



Job Title:	Community Engagement Coordinator
Start Date:	5th June 2017 (or as soon as possible thereafter)
Hours:	5 days / week (37.5 hours)
Working Week:	Mon, Tues, Weds, Fri: 9am - 5.30pm; Thurs: 8am - 4.30pm
Location:	Sutton Community Farm, South London, SM6 0SH
Contract:	This is a fixed term contract until 31st March 2019
Salary:	£22,000 per annum
Deadline:	Midnight on 15th May 2017 (interviews 17th and 22nd May)
Website:	www.suttoncommunityfarm.org.uk

JOB PROFILE

Main purpose of the position

The Community Engagement Coordinator plays an important role in helping people in our community have a positive, meaningful and enjoyable experience at the Farm. This includes volunteers, groups of children and other visitors. The Community Engagement Coordinator will be able to work with a variety of people, recognising their strengths, and nurturing their development to help them safely participate in a range of activities.

The Community Engagement Coordinator works collaboratively with the General Manager, Head of Production and Food Distribution Coordinators to ensure training needs are met and support from volunteers is secured. In particular the Community Engagement Coordinator will manage a team of volunteers to ensure high-quality VegBoxes leave the Farm on time each week to be delivered to customers. They also help the Farm Team understand our capacity in managing volunteers and play a vital role in shaping our volunteer programme.

The Community Engagement Coordinator will be part of a team that works with over 2,500 volunteers and visitors each year and successfully delivers fresh, healthy, tasty produce to around 250 customers each week. The position will play a vital role in helping the Farm grow towards 400 customers and financial independency. We expect the applicant to be a warm, approachable self-starter with excellent communication skills, and to be able to work with a variety of people.

Scope of job

- To take overall responsibility for the volunteer programme at the Farm.
- To oversee volunteers doing VegBox packing on Wednesdays and Thursdays
- To deliver and evaluate Buddy Volunteer training, and coordinate Buddies on site.
- To deliver and develop weekly activities for those with learning difficulties coming to the Farm with support workers.
- To coordinate and deliver school visits to the Farm.
- To coordinate Team Challenge days with businesses.
- To maintain and develop relationships with existing and new partner organisations.
- To assist with organising community events
- To be an effective member of the Sutton Community Farm Team.

Main Activities

To take overall responsibility for the volunteer programme at the Farm

- Liaise with new volunteers (respond to online applications) and ensure they are welcomed to the Farm and their needs understood and met.
- Facilitate inductions for new volunteers on a monthly basis.
- Review the progress of volunteers (conduct informal check-ins, and organise a Welcomer each week) and oversee their wellbeing.
- Help develop and improve the volunteer programme in collaboration with the rest of the team.
- Work closely with other members of the team to ensure that activities for volunteers and visitors are appropriate for the level of ability and contributing meaningfully to the workflow at the Farm.
- Ensure that volunteers complete satisfaction surveys and monitoring data is well maintained. Evaluate responses regularly and feedback to other members of the team.
- Work with the General Manager to develop volunteer resources and improve the Farm's volunteer programme overall.
- Oversee volunteer recruitment as and when required.

More information about volunteering at the Farm can be found on our website here:

<http://suttoncommunityfarm.org.uk/join-in/volunteering/>

To oversee volunteers doing VegBox packing on Wednesdays and Thursdays

- Assign jobs to and oversee volunteers involved with packing VegBoxes.
- Ensure the packing process is resourced correctly, confirming volunteer attendance ahead of Thursdays.
- Ensure that activities for volunteers are appropriate for the level of ability and contributing meaningfully to the workflow of the pack.
- Work with the Food Distribution Coordinators to develop the packing process where necessary in accordance with growth.
- Feedback quality issues and driver concerns to the Food Distribution Coordinators when necessary.
- Keep the Veg Shed and packing areas tidy and free of hazards.

To deliver and evaluate Buddy Volunteer training, and coordinate Buddies (volunteers that support those with particular needs during weekly volunteer sessions)

- Deliver regular training sessions for new Buddies (2-3 per year)
- Recruit, retain and coordinate Buddies
- Support Buddies and evaluate and respond to feedback.

More information about Buddy Volunteering at the Farm can be found on our website here:

<http://suttoncommunityfarm.org.uk/projects/buddy-volunteering/>

To deliver and develop weekly activities for those with learning difficulties coming to the Farm with support workers.

- Work with learners and volunteers (and their support workers) from existing partners: Orchard Hill College and Cavendish Care.
- Plan and facilitate activities (composting, etc) with input from the Growing Team, and work alongside learners and their support workers.
- Record and monitor learners' experience, regularly collect feedback and evaluate.
- Liaise with existing partners to encourage greater numbers of beneficiaries, and work on new partnerships within Sutton to increase the beneficiary numbers.
- Explore ways in which these activities can be improved consulting learners and their support workers.

