

Job description and recruitment process: Development Officer

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| Hours: | Full time days (37.5 hours) per week. Or four days a week (30 hours) if preferred. Ideally to include Tuesdays. |
| Salary: | Starting salary of £31,580 including London Weighting. |
| Pension: | 5% of salary for standard contracted hours after successful completion of a 3-month probation period. |
| Holiday: | 33 days annual leave per year including bank holidays. |
| Contract: | 12 months, subject to passing the three-month probation period. Possibility of an extension subject to funding, as with many charity roles. |
| Location: | Option to be based at a shared office space or to work from home. Frequent London travel. The person needs to live in London or be able to travel in regularly. |
| Manager | London Learning and Development Manager |
| Responsible for: | Contractors, volunteers |

We are looking for someone with a flair for supporting community growing organisations, including community gardens, city farms and care farms. The role will suit someone creative, methodical and comfortable with people. The role involves getting out and about, but most of the work is office work.

This role does not include any practical gardening or farming activities.

There are three elements to the role advertised:

a) **London Development**

3 days a week -

To support the delivery and co-ordination of a programme of targeted training and capacity-building for city farms and community gardens in London to improve their long-term viability, thereby contributing to the

sustainability of vibrant local communities throughout the capital. This is a well-established, popular enjoyable programme and you would work closely with the London Development Manager, and SF&Gs members.

Annual outputs include:

- Training days designed and delivered by SF&G members
- Networking tours of community growing spaces
- Showcase events including the London Harvest Festival

b) Green Care Quality Mark (GCQM) Administration

1.5 days a week

To support the UK-Wide GCQM programme liaising with our panel of Assessors, assigning applications for review and inputting data into our 'Civi' CRM.

The programme helps green care practitioners such as care farms demonstrate to clients, funders, commissioners, referrers and volunteers that they operate a safe, professional and caring place to be.

The post holder will be responsible for administration and promotion of the GCQM, and supported by managers to retain participants of the scheme, attract new enrolments, and increase the associated earned income for SF&G.

c) SF&G Membership Support.

A half day a week will be dedicated to supporting SF&Gs UK- wide membership programme through social media, newsletters and database management.

Ideally the employee would work on both the London programme and the Green Care Quality Mark. If you are only interested in one of these, please get in touch by phone.

Links to more about these programmes:

www.farmgarden.org.uk/london

<https://londonfarmsandgardens.org.uk/> - a site managed by the London Association.

www.farmgarden.org.uk/projects/green-care-quality-mark

www.farmgarden.org.uk/get-involved/join-us

[Recent London newsletter](#)

Recruitment Process:

Deadline for applications: Midday Monday 25th November.
Interviews: First week of December.
Start date: December or January with a paid day of training in December.

Questions to: London@FarmGarden.org.uk or call Amber on 0776 1920 776

Social Farms & Gardens is an equal opportunities employer that understands that the best employees may not always be the best at job applications or interviews. We try to make our recruitment processes relatively stress-free.

You do not have to meet all elements of the Person Specification to be considered for the role.

We do not ask for any formal qualifications as not everyone thrives in a school setting.

We would like you to submit these three documents by email:

- A CV
- A Personal Statement giving specific examples of your experience for each element of the Person Specification
These will be anonymised to minimise bias
- A cover page with personal details

And complete an Equal Opportunities form, online <https://forms.office.com/e/QDtswY6hSk>

We will invite 4 – 8 candidates to an interview. We will provide all questions and tasks in advance. If interviews are really stressful for you, please let us know.

We then offer a paid trial day to the candidate that we would like to offer the role to. This is to make sure the candidate has a good idea of the kind of work involved, and the working environment.

Please email applications to HRAdmin@FarmGarden.org.uk

Job description

Social Farm & Gardens Development Officer

Responsibilities and Key Tasks (All with support):

1.1 Support and engagement for city farms and community gardens:

- Work with the London Learning & Development Manager and the London Association to design and co-ordinate training and events for community growing organisations across London. This includes identifying trainers and venues from SF&Gs member organisations, promotion, facilitation and follow-up. It also includes printing, getting forms filled, shopping for refreshments, taking photos and creating a good atmosphere.
- Regular liaison with members to raise awareness of support available and to identify issues they may be facing. This would take the form of site visits, phone calls and emails.
- Facilitate networking and regular communication (via social media, e-bulletins, and the Social Farms & Gardens website) between community growing organisations, supporting them to share good practice and foster closer working relationships.
- Take the lead on regular small networking events.
- Be part of a team organising and promoting of the London Harvest Festival. This is an annual horticultural and animal show which brings together community growing organisations in September. There is an associated online photo competition.
- Option to design and deliver training and webinars from your own skillset if this meets the needs of farms and gardens.

