

**Job Advert:** Programme and Office Administrator **(Apprenticeship)**

**Location** Eynsham and Abingdon

**Hours** 30 hours per week over 5 days (to be agreed).

**Salary** £23,400 FTE (pro rata to 30 hours)

 **(This role is linked to a L3 Business Administration training package)**

**Contract** Fixed term 2 years with view to subsequent extension.

**Reports to** CEO

**Reports** None

**Annual Leave** 25 days + bank holidays (pro rata)

FarmAbility is a local independent charity that is committed to improving the quality of lives through access to meaningful activities for adults who have a learning disability. We deliver farming and horticultural-based programmes in partnership with community-based and local farms and gardens. These programmes offer people who have a learning disability the opportunity to engage in daily purposeful activities that not only improve physical and mental health and wellbeing, but also foster a sense of community, and allow the development and strengthening of their skills and abilities.

We are recruiting for someone to coordinate the administration and smooth running of the FarmAbility office so that our participants (co-farmers) can access our sessions with ease and comprehensive information, and to support the management team and wider staff team with organisational and administrative tasks to underpin the same.

The Programme and Office Administrator (P&OA) will ensure that the extensive logistical demands of running an outdoor programme at more than one location are coordinated and supported effectively and efficiently. The role has a support function to the CEO and Management Team in addition to some administrative support for the team of Programme Leaders and other staff members. They will be the first point of contact for parents, carers and support teams of co-farmers on a day-to-day basis, as well as a point of liaison for partner organisations, transport firms and local authority social care teams.

To find out more and apply go to: [Vacancies – FarmAbility](https://farmability.org.uk/vacancies/)