To coordinate and deliver school visits to the Farm.

- Organise school visits, respond to enquiries by email and telephone.
- Liaise with Farm staff to ensure visits are resourced properly.
- Plan activities for school visits, and deliver sessions where possible.
- Oversee facilitation and delivery of healthy cook clubs and liaise with cook club tutors to ensure sessions are well resourced and effective.
- Monitor feedback and evaluation.

More information about school visits at the Farm can be found on our website here:

<http://suttoncommunityfarm.org.uk/projects/after-school-cook-clubs/>

To coordinate Team Challenge Days with businesses.

- Promote and organise Team Challenge Days at the Farm.
- Communicate with corporate groups in the lead up to the day and circulate feedback forms, photos, etc afterwards.
- Facilitate visits alongside the Growing Team, ensuring that appropriate staffing is available and visits are timetabled correctly.

More information about school visits at the Farm can be found on our website here:

<http://suttoncommunityfarm.org.uk/join-in/team-challenge/>

To maintain and develop relationships with existing and new partner organisations.

- Maintain good working relationships with existing partners that refer volunteers or come on group visits: schools, colleges, local businesses, like-minded organisations.
- Develop new partnerships to ensure we are offering rewarding volunteering and visiting experiences to as many people as we can.
- Maintain and update relevant volunteer and visitor pages on the website.
- Publish blogs in relation to community engagement work and contribute to newsletter as appropriate.

To assist with organising community events

- Organise annual Volunteer Appreciation Party.
- Contribute to annual Harvest Festival organising and staffing.
- Get involved with Farm promo events and markets on adhoc basis.

To be an effective member of the Sutton Community Farm Team.

- Attend Team Meetings every two weeks on Tuesdays.
- Contribute to annual review of volunteer programme as required.
- Carry out any organisational or administrative tasks as necessary to ensure the smooth running of the organisation.

Person Specification

Essential:

- Proven experience working in a similar capacity, with children, adults and vulnerable persons.
- Experience of delivering sessions with volunteers of varying ages and abilities.
- Excellent communication and people skills.
- Proven ability to inspire, motivate and manage others.
- Ability to plan and schedule a busy timetable, prioritise tasks and work to deadlines.
- Ability to work with colleagues as part of a team.
- Excellent problem solver with the ability to respond quickly, calmly and effectively to challenges and opportunities arising.
- Willing and able to undertake physical outdoor tasks when required.

- Knowledge of appropriate computer programmes (Google Drive, Microsoft Office)
- Understanding of and commitment to sustainable agriculture and Sutton Community Farm ethos.
- Logical, numerate, accurate: confident with arithmetic and able to work with numbers and weights.
- Responsible and reliable - this is a key role in a small organisation, which relies totally on the dedication of our staff to keep our organisation running 51 weeks of the year.

Desirable:

- Experience working in a food growing project with volunteers.
- Excellent understanding and experience of food growing and seasonal food preparation.
- Excellent initiative and ability to improvise.
- Knowledge of health and safety issues including experience in carrying out risk assessments.
- Full UK driving license.
- Experience delivering cookery workshops and cooking with groups.
- Experience working in a small and diverse team.

Additional Conditions of Employment

- 25 days annual leave plus bank holidays.
- Staff discount on VegBoxes.
- Stakeholder pension scheme available.
- Working from Sutton Community Farm, 40a Telegraph Track, Wallington SM6 0SH.
- Some home working possible.
- Occasional weekend working required.

Sutton Community Farm - About Us

Sutton Community Farm is London’s largest community farm, a not-for-profit social enterprise growing fresh vegetables using organic principles, as well as providing a shared space for the local community to cultivate skills.

We aim to make our Farm accessible to as wide a range of the public as possible and are committed to ensuring that everyone is treated fairly. You can find out more by reading [our Equal Opportunities Policy](#).

As an organisation, we also believe in fair pay. All our staff are paid above the London Living Wage and we maintain a low pay ratio. This means that the highest paid member of staff is paid no more than 1.6 times the lowest paid member of staff.

Position in organisation

Sutton Community Farm is a small enterprise with seven employees. The Community Engagement Coordinator will work closely with the General Manager and Head of Production.

How to apply

To apply please send your CV and covering letter outlining why you are interested in the position and how your skills and experience meet the person specification, to harley@suttoncommunityfarm.org.uk

Deadline for applications: Midnight on 15th May
Date of interviews: 17th and 22nd May
Start date: 5th June (or as soon as possible thereafter)