1.2 Monitoring, Evaluation and Dissemination of Learning:

- Help gather information on effective approaches to volunteer management, income diversification, partnerships, personal resilience and evaluating and communicating impact, currently in use at community growing organisations.
- Support the monitoring and evaluation of the programme.
- Contributing to impactful reports and associated design.
- Liaise with other charities and companies that work with community growing organisations to maximise joint impact and minimise crossover.

1.3 Communications, Resourcing and Administration:

- Promote SF&G programmes through social media, newsletter and website.
- Keep records on Social Farms & Garden's CRM (We use Civi).
- Respond to queries and provide information, advice and signposting.
- Creating or contributing to funding applications. Summarise funding opportunities for members.

2.1 GCQM Processing

- Manage the payment, application and compliance monitoring processes, including checking and assigning all GCQM forms for review with our established team of external Assessors.
- Respond to queries from applicants and the Assessor team via phone and email (predominantly email).
- Track application and compliance progress via Civi and other monitoring applications (Excel etc).
- Schedule and attend bi-annual meetings of the Assessor team.
- Coordinate GCQM training and promotion events and webinars as required.
- In conjunction with the panel of Assessors ensure the GCQM application questions and support Guidance document are relevant and up to date.

2.2 Green Care Quality Mark (GCQM) relationship management

- Develop relationships with Green Care providers and the Assessor team and gain an understanding of the Quality Mark requirements, common queries and issues.
- Develop relationships with stakeholders involved in Green Care, such as providers, networks, academic researchers, NHS social prescribing teams and local authority staff in order to promote and the benefits of the GCQM and Green Care in general.
- Support and develop the panel of peer Assessors to ensure it is representative of the green care sector and sufficient in number to support the level of applications and compliance checks being processed

2.3 GCQM reporting

- Prepare internal reports for SF&G management team, Board of Directors on application metrics and GCQM finances (as required). Produce GCQM reports, documents and presentations for external audiences such as funders.
- Liaise with the online platform developer and internal staff to ensure the online GCQM platform and PayPal payment portal remain fit for purpose.

3. General duties:

- Work effectively and considerately with other Social Farms & Gardens employees and volunteers to promote the aims and objectives of SF&G and present a positive image of SF&G to members and the public.
- Abide by Social Farms & Gardens policies and endeavour to follow good working practices at all times.
- Take responsibility for your own safety and ensure that colleagues and visitors are not exposed to danger.
- Undertake such other duties as may be reasonably requested by your line manager or the Director, including completing appropriate training.

Person Specification

Social Farms & Gardens Development Officer

| General Criteria | Specific Requirements | Level required: E = Essential D = Desirable |
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| 1. Qualifications | Qualification to GCSE level or equivalent | D |
| | Training or Coaching Qualification e.g. City & Guilds, or equivalent experience | D |
| 2. Practical experience | Experience of working in a similar development role | D |
| | Experience of working in a capacity-building organisation | D |
| | Experience of monitoring and evaluation processes | D |
| | Delivering project outputs and outcomes within budget and to schedule | D |
| | Demonstrable ability to proof-read detailed documents and have a high level of attention to detail | D |
| | Providing project support and picking up delegated tasks quickly and efficiently | E |
| | Experience of or aptitude for liaising with multiple organisations / members / employees at all levels of seniority | E |
| | Excellent communication skills and experience of having dealt successfully with demanding clients / customers / members | E |
| 3. Knowledge | An anti-racist and equality-focussed approach, with knowledge of how to apply this to training and events programmes | E |
| | Knowledge of professional development for people that work or volunteer in the voluntary sector | E |

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| | Knowledge of a variety of monitoring and evaluation frameworks and tools | E |
| | Understanding of how to engage organisations and communities (we support an Asset-Based Community Development approach, where we value what people can offer, rather than what they may lack) | E |
| | Understanding of membership organisations | D |
| | Knowledge of different resourcing opportunities for community growing organisations | D |
| | Knowledge of community growing and green care | D |
| 4. Skills | Excellent verbal and written communication and interpersonal skills, including presentations and networking. Ability to create informative and engaging communications for both internal and external audiences. | E |
| | Excellent organisational skills, including good time management | E |
| | Sound IT skills (We use Microsoft Office / SharePoint / Civi) | E |
| | Ability to use social media, newsletters and websites in clear and engaging style | E |
| | Ability to budget for a project, with support | D |
| 5. Personal attributes | Able to show exceptional attention to detail | E |
| | Flexibility and consultative, collaborative approach to achieving objectives | E |
| | Self-motivated, able to work unsupervised, to take initiative and to meet deadlines | E |
| | Motivated to do the role! | E |

November 2024