowledge of food, farming and the countryside, ignite curiosity in children, their teachers and parents, and broaden the horizons of those who are least able to access the working countryside. Being a Farm Visit Coordinator for The Country Trust you have opportunities to do all of these things, as well as enabling farmers to share their love and passion for what they do. The Country Trust is looking for a self-motivated individual who is at ease with farming and the landowning 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 28th November 2018

Interview date tbc

If you have any queries contact 01245 608363 or mhext@countrytrust.org.uk or jattenborough@countrytrust.org.uk

We look forward to receiving your application

Job Description

Job Title: Country Trust Farm Discovery Coordinator, Portsmouth

Location: Homebased (Portsmouth Area), working particularly with schools from Portsmouth, Gosport, Fareham, Waterlooville and Havant and farmer hosts in the surrounding area. Host farms ideally to be within an hour's travel.

Reports to: Farm Discovery Manager

Main purpose of the role: To organise and deliver an agreed number of visits for the Country Trust's Farm Discovery Programme, with schools with a higher than average proportion of children eligible for Free School Meals, bringing the working countryside alive for those children least able to access it. The job has a great potential to transform lives.

Reason for the role: We are well established in Hampshire and need to increase our capacity to meet demand.

Scale of contract: Initially 12-15 Visits in the first school year with opportunity to increase to 30 to 40 visits dependant on demand and funding availability. Each visit represents up to two days' work, plus induction and training time. An additional 5 days are likely to be required to build a network of schools and host farms.

We would also ask you to be available for our annual conference on 5/6 February 2019 in the Midlands.

Remuneration: £120 per day plus expenses for mileage (currently 45p/mile). We allow one day for delivery, and a half day for organisation and a half day for a pre-visit per school farm visit where required. Normal business expenses (telephone, printing, broadband, office costs etc) are the responsibility of the contractor.

Terms: Self employed, contract until end of December 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.

Ideal Candidate:

You will have considerable experience (min. 2-5 years) of successfully delivering programmes to primary age children. You will have a real love, and knowledge, of food, farming and the countryside. We are looking for a self-motivated, well-organised, creative individual skilled at helping children of all backgrounds and abilities to succeed. You'll be at ease with the farming and landowning community, possibly bringing your own farming connections and very aware of the responsibility of bringing children onto real working farms. You'll be a team player but confident enough to work within a dispersed team reporting to a manager based elsewhere in the UK.

You'll be adept at building on relationships already established with schools and farmer hosts as well as recruiting new schools with higher than average free school meal intake and new farmer hosts. A natural collaborator, and knowledgeable about farming and education, you'll ensure that Farm Discovery days are planned in collaboration with

teachers and farmers to ensure that children who are generally least able to access the working countryside have a safe and enjoyable day. You will be able to play both a supportive role (with our farmer hosts) and be able to devise and lead group activities yourself.

The role is essentially term-time and the post holder will be able to manage their own work load.

*NB: In our experience this role may not always enable you to undertake a school run before starting work. School holidays - we are keen to explore the potential to support a limited number of school holiday programmes for disadvantaged children, though recognise this may not be feasible for all coordinators

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

Key Responsibilities

- 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 activities and visits.
- Identify and recruit suitable host farms and estates for farm visits.
- Identify and recruit suitable schools
- Maintain contact and relationships with existing host farmers/estate owners (regular contact, offering support, 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.
- Maintain very regular contact with Programme Manager and central office
- Potential to recruit, train and manage volunteers to support the visits.
- Attend preliminary visits and offer support to farmers and teachers in the preparation of risk assessments and planning educational activities for a planned farm visit.
- Organise educational visits to farms and the countryside ensuring that schools and host farmers receive information (dates, timings, etc) on farm visits in a timely fashion.
- Ensure that all our activities are consistently safe and high quality, and that schools and farmers receive and are aware of all necessary documents covering risk assessment, liabilities, safeguarding, health and safety etc.
- Following training, ensure that all active hosts have a Risk Assessment in place for visits by groups of children to their farm.
- Report regularly on number of visits undertaken, and number of visits planned, number of children involved, evaluation of visits, accidents and incidents, near misses etc.
- Help our fundraising team to maintain relationships with existing funders including providing information for reports to existing funders on activity delivered, and looking out for fundraising opportunities.

- Help our Communications team to raise our profile in the media by keeping them informed of visits, activities and opportunities, supplying information as required and uploading photographs.
- Comply with all requirements relating to Data Protection as required by The Country Trust, Data Protection and GDPR legislation.
- If agreed, prepare, promote and deliver a CPD session for teachers.
- If agreed, attend and represent the CT at seminars, meetings, etc and be able to showcase and promote the work of the CT.

Key Expectations

- Keen to share knowledge about the countryside/farming
- Experienced at working with primary age children
- A positive and passionate work attitude
- A desire to show pride in all aspects of their work
- A flexible approach with a willingness to adapt to changes
- An ability to work using your own initiative both independently and as a competent, effective, empathetic team member
- Always treating others with courtesy, dignity and respect
- Committed to the purpose and values of The Country Trust

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 eligible post holders are subject to a satisfactory enhanced check with the Disclosure and Barring Service.**

Systems:

We use Office365, including Skype and the full suite of Office programmes.

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.

The Recruiting Manager for this role is Mary Hext mhext@countrytrust.org.uk

Applications close at midnight on 28th November 2018 and interviews dates will be confirmed shortly.